Tender Terms & Conditions for Architect/Consultant for Renovation work of the Embassy of India, Helsinki

A. Statement of Objective

The Embassy of India is located at No 32 Kulosaarentie, Helsinki. The property is owned by the Embassy. The Embassy of India proposes to undertake renovation of the ground floor.

The present proposal is for selection of architect/Consultant for the project. Once the architect or Consultant is selected, they will prepare the tender document for the renovation.

Thereafter tender for renovation will be issued for selection of Contractor (through tender process as per Government of India rules) who will undertake the renovation project.

The Consultant will supervise the project and construction in Consultant with the Embassy.

Overview:
The ground floor of the Embassy presently has the reception area, where the visa and passport applications are received. Visitors who have appointment with the Ambassador and officers also wait downstairs. The entire staff of the Consular wing of Embassy have their office space downstairs. There are two washrooms which are used by the public and consular wing staff. There is a porch downstairs, which is being used for storing garden equipment etc.

Main aspects of renovation:

a. Making ground floor area more spacious, functional, creating additional office space, and creating a bigger area for reception of visitors to the Embassy.

b. Creating additional office space by converting porch into closed office room.

The proposed renovation work would involve the following tasks

Extension of the Consular Section.

- Moving the outer wall forward (pictures 3 & 4) to the edge of the ‘kuisti’ area.
- Two windows to be created in the Consular Front Desk so that staff can receive applications from two windows at the same time (picture 5)
- Ceiling of lobby space has wood panelling. The wood panelling should be removed. Ceiling height to be increased to maximum extent possible.
- The wood panelling on walls of lobby space should be removed.
- The walls and ceiling should be painted.
- Yellow garden hose in front of Consular Hall should be enclosed in a case so that it is tidily out of view.
- Floor should be covered with parquet or similar (presently there is stone flooring).
- The window of Consular Hall should be enlarged to bring in more natural light.
- The fireplace in Consular Hall should be demolished.
- Two doors should be put in at the entrance to the consular/reception area to create a windscreen element (‘tuulikaappi’).
- Better and modern lighting should be put in.
Creation of additional office space

- There is a porch in ground floor next to the Consular Wing. This has to be converted to a closed office space in which two persons can be seated. The open area has to be closed with walls on all sides. Entry for this office space will be from the Consular Hall.
- The ‘kuisti’ area adjacent to the reception area should be converted into an office by building a new wall on the edge of the ‘kuisti’ (picture 6).
- The new office space should be fitted with lighting, heating, parquet flooring and a new window.
- Fireplace in existing room behind the terrace section should be demolished.

B. **Scope of Works**

1. Survey of the area as mentioned in para-A. Preparation of dimensional structural and architectural drawings based on measurements and make available the drawings in hard copy and soft copy.

2. Preparation of survey and test report for details of structure, civil works, woodwork, fittings, fixtures, finishes and all services (water supply, drainage, sewerage, electrical, air conditioning, etc.) in the proposed renovation area as above. This report should include specification of the renovation works including the method statement and the material specifications and working drawings.

3. Preparation of drawings after discussion with client for getting client's approval.

4. Preparation of architectural drawings, structural drawings (as required) for the approved layout plans. Preparation of mechanical, electrical, plumbing and sewerage drawings for the approved layout plans, if required.

5. Preparation of complete set of drawings and documents for seeking approval of local approving authority, etc., make applications and conduct meetings/negotiations for obtaining required approvals from local authorities as required.

6. *All material specifications should be of standard, durable make, permissible in buildings, easy to use, maintain and replace in future.*

7. *All new installations and connections for electrical, mechanical (heating and air conditioning) and water supply, drainage, sewerage, water treatment plant, etc. should be of standard, durable make, suitable efficient design, easy to use, maintain and replace in future.*
The above scope is indicative in nature and not limiting or exhaustive in extent. Consultant will list the defects and damages detected during survey and prepare a proposal for inclusion in consultation with Mission.

Preparation of detailed drawings, detailed cost estimates and a detailed program of work – PERT/CPM/Bar charts.

The Consultant shall prepare tender documents as per the guidelines of the Ministry / Government of India. The Consultant shall assist Mission in processing of tender and finalization of contract. The selection of the Contractor shall be done through tendering. The entire scope of work will be executed through separate contract.

During the execution of work, Consultant shall supervise the work in respect of quality, specifications and shall certify the running bills and final bills of the Contractor for payment by the Mission to the Contractor.

The responsibility of the Consultant shall be preparation of drawings, specifications, approval of local authorities where required, preparation of tender documents, processing of tender, supervision of execution, certification of execution, obtaining completion/occupation certificate from local authorities, processing of handing over after execution of work.

Any other works / activity which is required to complete the proposed work.

The Consultant shall, in consultation with the mission, prepare a Time Schedule in respect of the various services to be rendered. The Consultant shall also advise the Mission on the program of work, i.e., PERT / CPM / Bar Charts of the services to be rendered by the contractor/s on the said project. While preparing the time schedule the Consultant would take all necessary precautions, so that there is no time and cost overrun of the project.

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 the defects to the satisfaction of the Mission.

Payment terms and conditions

The payment shall be made in following stages based on percentage of fixed price lump sum contract amount of Consultancy work.

