

REQUEST FOR PROPOSAL (RFP)

**FOR SELECTION OF ARCHITECT/CONSULTANT FOR
RENOVATION OF AMBASSADOR RESIDENCE**

1. The President of India acting through the **Ambassador of India, Embassy of India, Prague** requests proposals in sealed envelopes from appropriately qualified and adequately experienced Architects/Consultants for Renovation of Ambassador Residence. The proposal (bids) duly completed in all respect, along with required enclosures, must reach office of **Mr. Sanjiv Aggarwal, Counsellor & Head of Chancery, Embassy of India, Milady Horakove 60/93, 170 00, Praha-7, Czech Republic**, email : hoc.prague@mea.gov.in tele No : +420 272 701 025 & +420 257 107 018, on or before **03.02.2020 (1700 hours)**. The detailed RFP document along with its annexure may be downloaded from Central Procurement Portal <https://eprocure.gov.in/cppp/> and also the official website of the **Embassy of India, Prague** <https://www.eoiprague.gov.in>
2. The objective of this RFP is to select an appropriately qualified and adequately experienced Architect/Consultant by the **Embassy of India, Prague** for Renovation of Ambassadors' Residence.
3. **Scope of Work:** The scope of work shall include the following:
 - (a) **Plumbing system**
 - (i) Replacement of entire old plumbing pipes
 - (b) **Drainage system**
 - (i) Replacement of entire old sewage pipes (both in the interior and in the exterior of the building).
 - (c) **Heating System**
 - (i) Replacement of the old boiler with a new one compliant with the mandatory safety features.
 - (ii) Removal of supplementary boilers.

- (iii) Replacement of the decentralised system of heating water with a central one in the boiler room to supply hot water and for heating.
- (iv) Installation of thermostatic control valves on all radiators.
- (v) Installation of a dedicated isolation valve to prevent the ingress of hot water into the domestic water pipes during refilling.
- (vi) Replacement of the existing steel heating pipes.
- (vii) Installation of mandatory safety equipment in the boiler room (emergency shut-off valve, gas leakage detection, detection of pressure drop in gas supply line, natural gas occurrence in the room, flood sensor, low pressure sensor in heating hydronic system etc.)

(d) **Electrical System**

- (i) Reconstruction of the entire electrical system in compliance with the current technical codes including replacement of entire electrical wiring, switchboards, switch gears and circuit breakers.
- (ii) Wires should be of types three core or five core as per the present safety regulations.
- (iii) Installation of ground-fault and overvoltage protection, where-ever applicable.
- (iv) Installation of emergency lights in common areas.
- (v) Installation of fire protection and fire alarm system for the entire building.
- (vi) Cross-bonding should be carried out and checked.
- (vii) Lightning detector should be checked for ground resistance measurement.
- (viii) Installation of UPS unit to provide back-up of selected electrical circuits.
- (ix) Installation of billing electrometer to outside of the building.

(e) **Structural works**

- (i) Replacement of old floor beams (in all floors) with new stronger ones in accordance with the current regulations.
- (ii) Rearrangement of bathrooms and WCs.
- (iii) Replacement of the existing old wooden parquet with new one.
- (iv) Removal of concrete in the wet basement area and after cleaning of the steel reinforcement, it is to be filled with a preparatory non-shrinking mortar.
- (v) Excavate around the basement to create a ventilated space around the building, to lower the capillary height of the water in the basement walls.
- (vi) Repair of cracks in the concrete bars.
- (vii) Necessary measures for damp remediation should be taken to protect the concrete structure from prolonged dampness and to prevent rusting of steel reinforcement.

(f) **Removal of hazardous materials**

- (i) Removal of asbestos content in the building and careful disposal of the same.
- (ii) Removal of other hazardous materials after the renovation work.

