

M/s. Dhar & Associates Pvt. Ltd., Kolkata.
M/s. STS Systems, Kolkata.
M/s. Anjan Gupta, Kolkata.
M/s. Hammer & Tong, Kolkata.
M/s. Space Planners, Kolkata.
M/s. Design Dei Gratia, Kolkata.

Dear Sirs,

Sub : **TENDER NO. : OIL/39/2014** for Hiring of Consultancy Services
for Renovation and Redecoration of Diroi House, Kolkata.

OIL INDIA LIMITED (OIL), a Government of India Enterprise, invites sealed Bids for **Consultancy Services for renovation & redecoration of Diroi House, 2E, Charu Chandra Avenue, Tollygunge, Kolkata – 700 033**. One complete set of Bid Document covering OIL's tender for the above job is being forwarded herewith. You are invited to submit your most competitive bid on or before the scheduled bid closing date and time mentioned below:

- (i) **TENDER NO.** : **OIL/39/2014**
(ii) **BID CLOSING DATE AND TIME** : **16/05/2014 (14.00 Hrs. IST)**
(iii) **BID OPENING DATE AND TIME** : **16/05/2014 (14.00 Hrs. IST)**

2.0 **SUBMISSION OF BIDS**

2.1 The tender is being processed according to single bid procedure.

2.2 Terms & conditions of the contract to be made with the successful bidder are furnished in Annexure -I . Bidders are requested to state their compliance to these conditions in their bid.

2.3 **BID PRICE** : The professional fee quoted in term of percentage must be quoted in the prescribed form attached herewith both in words and in figures.

2.3.1 Price quoted by the successful bidder must remain firm during the performance of the Contract and shall not be subject to variation on any account.

2.3.2 Bidders should confirm the time required to complete the project which should not be more than six weeks.

2.3 The Bidder shall seal the original and copy of the bid duly marking as "**ORIGINAL**" and "**COPY**". Bids shall be submitted in duplicate.

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2.4 The cover containing the Bid (original and copy) should be kept in one sealed cover bearing the following on the right hand top corner.

- (i) Tender No. **OIL/39/2014** For: Office Interior Work
- (ii) Bid closing date & Time: at **14.00 Hrs.**
- (iii) Bidder's name _____.

2.4.1 **THE BIDS SHOULD BE ADDRESSED TO :**

**HEAD - CALCUTTA BRANCH,
OIL INDIA LIMITED,
4, INDIA EXCHANGE PLACE
KOLKATA – 700 001**

2.5 Timely delivery of the bid is the responsibility of the Bidder. Company shall not be responsible for any postal delay/ transit loss.

2.6 E-Mail/Telex/ Cable/ Fax/ Telephonic Bids will not be accepted.

3.0 **PERIOD OF VALIDITY OF BIDS** : Bids shall remain valid for 75 days after the date of bid opening prescribed by the Company.

4.0 OIL now looks forward to receiving your bid within the scheduled bid closing date and time.

**Yours faithfully,
OIL INDIA LIMITED**



**(P. K. BHARASA)
SR. PURCHASE OFFICER
For HEAD –CALCUTTA BRANCH**

sb:jn

OIL INDIA LIMITED

(A Govt. of India Enterprise)
4, India Exchange Place,
Kolkata – 700 001.

Tel : 033 2230 1657, 1658
Fax : 91 33 2230 2596
E-Mail : oilcalmn@cal2.vsnl.net.in

Tender No. : OIL/39/2014
Bid Closing Date : 16/05/2014

The scope of work of the consultant is envisaged as under:

- (a) Preparation of conceptualized design, preliminary estimate including its presentation. Modifications if desired by OIL are to be incorporated in the scheme including submission of report along with the project cost and Bar Chart for approval of OIL.
- (b) Providing complete working drawing showing all the details including minute functional and architectural details etc for all aspects of construction including sanitary works, external and internal electrical works, fire fighting, telephone cable works, and acoustic treatment including submission of 3 sets of hard copies of it.
- (c) Preparation of detailed specifications for the items, detailed cost estimate covered by latest CPWD specification for the scheduled items and market rate analysis for the non scheduled items.
- (d) Preparation of draft tender documents in consultation with OIL representatives, scrutiny of tender documents received, any other jobs pertaining to finalization of contract for execution of interior decoration jobs.
- (e) Supervision of interior decoration jobs, revision/detailing of drawings to clarify the contractors for its execution in case of confusions, measurement of completed work to be submitted to the authorized personnel of OIL and final certification of completed work. However, the company reserves the right to counter check the measured quantity.

Notes :-

- 1) **Payment Terms** : The professional fee for each of the services in the scope of work, the consultant shall be paid in the following stages consistent with the work done plus reimbursable expenses, if any, as agreed upon. Payments made to the Consultant are on account and shall be adjusted against the final amount payable. Payment will be made subsequent to production of invoices by the party.

All the payment shall be subject to TDS and other deductions if any.

Stage (a) : On submitting conceptual designs and preliminary estimate and presentation of scheme and its acceptance within 15 days.

10% of the total fees payable based on the preliminary estimate of Architect.

Stage (b) : On submitting the detailed specification of items, bill of quantities, detailed architectural working drawing together with estimates of cost sufficient to invite Tender within 30 days.

40% of the total fees payable less payment already made based on the preliminary estimate of Architect.

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Stage (c) : Scrutiny of tender document received, preparation of comparative statement of tender & recommendation of vendor to make the interior decoration work.

50% of the total fees payable less payment already made based on the value of the work to be awarded.

Stage (d) : During course of execution of interior decoration work.

80% of the total fees payable less payment already made in consistent with value of work from time to time and commensurate with the progress of the work.

Stage (e) : On completion of interior decoration work.

100% of the total fees payable less payment already made.

2) Other Conditions :

a) Performance Security : The successful bidder(s) shall deposit the requisite Security Deposit of ₹ 20,150.00 in the form of Demand Draft/Banker's Cheque/Bank Guarantee from any Nationalised Bank/Scheduled Bank of India, in favour of Oil India Limited and payable at Kolkata before signing the formal Contract Agreement. The Security deposit shall be refunded to the contractor after satisfactory completion of the work, but part of whole of which shall be used by the Company in realization of LD or claims, if any, or for adjustment of compensation due to the Company for any reason. The Security Money shall not earn any interest.

However, the actual security deposit amount will be calculated @ 2.5% of the contract value at a later stage when the actual works contract value will be known at the time of award of works contract. The bidder has to finally submit a revised Security Deposit or the differential amount in this regard for the actual security deposit calculated. Bidder has to confirm their agreement in this regard at the time of submission of bid.

- b) In case the Interior Designer fails to provide the services as specified in the contract, the same shall be got done from any other agency at his cost and risk.
- c) In case, bidder fails to complete the work in the specified time, OIL shall levy penalty @ 0.5% of the contract value per week or part thereof starting from the scheduled completion date, subject to ceiling of 7.5%.
- d) The Contractor shall not transfer, assign or sublet the consequent Contract or any part thereof without the prior consent in writing from OIL. Any permitted transfer/assignment or subletting shall not relieve the Contractor of any of his obligations which might have arisen before such permission was given.
- e) Prior to submission of the rate the party may visit the site to understand the job to be carried out, if necessary.

3) Commencement & Completion of Work : The job shall commence within 5 days on placement of LOI. Time required for completion of entire jobs is estimated to be around 6(six) weeks w.e.f. commencement of the work up to the completion of entire interior decoration work.

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4) All disputes, difference, claims and questions whatsoever arising out of this agreement shall be referred to Arbitration which shall be conducted in accordance with the provisions of the Indian Arbitration and Conciliation Act 1996 or any statutory therefore. The venue of Arbitration shall be at Kolkata.

5) FORCE MAJEURE :

In the event of either of the parties being rendered unable, wholly or in part by force majeure to carry out its obligations under the agreement when entered into, it is agreed that on such party giving notice and full particulars of such force majeure in writing or by telegram / telex / fax to other party as soon as possible (with maximum one week), after the occurrence of the cause relied on then the obligation of the party giving such notice with proper documentary evidence so far as they affected by such force majeure, shall be suspended during the continuance of any inability so caused but for no longer period, and such cause as far as possible be remedied with all reasonable effort.