1. Advance payment of 10% shall be made against bank guarantee.
2. 20% payment shall be made on submission of survey report, architectural drawings and structural assessment report.
3. 10% payment shall be made on submission of detailed drawings and detailed estimate of the work.
4. 10% payment shall be made on submission of tender documents.
5. 5% payment shall be made on approval of tender documents.
6. 5% payment shall be made on selection of Contractor.
7. 10% payment shall be made on 25% of the financial progress of the execution of work.
8. 10% payment shall be made on 50% of the financial progress of the execution of work.
9. 10% payment shall be made on 90% of the financial progress of the execution of work.
10. 5% payment shall be made on the completion of the execution of work.
11. Balance payment shall be made on completion of defects notification period of the work.

D. **General terms and conditions**
1. Consultant shall have his own transportation, office, computer and telephone facilities. Mission shall not pay or reimburse for any such requirements.
2. Consultant may appoint other sub consultants for specialized work at his own cost and convenience. No payments will be reimbursed for them by Mission.
3. Consultant shall coordinate with Mission and Contractor for completion of the work.
4. Consultant shall obtain professional liability insurance or any other insurance for his workmen and workmanship as may be required at his own cost.
5. The quoted price should exclude all taxes such as VAT, service tax, professional tax, etc.
6. 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 applicable.
7. Consultant shall not be permitted to participate in bidding for this work i.e., Consultant cannot become contractor for this work.
Request for Proposal (RFP)
Embassy of India, Helsinki Renovation Project

Instruction to Bidders (Architect Consultants) & Eligibility Criteria

1. Architect/Consultants should submit their credentials along with the price bid. They should have provided architectural consultancy and supervision for similar works. They should give details of qualified and experienced personnel in their office and project team. They should provide details of previous experience in similar works, list of completed projects of similar nature, client references, etc.

2. Architect/Consultants may visit the Embassy and examine the extent of work to be done by prior appointment.

3. Architect/Consultants will be selected by a Committee formed for the project in Embassy of India Helsinki. The Committee would examine and evaluate the bids received based on scope of work, good credentials, technical soundness of proposals and price bid.

4. They should submit their bid in English in three envelopes.

   **Envelope A** should contain their credentials and acceptance of above terms and conditions of the tender. They should enclose list of equipment required for the work. They should also enclose list of man power and their qualification and experience. This envelope should be superscribed with “Technical Bid”.

   **Envelope B** should contain the form of tender on which the bidder should quote the fixed price lump-sum amount for the Consultancy for scope of works as mentioned in the bid document. This envelope should be superscribed with “Form of tender – Financial Bid”.

   **Envelope C** should contain both the envelope A and envelope B superscribed with name of work “Consultancy for Renovation Work of 32 Kulosaarentie (name of property) for Embassy of India Helsinki”.

5. Envelope A shall be opened first on due date and time. The credentials of all the bidders shall be evaluated first. A list of qualified bidders shall be prepared after evaluation for opening of financial bid. Qualified bidders shall be informed and shall be invited for opening of the financial bids at prescribed date and time by Mission.

6. Mission reserves the right to accept or reject any bid without giving any explanation to bidders.
FORM OF TENDER

Name of Work: Providing consultancy and supervision services for renovation works at 32 Kulosaarentie, Embassy of India, Helsinki

Employer:
Government of India / Embassy of India, Helsinki

Address: Embassy of India, 32 Kulosaarentie, 00570 Helsinki

Gentlemen,

I / We, the undersigned, am / are willing to enter into a contract and complete the Consultancy work in full and in accordance with the drawings / specification / scope of work / assessment of work after site visit and to the employer’s entire satisfaction for the sum stated below:

AMOUNT OF CONTRACT

Lump-sum Fixed price Contract for the entire Consultancy Period and for the scope of work as mentioned in the tender document by the Employer.

________________________________________ (Exclusive of VAT and all other taxes)

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

NAME OF CONSULTANT: _________________________________________________

SIGNATURE OF CONSULTANT: ____________________________________________

ADDRESS: _____________________________________________________________

DATE: ________________________________________________________________

TELEPHONE / FAX NOS.: ________________________________________________

EMAIL ADDRESS: _______________________________________________________
Embassy of India  
Helsinki  

Expression of Interest  

Short listing of Architect Consultant for renovation works at 32 Kulosaarentie, Embassy of India, Helsinki for Government of India.

Applications are invited from reputed Architect Consultants who wish to be considered for appointment as Consultant for the above noted work. Architect Consultant shall have valid registration in the respective grade with the Professional Architects Council / designated Government authority in Finland and ten years post registration experience in providing comprehensive architectural consultancy and supervision for repair and renovation of buildings and project management services. The detailed scope of work, terms and conditions are mentioned in tender documents which can be obtained from Mr Nirmal Kumar Chawdhary, Head of Chancerv, Embassy of India, Helsinki up to date 31.08.2018 till 4.00 p.m. and are also available on CPP Portal (www.......................). and Embassy of India's website (www.........................).

The last date and time of submission of the bid is 9.00 a.m. on date_______3.9.2018_______

The technical bid shall be opened on the same day at 3.30 p.m.