4. **Location and description of Property:** Ambassador Residence, Sarecka 1540/7, Dejvice, Prague 6.
5. **Site visit:** Physical visit to the site is advisable to have a general idea about the extent of works required and the amount of involvement by the Architect/Consultant. Interested firms can visit the site **from 06.01.2020 to 31.01.2020 (0900 hours to 1600 hours)** after prior appointment with **Mr. Sanjiv Aggarwal, Counsellor & Head of Chancery, Embassy of India, Milady Horakove 60/93, 170 00, Praha 7, Czech Republic email: hoc.prague@mea.gov.in Tele No : +420 272 701 025 & +420 257 107 018.**
6. **Submission:** The proposals (bids) should be submitted in two parts:
(i) **Technical Bid**, which should contain the documents establishing the

technical eligibility of the applicant and other documents required establish sound financial condition, as per terms & conditions of this RFP; and (ii) **Financial Bid** (Offer of Fee), which should be as per the format given at page No 22 (**Form of Tender**) of this RFP. Please note that the Offer of Fee (strictly in a sealed envelope B) must quote a percentage of the project cost, which will be either the estimated cost or the tendered cost, whichever is lower.

The last date of submission of sealed bids is **03.02.2020 (1700 hours)** in the office of **Mr Sanjiv Aggarwal, Counsellor & Head of Chancery, Embassy of India, Milady Horakove 60/93, 170 00, Praha 7, Czech Republic, email: hoc.prague@mea.gov.in tele No : +420 272 701 025 & +420 257 107 018. Technical bids will be opened 04.02.2020 (1000 hours) in the *Embassy of India, Prague.***

7. Earnest Money Deposit/Bid Securing Declaration:-

- i. The bidder shall submit a Demand draft or Banker's cheque or Bank Guarantee or Online payment (CESKO SLOVENSKA OBCHODNI BANK (CSOB), Na Prikope 18, 110 00, Praha 1, Embassy of India, Prague, US Dollar Current Account No 479697793/0300 and Embassy of India, Prague, Czech Koruna Current Account No 479697603/0300, BIC : CEKOCZPP, IBAN : CZ 53 0300 0000 0004 7969 7793 for US Dollar Account) amounting to (To be indicated in local currency or US\$ by the Mission/Post calculated as 2% of the estimated cost of project) **or Bid Securing Declaration (Annexure-I). Bank Guarantee for Performance Security is to be submitted by the selected Architect/Consultant only at the time of signing of the contract agreement.**
 - ii. Failure to honour the Bid Securing Declaration shall render the bidder ineligible to participate in any tender on behalf of Government of India, for a period of two years from the date of publication of the Tender in which the default has happened.
8. **Validity of Bids**: The bids shall remain valid for a period of 180 days from the opening of bids or upto any mutually agreed extended period.

No. PRA/ADM/862/1/2018
Embassy of India, Prague

**RFP FOR SELECTING ARCHITECT/CONSULTANT FOR
RENOVATION OF AMBASSADOR RESIDENCE**

(This may be submitted by the bidder in lieu of EMD)

Bids Securing Declaration

I/we accept that if I/we withdraw or modify Bids during the period of validity or if I/we are awarded the contract and I/we fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, I/we will be suspended for the period of time specified in the request for bid document from being eligible to submit Bids for contracts with the Government of India.

Date:

Place:

Name:

Signature:

**REQUEST FOR PROPOSAL (RFP) FOR SELECTION OF
ARCHITECT/CONSULTANT
FOR RENOVATION OF AMBASSADOR RESIDENCE**

1. **Statement of Objective:** *Ambassador Residence, Sarecka 1540/7, Dejvice, Prague 6.*

2. **Scope of Work:** The scope of work shall include the following:
 - (a) **Plumbing system**
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etc.)

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the building, to lower the capillary height of the water in the basement walls.

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- (i) Removal of asbestos content in the building and careful disposal of the same.
- (ii) Removal of other hazardous materials after the renovation work.

3. Conditions of Eligibility: Architect/Consultants fulfilling the following conditions of eligibility and submitting the relevant documentary proof therein may only apply:

- (a) Must have architectural as well as Project Management capability, registered with competent local authorities/professional bodies for carrying out Consultancy services of this nature. A copy of such registration must be enclosed as **Exhibit-1**.
- (b) Must have minimum 10 years experience in the profession and must be authorized for taking up such consultancy works i.e. Comprehensive Professional Services for Architectural, Landscaping, Engineering, and Project Management etc. in **Prague, Czech Republic**. A certified copy of the registration certificate showing registration number, date of registration and its date of validity must be enclosed as **Exhibit-2**.
- (c) Must have successfully executed at least three similar size works/projects within last 10 (ten) years which required comprehensive Consultancy services including putting together and coordinating a multidisciplinary team. Copy of award letter and completion certificate for each such projects must be enclosed as **Exhibit-3**.
- (d) Must submit financial statement of the firm for last three years showing annual turnover of the company as **Exhibit-4**.
- (e) The firm must not have suffered loss in more than two of the last five financial years and must not have suffered loss in the immediate preceding financial year. Must submit balance-sheet for last 5 years as **Exhibit-5**.

