

**HINDUSTAN PETROLEUM CORPORATION LIMITED
GMO – EZ , SECOND FLOOR
6, CHURCH LANE
KOLKATA – 700 001**

**PRE- QUALIFICATION OF ARCHITECTS/CONSULTANTS
PROPOSED FOR REGIONAL OFFICE BUILDING AT
RANCHI**

Preamble::

Applications for Pre-qualification are hereby invited from reputed Architects/consultants having extensive and current experience in construction of Corporate Offices in respect of a proposed Regional Office building on plot on Harmu – Argora Road, PS- Argora Thana, Ranchi.

The plot allotted for construction of Regional Office is of dimensions 140 Feet X 60 Feet. We wish to make use of the entire available F A R . The proposed multistoried building shall have an approximately 6500 SQFT of covered area housing Regional Office of Retail and LPG SBU's, with reception, conference hall, canteen facilities and Central Air Conditioning system. The building shall be equipped with state of art interior decoration and custom built furniture in office halls, cabins, cubicles and conference hall. The building shall also be equipped with State of Art Integrated Building Management and Access Control System to enhance its safety and security .

1. Scope :

The brief scope of Architectural services/Consultancy will broadly comprise of, but not limited, the following :

- 1.1** Planning and Structural design of all building components including (A) foundation superstructure, external and internal finish along with decorative features, (B) interior space managements, partitions ,furniture ,central air conditioning ,acoustics, false ceiling, communication and computer facilities, Integrated Building Management and Access Control System , (C) Utilities such as lifts, DG sets, fresh and waste water management, electrification, illumination, car parking, external development and landscaping .
- 1.2** Preparation of detailed specification and working drawings pertaining to (A),(B) and (C) undet 1.1 , bill of quantities , detailed calculation of estimated quantities against each item , item wise cost estimate and rate analysis based on current market rates and complete tender document . Preparation of rate analysis for extra items based on market rates as and when needed.

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Technical assistance in assessing the suitability of any vendor in connection with above work.

Inspection witnessing of testing of materials and construction of the entire Building Complex by technically qualified Supervisors including certification of measurements and bills , quality assurance and safety during construction .

Applying on behalf of HPCL and obtaining all necessary approvals, including occupancy certificate, Building Completion Certificate from the concerned statutory and administrative bodies under whose collective purview the proposed work falls.

2. Pre – qualification criteria

2.1 Technical :

2.1.1 (i) The applicant shall be an Architectural/Consultancy Firm and should have completed execution of at least one similar project of minimum value of Rs. 5 crores each (G + 4 stored or more building (s)) for office / office cum residence building having a minimum covered area 10000 square feet (excluding basement), interiors ,electrification and should have planned for central air conditioning , fire fighting and integrated building management for the office building in the preceding 3 Years as on 01.04.2010.

(ii) This office building should be located under the jurisdiction Municipal Corporation / Development Authorities in any of the cities (Ranchi , Jamshedpur, Dhanbad, Patna, Kolkata, Delhi, Mumbai etc. The applicant should have obtained necessary construction approvals, occupancy & building completion certificate from the concerned administrative bodies under whose collective the executed office building falls for (i) above

2.2 Financial :

2.2.1 The minimum turn over of the Applicant during any of the three preceding financial years i.e. 2007-08, 2008 - 09 & 2009 – 10 shall be not less than Rs. 15 Lakhs .