The term "Force Majeure" as used herein shall mean 'Acts of God' including Landslides, Lightning Earthquake, Fires, Storms, Floods, declared Wars, Blockades, insurrection, riots, Governments regulations etc. which are not within the control of the party claiming suspension of its obligation and which renders performance of the contract by the said party completely impossible.

ANNEXURE – II

SCHEDULE OF RATES / BIDDING FORMAT

Sl. No.	Description	Professional Fee in Percentage (%) of the awarded value of work/project excluding Service Tax.
1.	Consultancy Services of Architect for renovation and redecoration of Diroi House (Kolkata)	

Note :

(i) The professional fees will be paid in terms of percentage of the total awarded value of the work or the actual cost of execution of the work whichever is lower.

(ii) The above fee shall be deemed to include the cost of maintenance of necessary subordinate staff and all other expenditure which the Architect may incur during the course of carrying out and rendering duties and services for this project as agreed upon. The Architect shall not be entitled to any payment or remuneration over and above the fee stipulated hereinabove on the ground that the work of construction is not for any cause or by any reasons whatsoever, completed scheduled date, nor shall the Architect be entitled to any extra payment or remuneration by reason or on account of any delay caused in one or the other.

(iii) The quoted fee is deemed to be exclusive of Service Tax and Cess, which will be paid by OIL as extra. If there is any difference in awarded cost and actual cost of work, Architect's fee shall have the ceiling cap of awarded cost or actual cost whichever is lower.

(iv) In case of 2(two) or more parties quoting same rates (percentage), OIL will have the right to award the contract to any party on the basis of their demonstration of capability etc.

(v) Evaluation will be on "Lowest Percentage" basis quoted by the bidders.

(vi) Bidders should indicate their percentage of professional fee in figures as well as words. In the event of discrepancy between quoted figures and words, words will prevail. Offer should show the applicable service tax.

(vii) The professional fee quoted in terms of percentage should be exclusive of service tax but inclusive of all applicable taxes.

1.0 BID REJECTION CRITERIA:

The interested bidders should fulfill each of the following eligibility criteria:

- 1.1 Qualified professional, registered with Indian Council of Architecture in Calcutta / any other professional institute or Graduates in Interior Design from a reputed college / university.
- 1.2 The average annual financial turnover as per Audited Annual Reports for the last three accounting years should be Rs.2.40 Lac.
- 1.3 Experience of having successfully completed consultancy services towards interior decoration work preferably in PSUs/Central Govt./State Govt. Organizations during last 7 (seven) years as on 31/03/2014.

Three similar completed works each costing not less than Rs.3.22 Lakh each.

or

Two similar completed works each costing not less than Rs.4.00 Lakh each.

or

One similar completed work costing not less than Rs.6.44 Lakh each.

NB: Similar job is as mentioned in Para 2.1 above.

- 1.4 Bids should be accompanied by adequate documentary proof in support of experience and turnover as mentioned.

- i) For (1.3) necessary copies of contract document along with a completion certificate from the service recipient stating nature of work, gross value of work and period of job done, duly attested/self attested.

In case of OIL's contractors, copies of contract document showing gross value of work, nature of job and time period covering the financial years as per NIT WILL BE ACCEPTED. It may be clearly noted that simply mentioning of OIL Contract Number will not be accepted.

- ii) For (1.2), attested/self attested copies of audited balance sheet and profit & loss account or a copy of certificate from practicing chartered/cost accountant certifying the average Annual turnover of bidder for last 3(three) accounting years previous to the current accounting year. The certificate must contain seal and membership no. of the Chartered/Cost accountant.

Note:

Other than the vendors to whom the tender has been issued, interested vendors who wish to participate in the tender may apply with proper credentials and other relevant details so as to reach HEAD CALCUTTA BRANCH, OIL INDIA LIMITED, 4, India Exchange Place, ICC BUILDING, 4th floor, Kolkata 700001,

FAX NO: (91-033) 2230 2596, E-mail:-oilcalmn@oilindia.in within 10 days of publication of the tender on OIL's website.

Application without complete supporting document will not be considered.