- (f) Should have sufficient number of Technical and Administrative Employees for rendering the consultancy services. A list of employees with details of their technical qualification and experience stating clearly how they would be involved in this project must be submitted as **Exhibit-6**.
- (g) Additional information pertaining to association arrangement, if applicable, with other technical firms/professionals, commitment regarding adherence to professional Code of Ethics, liabilities, etc. may be submitted along with the application as **Misc. Exhibit**.

4. Stages and scope of Consultancy Services

Stage-I: Survey & Scope of work

- (a) The Architect/Consultant shall conduct required survey/tests/ investigations of the property to identify the works required to be undertaken, in consultation with the **Embassy of India, Prague**.
- (b) The Architect/Consultant will carry out the survey of all areas of the property, approach and immediate surroundings of the property and prepare site plan and dimensional structural and architectural drawings based on site measurements and available drawings.
- (c) If required, Architect/Consultant can engage specialists/Architect/ Consultants for conducting necessary survey/tests/investigations, payment towards which will be made, in addition to the Consultancy fees, as per **Para-6**.
- (d) The Architect/Consultant shall provide technical assistance to the **Embassy of India, Prague** if site survey, soil investigation report, etc. are undertaken by the **Embassy of India, Prague**. Technical site inspection (TDI) is included within the scope of services.
- (e) The Architect/Consultant shall submit a report to the **Embassy of India, Prague** which should include:-
- (i) Location of the defect(s)/damage(s), type of defect(s) /damage(s) like settlement/cracks/spalling/bulging/signs of seepage / rotting of wood, rusting of reinforcements etc.
 - (ii) Extent and severity of the defect(s)/damage(s).
 - (iii) Cause/source of defect(s)/damages(s).

- (iv) Report on structural condition and stability analysis of the existing building.
 - (v) Any other issue considered relevant and necessary for proper execution of the project.
 - (vi) Review the Design and if required, may suggest modifications in order to meet overall requirement of the **Embassy of India, Prague** within local regulations framework.
- (f) On the basis of the Report, the Architect/Consultant shall define the scope of work, methodology to be adopted and other parameters of work, in consultation with the **Embassy of India, Prague**.
- (g) Any other work considered necessary in the interest of the project and also for completion of this stage, as decided by the **Embassy of India, Prague** or Government of India.

This stage will be considered as complete after the Architect/Consultant submits a detailed report.

Stage-II: Design, specifications & Estimates

- (a) Specification of the repair/renovation works including the method statement and the material specifications and working drawings.
- (b) Preparation of Design Development documents consisting of plans, elevations and details, materials and finishes, furniture and finishes etc. along with specifications.
- (c) Preparation of timeline for completing the identified works. The timeline shall consider undertaking multiple works in parallel, with the overall objective of reducing the completion period.
- (d) Preparation of estimates of the work based on the scope of work, methodology, material specifications and other parameters relevant in preparing the estimates.
- (e) Any other work considered necessary in the interest of the project and also for completion of this stage, as decided by the **Embassy of India, Prague** or Government of India.
- (f) This stage will be considered as complete after the **Embassy of India, Prague** conveys acceptance/approval of the design, specifications and

estimates.

Stage-III: Approvals & Documentation

- (a) Prepare the design in the required format and with necessary details for obtaining approval of competent local regulatory authority. (***This action is required only if local approval is mandatory***).
- (b) Tenders shall be invited for lump sum rates in ***One stage, Two bids System*** (technical and financial bids in separate envelopes).
- (c) Prepare the construction documents which shall include all drawing (detailed as well as working), specifications in respect of all aspects of the scope of work and design as also as per Building Permit issued by the Local Regulatory Authorities/ Department of Building Inspection (*if applicable*) and for tendering of the Construction Contract.
- (d) Preparation of Documents for Tendering works which would indicate the project scope and design intent clearly. The eligibility conditions should include local mandatory conditions as well as conditions stipulated by the ***Embassy of India, Prague***, on behalf of Government of India. The conditions of Contract should ideally be as per approved Contract template of the Government of India, failing which, local practice shall be followed.
- (e) In case the tender process is repeated, revised tender documents shall also be prepared, as directed by the Employer. No extra remuneration/ separate fee shall be payable to the Architect/Consultant for repeating the tender process/preparation of revised tender documents.
- (f) Any other work considered necessary in the interest of the project and also for completion of this stage, as decided by the ***Embassy of India, Prague*** or Government of India.
- (g) This stage will be considered as complete after submission of ready-to-publish completed Tender Document to the ***Embassy of India, Prague***.

