

EXPRESSION OF INTEREST FOR “PROVIDING CONSULTANCY SERVICES FOR INTERNAL RENOVATION & EXTERNAL LANDSCAPING FOR ADMINISTRATIVE BUILDING AT NRL”

Due Date of submission: 28.05.2015 (Thursday), 3.00p.m

A. BACKGROUND

Numaligarh Refinery Ltd. (NRL) is a Govt. of India Enterprise under the MOPNG. The Administrative building is located at NRL Site, Numaligarh in Golaghat district of Assam. It is a prestigious three storied building with basement, which provides office space for various departments like HR, Finance, Technical Service, Project, IIS & ERP and Commercial in general and Directors & Senior Management of the Company in particular. The Building was constructed during initial stage of the Project and put on service with commissioning of the Refinery.

NRL intends for internal renovation / up gradation of the Administrative Building along with external landscaping. The building presently occupies a total area of 10,260 sqm (Basement = 2772 sqm, Uppers Ground floor = 2448 sqm, 1st floor= 2448 sqm, 2nd floor = 2592 sqm). (Building Plans attached)

The existing cabins and cubicles at all floors are constructed with brick wall / particle board partitions / glazed aluminium partitions etc. The building is provided with Central AC system as well as individual ACs for some of the cabins. These cabins / cubicles to be demolished for provision of modern & State-of-Art office space under the proposed renovation.

B. ELIGIBILITY CRITERIA

The Consultant Firm / Agency or Interior Architects must have:

- i. Experience of having successfully completed similar works during last 5 years ending last day of previous month with financial criteria as follows:
 - a. Three similar works each costing not less than Rs. 31.50 Lac or,
 - b. Two similar works each costing not less than Rs. 42.00 Lac or,
 - c. One similar work costing not less than Rs. 52.50 Lac

The value of past experience will be adjusted at a simple rate of 7% for every completed year ending last day of the month preceding the month in which EOI is invited.

Similar work: “Design of Internal Architectural works or Interior Decoration works for Corporate Houses in Public / Private/ PPP projects”

Note: The Consultant Firm / Agency or Interior Architects shall furnish an undertaking that they have experience of providing landscaping consultancy or they would associate themselves with landscaping architect having experience of providing consultancy for single landscaping Project of minimum value of Rs. 1.0 Cr. in any category.

- ii. Agency/ Lead Architect should be registered with Council of Architecture.

Work order copies and Completion certificates from client/owner shall be submitted as proof of work experience with information such as work order description, order value, executed value, date of completion etc.

C. SCOPE OF WORK

The scope of work for the selected agency / consultant includes a complete and comprehensive architectural concept, design, detailing requirements for interior as well exterior work of the said part of the building, consultancy, and time to time supervision of work keeping in view the time, cost and quality.

The works to be carried out include renovation of interior as well as exterior co-ordinated with landscape development in and around the building. The renovation work involves re-designing of interiors so that natural light and supply air optimally reaches / are made available to innermost part of the office, designing of work stations, provision for conference rooms, tiles flooring with upgraded flooring patterns, renovation of toilet blocks with latest sanitary fittings, realignment / renewal of false ceiling, internal electrification, AC ducting wherever necessary etc. complete as required for a modern office and supervise & certify the job during execution period.

The specific activity / scope of work during actual consultancy would involve, but not limited to, the following:

- i. Preparation of concept drawing based on actual site measurement to be physically obtained from Project site.
- ii. Final drawing / presentation for approval along with detail 3-D drawing explaining the total concept.
- iii. Bill of Materials, detailed Items specifications and estimate for the total work separately.
- iv. Preparation of tender papers and assistance in selection of contractors including assistance in procurement of specialized items.
- v. Working drawing for different areas.
- vi. Time to time supervision, providing all technical support to NRL during execution of the job, finishing of work, closing of contract etc.

D. MODE OF SELECTION OF ACTUAL CONSULTANT

1. Obtain Expression of Interest (EOI) from interested agencies. Offers from interested agencies shall be scrutinized and shortlisted based on qualifying criteria specified in EOI.
2. Detailed Tendering will be done among qualified agencies from the EOI. Offers, thus obtained, would be evaluated as per laid down procedure to select the Consultant. Intended bidders, for their own interest, would be deemed to have visited the project site prior to submission of their offers for providing consultancy services.

E. SUBMISSION OF EXPRESSION OF INTEREST (EOI)

The applicants should submit EOI applications along-with prescribed Forms A filled with supporting documents required for compliance of PQC (Pre-Qualifying Criteria) for the job.

Expression of Interest by interested parties can be submitted upto **03:00 PM on 28.05.2015**. EOI submitted afterwards will be summarily rejected. The interested parties may submit EOI and supporting documents in favour of their credentials, work experience and achievements to **DGM (Commercial & Legal), Numaligarh Refinery Limited, PO. NRP, Dist. Golaghat, Assam – 785699**.

F. DISCLAIMER

- i. The EOI does not constitute an invitation of offer in relation to the aforesaid work. This is not a contract or agreement of any kind whatsoever.
- ii. NRL reserves the right to reject any or all EOI without assigning any reasons.
- iii. There may be deviations or changes in any of aforementioned information during awarding of the contract for consultancy services.
- iii. This document does not purport to contain all the information that interested parties and their advisors would desire or require in reaching decisions as to the transaction. Interested applicant should form their own view as to what information is relevant to such decisions and make their own independent visits of the site for collection of relevant additional information.
- iv. Any necessary assistance required in this regard can be obtained from Chief Manager (Commercial) or Chief Manager (Project – Civil) or Chief Manager (Administration) who can also be contacted on mobile nos. 09435738703 , 09435738702, 09435526520 respectively.

Date: 05.05.2015

DGM(Commercial & Legal),
Numaligarh Refinery Limited
Numaligarh, PO NRP
Dist Golaghat, Assam 785699
Ph 03776-265545, Fax 265514

FORM-A

ORGANISATIONAL INFORMATION

- 1) Name & Address of the applicant with Telephone :
No./Fax No./Email, Website etc.
- 2) a) Year of Establishment. :

b) Date & Year of commencement of practice :
- 3) Legal status of the applicant (attach copies of original document defining the legal status) :

a) A proprietary Firm
b) A firm in partnership
c) A limited company or Corporation / Joint Venture / Consortia
- 4) Names of Directors & Other executives with :
designation
- 5) Designation of individuals authorized to act for the :
organization.
- 6) Total No. of professional staff :

Architects :
Structural Engineers :
Interior Designers :
Others (such as Landscape designer) :
- 7) Has the applicant or any constituent partner in case of partnership firm, ever been
debarred / black listed for competing in any organization at any time? If so, give details. :
- 8) Has the applicant or any constituent partner in case of partnership firm, ever been
convicted by a court of law? If so, give details.
- 9) Any other information considered necessary but not included above.

Signature of bidder

Paste This Slip On the Envelope of EOI submission

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Due date of opening: 28.05.2015

To,

DGM (Commercial & Legal)

Numaligarh Refinery Limited,
NRL Complex, Numaligarh,
Dist: Golaghat

Assam – 785 699

Phone: 03776 – 265545 / Fax No.: 03776-265514

From:

M/s.....

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