2.2.2 The applicant shall not be a consortium of more than one Architectural/ Consultant Firms .

3. Information /Documents required along with Application:

3.1 Title ,style and postal address of the firm .

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- 3.2 communication particulars including telephone numbers, fax Numbers and e- mail address.
 - 3.3 List of available technical manpower with their academic Qualification , experience and fields of specialization .
 - 3.4.1 Photographs of completed projects cited against sub-clauses 2.1.1 to be attached highlighting the aspects handled by the Architect/ Consultant .
- 3.5 Following document are required to be submitted as proof of Meeting pre qualification criteria [Clause no 2.1.1 (i) under (Technical)] :
- (a) Notarized copy or original letter of appointment /Purchase Order from client/owner for whom the qualified project(s)Have been executed along with their completion certificate The letter of appointment /Purchase order should clearly Mention the jobs carried out by the applicant .
 - (b) Notarized copy or original letter from client /owner for having planned the office building for central air Conditioning, fire fighting, and integrated building Management.
 - (c) The detailed work order(s) certified by the owner /client (for whom the job has been executed) indicating the jobs Executed (Bill of quantities with Specifications) under the Supervision of the applicant in support of meeting the Technical prequalification criteria .
- Following documents are required to be submitted as proof of Meeting pre qualification criteria [2.1.1 (ii) under (Technical)]
- (d) Notarized or original copy of the construction approvals, Occupancy certificate and building completion certificate Obtained from the concerned Municipal Corporation and or Administrative bodies, under whose collective purview the Executed office complex falls. In case the approvals (construction, occupancy & building completion) from Municipal Corporation and or administrative bodies are In the name of client/owner then the applicant shall obtain Certification from client/owner that the same has been Obtained by the

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applicant. In case the applicant has engaged any other agency for obtaining the said approvals then , a certificate/letter from client/owner shall be enclosed stating that the approvals have been Obtained by the applicant through any other agency appointed by the applicant .

- 3.6** Following documents are required to be submitted as proof Of meeting pre qualification criteria [Clause no 2.2.1 under 2.2 (Financial)] :

Certified copies of Annual Reports for the preceding three financial Years i.e. 2007-08, 2008-09 & 2009-2010 from Architectural/ Consultancy firm or acknowledgement copy of Income Tax return filed from individual proprietary firm in support of financial requirements of Pre qualification criteria.

4. General Information :

- 4.1 The tender document shall subsequently be sent to only those Applicants whose pre qualification responses are found to be technically & financially acceptable after scrutiny.
- 4.2 HPCL reserves the right to accept or reject any pre qualification Application in part or in full without assigning any reason whatsoever and also to give purchases preference to Public Enterprises as admissible under the existing Government Policies.
- 4.3 HPCL takes no responsibility for delay , loss or non-receipt Of any prequalification application sent by Post or Courier Prequalification application sent by Telex , Telegraph or Fax Shall not be accepted .
- 4.4 The Applicant shall extend all assistance in facilitating the Designated screening committee of HPCL in accessing the Completed project sites, which are cited against sub –clause 2.1.1 (i).
- 4.5 The Architect shall be in a position to furnish the original letter of Appointment and Completion Certificate in respect of sub - Clause 2.1.1(i) as and when required from the owner /client for whom the project has been executed.
- 4.6 For specialized jobs such as Central Air Conditioning System, Integrated Building management and Access Control System, Electrification and Illumination, Greenscaping , Fire fighting Etc the successful applicant shall be permitted to engage Reputed Back – up Consultant(s) with owner’s consent during implementation of job

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under overall supervision and Responsibility of the Architect/ Consultant firm .

- 4.7 A declaration to the effect that applicant was not blacklisted By any CPSU or by Government of India in the past shall be submitted by the Applicant along with the application.
- 4.8 HPCL will not be responsible for the cost incurred in preparation and delivery of prequalification document, regardless of the conduct of outcome of the prequalification application is as mentioned in NIT. HPCL will not be responsible for non-receipt of tender document or any postal delays or any other reasons whatsoever.
- 4.9 Completed applications in all respect should be deposited in the tender box provided in the GM 's Office, 6, Church Lane, KolKata – 700 001 super scribing “APPLICATION FOR PREQUALIFICATION FOR OFFICE BUILDING AT RANCHI” on top cover on or before due date and time as mentioned in prequalification notice. Applications received after stipulated due date and time, for any reason whatsoever, including postal delays, will not be considered.
- 4.10 Applications not received by the due date and time shall be rejected and representative of such applicants shall not be allowed to attend the opening.
- 4.11 HPCL shall not be responsible for any expense incurred by bidders in connection with the preparation & delivery of their applications.
- 4.12 Application sent by Fax/e-mail shall not be accepted.
- 4.13 HPCL reserves the right to accept or reject any one or all the applications without assigning any reason whatsoever irrespective of the outcome of the prequalification process.
- 4.14 This is only a prequalification document and not tender document.
- 4.15 HPCL reserves the right to complete the prequalification process based on the details furnished by the applicant with seeking any additional information.
- 4.16 For any clarification DGM Retail Engineering, GMO – EZ (Second Floor) may be contacted at Ph No. 033 – 22485471 / 72 / 73. Fax No. 033 - 22483588