Stage-IV : Tendering

- (a) Assist the ***Embassy of India, Prague*** to finalise the tender documents and facilitate the ***Embassy of India, Prague*** for inviting Bids on the basis of Single stage -Two Envelop System through the website of the ***Embassy of India, Prague***, Central Public Procurements Portal (CPP Portal) of Govt. of India and also by giving wide publicity through local

dailies and professional organizations/bodies.

- (b) Assist the **Embassy of India, Prague** during pre-bid meeting and site inspection by potential contractors.
- (c) Processing requests for information or queries from potential Contractors and issuing design and clarification sketches as needed.
- (d) Evaluate the Technical bids received from the bidders and submit recommendations for acceptance/approval of the **Embassy of India, Prague**.
- (e) Evaluate the Financial bids received from the technically qualified bidders and submit recommendations to the **Embassy of India, Prague**.
- (f) Any other work considered necessary in the interest of the project and also for completion of this stage, as decided by the **Embassy of India, Prague** or the Government of India.
- (g) This stage will be considered as complete after the bid is accepted/ approved by the **Embassy of India, Prague** or Government of India.

Stage-V: Award of work, Mobilisation

- (a) Facilitate the **Embassy of India, Prague** in issuance of award letter to the selected Contractor.
- (b) Guide and facilitate the **Embassy of India, Prague** in signing the contract with the selected Contractor.
- (c) Guide and facilitate the **Embassy of India, Prague** in understanding the financial claims, liabilities and other issues relating to the financial aspect of the contract.
- (d) Guide and facilitate the **Embassy of India, Prague** in taking custody of Bank Guarantees, Bonds etc, as applicable and explain the responsibilities of the **Embassy of India, Prague** in respect of those.
- (e) Recommend and facilitate release of mobilization advance, if applicable and also to ensure proper custody of necessary Guarantees/Bonds submitted against such advance to the **Embassy of India, Prague**.
- (f) Any other work considered necessary in the interest of the project and also for completion of this stage, as decided by the **Embassy of India,**

Prague or the Government of India.

- (g) This stage will be considered as complete after set of Good for Construction (GFC) drawings and other relevant necessary information/ documents are issued to the Contractor for starting the execution of the project.

Stage-VI: Project Management Consultancy

- (a) The Architect/Consultant shall, in consultation with the **Embassy of India, Prague**, prepare a Time Schedule in respect of various services to be rendered.
- (b) The Architect/Consultant shall also advise the **Embassy of India, Prague** on the program of work, i.e., PERT/CPM/Bar Charts of the services to be rendered by the contractor on the said project. While preparing the time schedule, the Architect/Consultant would take all necessary precautions, so that there is no time and cost overrun of the project.
- (c) Continuous on-site management of the work schedule. Attend meetings at intervals appropriate to the stage of the Contractor's operations.
- (d) Daily observation and quantification of the work, Periodic observation of the progress of construction and conformance with design intent and on-site meetings with the Contractor.
- (e) Quality Assurance of shop drawings, product and materials submittals, for conformance with the tender documents.
- (f) Review and approval of Certificates for payment by the **Embassy of India, Prague** from the Contractor.
- (g) Listing of items to be modified/ corrected by the Contractor including one back-check will be provided.
- (h) In case the Contractor submits hindrance statement in support of delay in execution of the work, Architect/Consultant shall endorse and verify the statement before submission to the **Embassy of India, Prague**.
- (i) Certification of additional works/ variations along with justification, financial implications and submit variation statements to the **Embassy of India, Prague**.
- (j) Building Permit revisions, if required, for changes during the course of

construction.

- (k) Review & provide a set of Record Documents like; construction documents with the incorporation of major design modifications made during the Construction phase and co-ordinate for submission of as-built drawings and facilitate handing-over of all product manuals to the **Embassy of India, Prague** after their due commissioning by the Contractor.
- (l) Recommend issuance of Completion Certificate to the **Embassy of India, Prague** for physical as well as financial closure of the work.
- (m) Inspect and identify defects prior to the expiry of Defect Liability Period, warranty claim; advise corrective measures and get the rectification of all defects through concerned contractor/s thereof to full satisfaction of the Employer and issue a certificate of final Completion of work after rectifying all defects to the satisfaction of the Mission.
- (n) Any other work considered necessary in the interest of the project and also for completion of this stage, as decided by the **Embassy of India, Prague** or Government of India.
- (o) This stage will be considered as complete after issuance of completion certificate and financial closure of the accounts of the Contractor.

5. **Payment terms and conditions**

- (a) The Architect/Consultant shall be entitled for payment of fees as percentage (*as quoted in the financial bid*) of the estimated cost or actual project cost derived at through tender process, whichever is lower. Building permit revision, if required, may be charged and to be built in the fee proposal. This payment shall be excluding VAT, taxes, etc.
- (b) **Retention Money/Security Deposit:** 10% of the Consultancy Fee shall be held back from each payment, as Retention Money. Half of this 10% of the Consultancy fee shall be released after one month of issue of completion certificate to the Contractor and remaining Half shall be released after one year from that date.
- (c) **Currency:** The currency of payment shall be Czech Koruna (CZK).
- (d) The payment will be made after successful realization of objectives at each stage as detailed below:

- (i) **On completion of Stage-I:** *(To be indicated in appropriate currency to be calculated by the Mission as 1% of the rough cost of project, as envisaged)*
 - (ii) **On completion of Stage-II:** *(Total of Stage-I & Stage-II payment should not be more than 25% of the approved estimates of the project)*
 - (iii) **On completion of Stage-III:** *(10% of the approved estimates of the project)*
 - (iv) **On completion of Stage-IV:** *(15% of the tendered cost or the estimated cost of the project subject to adjustment of previous payments accordingly. Total payment at till this stage shall not exceed 50% of entitled payment)*
 - (v) **On completion of Stage-V:** *(10% of entitled payment)*
 - (vi) **On completion of Stage-VI:** *(Balance payment due)*
6. **Payment of reimbursable:** In addition to consultancy fees specified above, the Architect/Consultant will be reimbursed actual expenditure incurred, on rendering the following services:-
- (a) Soil Test, Laboratory tests, investigations, site survey or any other investigation report or any other services required for the project.
 - (b) Any other items of works, if deemed necessary with the prior approval of **Embassy of India, Prague**.
 - (c) Any tax levied by law, as applicable.
 - (d) The **Embassy of India, Prague** can also make direct payment /reimbursement to the concerned agencies through which the services are organized/rendered and Architect/Consultant shall fulfill their obligations in terms of Para 4, Stage-I (c).
 - (e) The Architect/Consultant would **not** be entitled for reimbursement of expenditure towards stationery, transport, incidental expenditures, communications (telephone, internet etc.), site office, equipments, etc. which are part and parcel of administration of the Architect/Consultant's services.

7. General terms and conditions

- (a) Architect/Consultant shall arrange his own transportation, office, computer and communication facilities.
- (b) Architect/Consultant may engage other sub-Architect/Consultants for specialized works, which are part of his responsibility, at his own cost and convenience. No payments will be reimbursed for them by the **Embassy of India, Prague**.
- (c) Architect/Consultant shall coordinate with the **Embassy of India, Prague** and Contractor for completion of the work.
- (d) Architect/Consultant shall obtain professional liability insurance or any other insurance for his workmen, staff, as may be required, at his own cost.
- (e) The fees quoted, should exclude all taxes such as VAT, service tax, professional tax, etc.
- (f) Price escalation in rates due to any reason such as increase in prices of material, equipment & labour, fuel (petrol, diesel, gas, etc.) electricity & water, levy of new taxes, hike in any tax rates, cess or due to delay in completion etc. shall not be acceptable by the **Embassy of India, Prague**.
- (g) Architect/Consultant shall not be permitted to participate in bidding for this work i.e. Architect/Consultant cannot become Contractor for this work.

8. Time Schedule

- (a) The work shall be carried out by the Architect/Consultant with due expedition and in accordance with the time schedule.
- (b) The time schedule so agreed upon, shall be deemed to be the essence of the contract on the part of the Architect/Consultant.

9. Compensation for Delay

- (a) In the event of failure of the Architect/Consultant to complete the assigned work within the stipulated time period and in case the work is delayed and the delay is attributed to the Architect/Consultant, the Architect/Consultant will pay penalty to the **Embassy of India, Prague**.

- (b) The amount of such penalty shall be calculated @ 0.5 percent of the total consultancy fees payable for delay of each week, subject to maximum of 10 percent of the total consultancy fees.

10. Abandonment of Work

- (a) If the Architect/Consultant abandons the work for any reasons whatsoever or becomes incapacitated from acting as Architect/Consultant, the Mission may make full use of all or any of the drawings prepared by the Architect/Consultant.
- (b) The Architect/Consultant shall be credited with all fees and expenses logically and reasonably payable up to the date of abandonment.
- (c) In case of willful abandonment of the project by the Architect/Consultant, the **Embassy of India, Prague** shall have the right to withhold all consultancy and management fees and claim damage flowing from such abandonment equitably assessed by the **Embassy of India, Prague**.

11. Suspension

- (a) The **Embassy of India, Prague** may suspend all or part of the services by giving a notice to Architect/Consultant and Architect/Consultant shall immediately make arrangement to stop the services and shall not make any further expenditure from his end.
- (b) On suspension of the Architect/Consultant's appointment, the Architect/Consultant shall be entitled to fees for all completed stages of work at that time.
- (c) On the resumption of suspended service within six months, previous payments shall be regarded solely as payments on account towards the fees. No claim for additional fees on any account would be entertained.

12. Termination

- (a) If the Architect/Consultant, without good reasons, is not discharging his obligation, the **Embassy of India, Prague** may inform the Architect/Consultant by notice, stating the grounds for the notice.
- (b) If a satisfactory response is not received within 21 days, the **Embassy of India, Prague** may by a further notice, terminate the agreement provided that further notice is given within 35 days of the formal notice.

- (c) In the event of termination of the agreement by the **Embassy of India, Prague**, the Architect/Consultant shall have no claim to compensation for any loss sustained by reasons entered into any engagement or made any advance on account or with a view to perform the consultancy work.
- (d) The Architect/Consultant shall not be entitled to be paid any sum for any work thereof or actually performed under this agreement unless or until the **Embassy of India, Prague** is satisfied with the performance of such work and the value payable in respect thereof and the Architect/Consultant shall only be entitled to be paid the value so certified by the **Embassy of India, Prague**.

13. Arbitration

- (a) If any dispute, difference or question at any time arises between the Mission and the Architect/Consultant in respect of the agreement signed which cannot be settled mutually or in case of termination as described in **clause 12**, shall be referred to arbitration.
- (b) The arbitration proceedings will be conducted in accordance with and be subject to the UNCITRAL (United Nations Commission on International Trade Laws) Arbitration Rules, as amended from time to time and the decision of the arbitrators as mentioned above shall be final and binding on the parties.
- (c) The Arbitration will have its sittings in **Prague**.

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ARCHITECT/CONSULTANT
FOR RENOVATION OF AMBASSADOR RESIDENCE**

Instructions

1. **Site visit:** Physical visit to the site is advisable to have a general idea about the extent of works required and the amount of involvement by the Architect/Consultant. Interested firms can visit the site from **06.01.2020 to 31.01.2020 (0900hrs to 1600 hours)** after prior appointment with **Mr. Sanjiv Aggarwal, Counsellor & Head of Chancery, Embassy of India, Milady Horakove 60/93, 17000, Praha 7, Czech Republic, email : hoc.prague@mea.gov.in tele No: +420 272 701 025 & +420 257 107 018.**
2. **Submission of bids:** Architect/Consultants shall submit their credentials and the price bid in separate sealed envelopes.
 - (a) **Envelope A:** Should contain the Exhibits 1 to 6 and Misc. Exhibit, as mentioned in **Para-3** (Conditions of Eligibility) of the Tender Notice. This envelope is to be super-scribed as "**Technical Bid**".
 - (b) **Envelope B:** Should contain the form of tender on which the bidder should quote their fees in percentage of estimated or actual project cost, whichever is lowest. This envelope should be super-scribed as "**Form of tender- Financial Bid**".
 - (c) **Envelope C:** Should contain both the envelope A and envelope B super-scribed with Renovation of Ambassador Residence for **Embassy of India, Prague**.
3. **Fees:** Please note that the Offer of Fee (in sealed **envelope B**) must quote a percentage of the project cost, which will be either the estimated cost or the tendered cost, whichever is lower. The last date of submission of sealed bids is **03.02.2020 (1700 hours)** in the office of **Mr. Sanjiv Aggarwal, Counsellor & Head of Chancery, Embassy of India, Milady Horakove 60/93, 170 00, Praha 7, Czech Republic, email: hoc.prague@mea.gov.in tele No: +420 272 701 025 & +420 257 107 018.**
4. **Selection process:** Envelope A (Technical bids) will be opened on **04.02.2020 (1000 hours)** in the **Embassy of India, Prague**. Applicants may

send their representative to be present during opening of bids after obtaining prior permission from the **Embassy of India, Prague**. The technical eligibility credentials of all the bidders shall be evaluated first. Failure to submit requisite documents will render the applicant ineligible. A list of technically qualified bidders shall be prepared. Technically qualified bidders shall be informed and shall be invited for opening of the **financial bids** at prescribed date and time by the **Embassy of India, Prague**.

5. **Errors and rectification**: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and the quantity, the unit price shall prevail and the total price shall be corrected accordingly. If there is discrepancy between words and numbers, the amount in words will prevail.
 6. **Embassy of India, Prague** reserves the right to accept or reject proof of credentials at its sole discretion without having to furnish reasons thereof, to the applicants. Submission false information/document shall render the applicant ineligible.
 7. The selected Architect/Consultant shall be formally informed about the selection by **Embassy of India, Prague** and the Architect/Consultant shall be required to sign an agreement with the **Embassy of India, Prague** within 10 days of issuance of such information. A draft of the agreement is enclosed along with the RFP.
 8. **Performance Security**: Performance security @ 5% of consultancy fee in the form of Bank Guarantee shall be deposited within 15 days of issue of Letter of intent. Letter of award of work shall be issued on receipt of Performance security. The Performance security shall be released after sixty (60) days on record of satisfactory practical completion of work.
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**TIME SCHEDULE FOR THE TENDER FOR
SELECTION OF ARCHITECT/CONSULTANT**

1.	Uploading of RFP on Mission website and CPP Portal	03.01.2020
2.	Site Visit to Ambassador Residence, Sarecka 1540/7, Dejvice, Prague 6	06.01.2020 to 31.01.2020 (0900 hours to 1600 hours)
3.	Last date of submission of bids at Embassy of India, Prague Milady Horakove 60/93, 170 00, Praha 7	03.02.2020 (1700 hours)
4.	Opening of Technical bids at Embassy of India, Prague Milady Horakove 60/93, 170 00, Praha 7	04.02.2020 (1000 hours)
5.	Opening of financial bids	To be intimated later (only to technically qualified bidders)

No. PRA/ADM/862/1/2018
Embassy of India, Prague

**REQUEST FOR PROPOSAL (RFP) FOR SELECTION OF
ARCHITECT/CONSULTANT
FOR RENOVATION OF AMBASSADOR RESIDENCE**

FORM OF TENDER

Gentlemen,

I/We, the undersigned, am/are willing to enter into a contract and provide Consultancy services in full and in accordance with the requirement of work by the **Embassy of India, Prague** after site visit, to the entire satisfaction of the **Embassy of India, Prague** for the sum stated below :-

----- % (**to be written in words**) of the project cost, which will be either the estimated cost or the tendered cost, whichever is lower, shall be payable as Consultancy fees for the entire consultancy period for providing Consultancy Services including all works mentioned from **Stage-I to Stage-VI** of the tender document (excluding taxes, duties, etc.) to the satisfaction of **Embassy of India, Prague**.

I/We, agree that this offer will remain valid for a period of 180 (One Hundred and Eighty) Days from the date of Opening of bids.

DATE:

PLACE:

NAME:

SIGNATURE:

ADDRESS:

TELEPHONE/FASCIMILE:

EMAIL ADDRESS: