**NUMALIGRAH REFINERY LIMITED**

REF: EMPNL-ARCH-01 05 September 2018

**EMPANELMENT OF ARCHITECTS FOR VARIOUS BUILDINGS & OTHER CIVIL ENGINEERING PROJECTS, LANDSCAPING AND INTERIOR DESIGNING PROJECTS OF NRL**

**NOTICE INVITING EXPRESSION OF INTEREST (EOI)**

NRL intends to carry out various architectural services including civil, structural, electrical, interior and other associated works including preparation of drawings/tender documents, estimation/rate analysis, etc., and also assuming overall responsibility for supervision & quality assurance of those jobs.

Applications for empanelment of architects are invited **WITHIN 25-09-2018** for subject jobs in the prescribed format from reputed and competent Architects for various buildings & other civil engineering projects, landscaping and interior designing projects.

The empanelment of Architects shall be done separately for under 3 (three) broad heads against Project cost as mentioned below.

|  |  |  |
| --- | --- | --- |
| **Category** | **For Cost of Project (Rs.)** | **Broad Nature of Work** |
| 1 | Up to 5 Crs  | Architectural, Structural, Electrical works & other civil works |
| 2 | Above 5 Crs upto Rs. 20 Crs  | -Do- |
| 3 | Up to 5 Crs  | Interior design, renovation works of buildings etc. |

The architects applying for the empanelment should meet the following criteria:

* The Architect/Architectural firm should be members of The Indian Council of Architects (COA).
* The Architectural firm shall be registered with any other Government, Semi Government, PSU and reputed private firms for at least 2 years from release of this EOI.
* The Architects should have rendered Architectural consultancy services and *successfully completed at least three projects* of ***similar nature***, i.e. those mentioned in the subject work (and also for consultancy /architectural services comprising either of interior /exterior works; civil & structural design including allied services (electrical, HVAC, landscaping, roads, water supply /sewerage system) for official /Commercial /Institutional /Industrial buildings) with project cost as below during the last seven years. This should be supported by certificates from the clients regarding satisfactory completion of the project. In case of private agencies, the same should be backed up by appropriate TDS certificates. The relevant experience shall be as principal architect for Government, Semi Government, PSU or Private Sector. Certificate from the appropriate authority shall be enclosed to substantiate the fact. Works performed by the Architect directly for the Client shall only be considered. Works performed though subletting from Principal Architect shall not be considered valid for this criterion.
* In addition to the above, the agencies should have following minimum average annual turnover during last three years and successfully complete the following minimum values of projects of similar nature (defined above):

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **For Cost of Project (Rs.)** | **Past experience (Rs.)** | **Turnover (Rs.)** |
| 1 | Up to 5 Crs | 1 job of 2.5 Crores | Rs. 10 Lakhs |
| 2 jobs of 2.0 Crores |
| 3 jobs of 1.5 Crores |
| 2 | Above 5 Crs upto Rs. 20 Crs  | 1 job of 5 Crores | Rs. 40 Lakhs |
| 2 jobs of 8 Crores |
| 3 jobs of 6 Crores |
| 3 | Up to 5 Crs | 1 job of 2.5 Crores | Rs. 10 Lakhs |
| 2 jobs of 2.0 Crores |
| 3 jobs of 1.5 Crores |

**Terms & conditions:**

1. **Scope of work:**

To carry out various architectural services including civil, structural, electrical, interior and other associated works including preparation of drawings /tender documents, estimation /rate analysis, etc., and also assuming overall responsibility for supervision & quality assurance of those jobs. The scope may be enlisted but not limited to the following:

* Architectural Services including building plans/ Landscaping / Interior Design / Furniture /Signages
* Quantity Surveying Services
* Civil & Structural Engineering Services
* Electrical Engineering Services
* Public Health Engineering Services
* Waste management service if required
* Interior design including partition, cabinet, storage spaces, cup boards and work stations.
* Signage
* Solar water heating system and piping connected.
* Detailed drawing etc.
* Estimation

In case, the agency is not providing any service, they will specify the same in their offer.

1. **Methodology of award:**

**STAGE-I:: EMPANELMENT:**

**Calculation of Technical Score:**

Offers submitted by the agencies shall be evaluated on the following basis. Agencies having the qualifying requirement and obtaining 60 marks in the following evaluation process shall be empanelled in the respective categories for a period of five years.

|  |  |
| --- | --- |
| **Parameter** | **Total Marks: 100** |
| **Number of years in business for the Consultant** | **Max Marks: 30** |
| 1. Upto 3 years
 | 10 |
| 1. Above 3 years but upto 10 years
 | 20 |
| 1. Above 10 years
 | 30 |
| **Turnover as per last audited Financial year** | **Max Marks: 35** |
| 1. Upto Rs. 10 lakhs
 | 05 |
| 1. Above Rs. 10 lakhs but upto Rs. 50 lakhs
 | 20 |
| 1. Above Rs. 50 lakhs
 | 35 |
| **On Experience:** | **Max Marks: 35** |
| 1. Completion of 1 single project of Rs.2 crore and above
 | 05 |
| 1. Completion of 2 to 5 single project of Rs.2 crore and above
 | 20 |
| 1. Completion of more than 5 single project of Rs.2 crore and above
 | 35 |

**STAGE-2:: AWARD OF INDIVIDUAL CONTRACTS:**

* As and when there is a requirement of activities to be executed under the subject job, NRL shall issue short tender notice to the respective empaneled agencies with short due of submission of priced offer say two weeks.
* NRL shall issue tender to category-2 agencies for projects with estimated value of Rs. 5 Crores or less.
* Within the due date, the agencies shall submit the brief schemes of the job, material and execution plan along with the priced bid.

**Evaluation of the offer by Combined Quality and Cost Based Selection**

**Section-A: Calculation of Technical Score:**

* The evaluation shall be carried out in two steps: first the quality and then the cost. Following methodology shall be followed:
* The evaluation of the tender shall be done on the ratio of 70:30 i.e. 70% weightage to technical (quality parameters) and 30% weightage to cost. During technical evaluation stage, each bidder shall be assigned mark out of total of 100 marks as per parameter stated under empanelment. The same shall be weighted minimum 40%; maximum 30% weightage shall be made by an empowered committee of NRL towards aesthetics, innovative material, GRIHA compliance, Estimate, efficient space utilisation etc. (as defined in the tender document, which is unique to a specific job. If it is reduced to say 15%, then other parameters will get increased from 40% to 55%, thereby maintaining 70% in quality parameters).

In order to qualify for financial bid opening, a bidder should mandatorily score minimum 60% out of 70% in technical section.

Calculation of Effective Technical Score (Considering 30% weightage to the marks offered by committee) =

* 0.4 x (Marks scored in years in business, turnover and experience)/ 100 PLUS
* 0.3 x (Marks offered by the empowered committee)/Total marks

Calculation of Effective Technical Score (Considering 0% weightage to the marks offered by committee) =

* 0.7 x (Marks scored in years in business, turnover and experience)/ 100 PLUS
* 0.0 x (Marks offered by the empowered committee)/Total marks

**Section-B: Calculation of Financial Score:**

The bidder with the lowest price shall be assigned full 30 marks. Financial score of other bidders shall be compared as: Effective Financial Score = 0.3 x Lowest price / Quoted price

**Calculation of Total Score = Effective Technical Score in Section (A) + Effective Financial score in section (B)**

**The bidder with the Highest Total Score shall be considered for award.**

**NRL RESERVES THE RIGHT TO MODIFY THE EVALUATION MECHANISM OF OFFERS AS DEEMED FIT. HOWEVER, SUCH MODIFICATION SHALL BE A PART OF TENDER DOCUMENT OR AMENDMENT THEREOF.**

1. **Contract period:** The empanelled Architect will be awarded job as per discretion of NRL within the contract period of 5 years from date of empanelment.
2. **Job allotment:** The Architect once empanelled for both groups will be allotted job based on their marking scored during techno-commercial evaluation. Bidder with highest marking will be given the job on 1st basis and then to the successive Architect.
3. **Schedule of services/payment**

**Design Stage:**

**Stage 1:**

On submitting conceptual designs with preliminary estimates of cost and accepted by NRL: **20% of the total fees.**

**Stage 2:**

On submitting detailed estimates with Bill of Quantities, technical specifications, tender drawings, list of approved makes and accepted by NRL, sufficient to invite tender: **30% of the total fees.**

**Stage 3:**

On submission of complete set of working drawings and details sufficient for the work to commence at site: **10% of the fees**.

**Construction Stage:**

**Stage 4:**

During the course of construction of work at site the remaining **40% of total fee to be paid in instalments consistent with the value of work from time to time**. The consultant shall be paid the entire 40% of the lump sum fees in the event of the construction work not being started within 12 months FROM THE DATE OF SUBIMSSION OF COMPLETE SET OF WORKING DRAWING ETC. BY THE ARCHITECT.

Further breakdown of payment, if any, shall be made in consultation with the EIC. The above payments are subject to deductions towards income tax and other recoveries as applicable as per terms of the contract.

General Manager (Commercial)

Numaligarh Refinery Limited

PO: Numaligarh Refinery Complex

Numaligarh, Golaghat, Assam

**BIDDER INFORMATION**

**Name of the work: Empanelment of Architects for various buildings & other Civil Engineering Projects, Landscaping and Interior Designing Projects of NRL**

|  |  |  |
| --- | --- | --- |
| 1. |  Vendor name  |  |
| 2. |  Complete address  |  |
|  3. |  PIN Code  |  |
| 4. | Telephone, mobile & e-mail: |  |
| 5. | Council of Architecture Registration No : |  |
| 6. | GST Registration no : |  |
| 7. | PAN No . |  |

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**(SIGNATURE OF BIDDER)**

 Stamp:

 Date:

**Application for Empanelment of Architect/Consultant**

1. Name of the Organisation :
2. Year of Establishment:
3. Status of the firm:
4. Name and qualification of Directors/Partners/Proprietor

|  |  |  |  |
| --- | --- | --- | --- |
| SN | Name | Designation | Qualification |
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|  |  |  |  |

(Please attach copy of certificate/degree etc. regarding professional qualification)

1. Details of technical & financial qualification:

|  |  |  |
| --- | --- | --- |
| SN | Past work rendered | Audited balance sheet |
|  |  |  |
|  |  |  |
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1. No of years of experience in the field
2. If registered with other organisation: Please specify
3. Details of work done with Govt/Semi Govt/ PSU/Pvt firms during last 5 years.
4. Whether related to any employee of NRL: