

**High Commission of India  
Ottawa  
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Tender No. Ott/Admn/855/1/2016

10<sup>th</sup> October 2018

**Expression of Interest**

Shortlisting of Architect Consultant for feasibility study for the repair and renovation/ reconfiguration work at the High Commission of India Ottawa, 10 Springfield Road, Ottawa, K1M 1C9.

2. 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 Canada and ten years post registration experience in providing comprehensive architectural consultancy and supervision for repair, renovation and restoration of heritage buildings and project management services. The detailed scope of work, terms and conditions are mentioned in tender documents which can be obtained from Mr. Rakesh Mohan, Head of Chancery, High Commission of India, Ottawa, 10 Springfield Road, Ottawa, K1M 1C9, for Government of India.
3. The last date and time of submission of the bid is 1200 hours on 28<sup>th</sup> November 2018. The technical bid shall be opened on the same day at 1600 hours.

**(Rakesh Mohan)  
Head of Chancery  
High Commission of India, Ottawa  
Tel: 613-744-3751  
Email: hoc.ottawa@mea.gov.in**

Request for Proposal (RFP)  
Building Repair and Renovation Project

Instruction to Bidders (Architect Consultants) & Eligibility Criteria

1. Architect Consultants should submit their credentials along with the price bid. They should provide 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 site and examine the layout plan available with Mission by prior appointment.
3. Architect Consultants will be selected by a Committee formed for the project in the High Commission of India, Ottawa. The Committee would examine and evaluate the bids received based on scope of work, good credentials, technical soundness of proposals and price bid.
4. The bidders should submit their bid in four envelopes.

**Envelope A** Should contain their credentials and acceptance of above terms and conditions of the tender. They should provide details of previous experience in similar works, list of completed projects of similar nature, client references, etc. 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 lumpsum 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** The bidder must submit with his Bid an Earnest Money Deposit (2% of the bid price) to High Commission of India, Ottawa in the form of a demand draft drawn on any acceptable Bank or a Bank guarantee in favour of High Commission of India, Ottawa. This Earnest Money Deposit (Bid Security) must be valid for 180 Days. The Bid Security of unsuccessful bidders will be returned after the award of work while Bid Security of successful bidder can be adjusted against retention money at discretion of Employer.

**Envelope D** should contain all three envelopes i.e. **Envelope A- Technical Bid Documents; Envelope B-Financial Bid Documents and Envelope C- Earnest Money Deposit** superscribed with name of work "Consultancy for Repair & Renovation work at High Commission of India, Ottawa".

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

7. The successful bidder will be asked to sign the contract within 10 days of receiving the letter inviting them for the same. If they fail to sign the Contract, they will not be able to participate in any further tendering process by High Commission of India for a period of two years.
8. Forfeiture of bid security and Contract Security: (a) If any bidder withdraws his tender before the expiry of the validity period, or before the issue of letter of acceptance, whichever is earlier, or makes any modification in the terms and conditions of the tender which are not acceptable to the employer, then the Employer shall, without prejudice to any other right or remedy, be at liberty to forfeit the entire earnest money absolutely. (b) If Lowest Bidder fails to furnish the prescribed Performance Guarantee within the prescribed period, or sign the agreement in time or doesn't respond to request for clarification of its purpose or fails to provide required information during evaluation process or is found to be non-responsive, the bid Security is absolutely forfeited automatically without any notice. (c) In case the contractor fails to commence the work on commencement date as specified in the tender documents or such time period as mentioned in letter of award or from the date of handing over to the site, whichever is later, the Employer shall without prejudice to any right or remedy, be at liberty to forfeit whole of the bid security and Performance Guarantee.

## Section - II

### Tender Terms & Conditions for Consultancy of repair, renovation, reconfiguration, replacement and upgradation of services work in the High Commission of India Ottawa at 10 Springfield Road, Ottawa, K1M 1C9

#### A. Statement of Objective

The High Commission of India, Ottawa is located at **10 Springfield Road, Ottawa, K1M 1C9**. The property consists of Chancery building, parking and garden area on a total plot area of 18,784 Sq.ft. The High Commission of India Ottawa proposes to undertake repair, renovation, reconfiguration, replacement and upgradation of services in the High Commission of India Ottawa.

#### B. Scope of Works

Survey of the 10 Springfield Road, Ottawa, K1M 1C9, preparation of site plan, dimensional structural and architectural drawings based on site measurements and available drawings in hard copy and soft copy in respect of the following desired work:

- i) Construction of Multi Purpose Hall(MPH) on the first floor suitable for a total capacity of 150 people alongwith pantry/ kitchen area.
- ii) Shift the other offices in the first floor to the 3<sup>rd</sup> and 4<sup>th</sup> floors after reconfiguration of the residential space into office space. The Consular area will remain in the ground floor.
- iii) No changes in the second floor.
- iv) Convert existing 3 bedroom /2 bedroom/ single room apartments in the fifth floor into four 1-bedroom apartments.
- v) To extend the elevator service to the basement for differently-abled persons, which at present is from first to fifth floor.
- vi) Construction of city code complaint sufficiently sized washrooms at the basement. These washrooms will cater to visitors to the Multi Purpose Hall and will be accessible to differently abled persons.
- vii) Propose improvement in the exterior of the building through additions of murals, etc. with a view to improve the aesthetic look of the building.

#### C. Consultancy services required

For undertaking the above work, the Consultancy Services will be required for

- a) the feasibility study which will include the following:
  - i) As the existing blueprints are hand-drawn and out of date, **autocad drawings of the existing building will be required to be produced** on the basis of up to date architectural, structural, mechanical, electrical, landscape architectural and civil drawings including any renovations to the existing building since construction in 1980, which will be used to prepare space planning and analysis of modifications to existing partitions, ceilings, flooring, elevator, stairs and structural and mechanical and

- electrical systems to accommodate the new program. They will indicate the location and type of defects/ damages,
- ii) As only 5<sup>th</sup> floor will to be used for residential purpose, **building code report will be required to be prepared** for the use of the Design Team and to meet the submission requirements for a Building Permit application. A code review of the existing building and anticipated renovations will be undertaken through the preparation of a building code report including an assessment of the new occupant load and existing capacity, washroom facilities based on the new occupant load, barrier free requirements for washrooms, barrier free path of travel, etc.
  - iii) **Elevator analysis** for code compliance and feasibility study to extend to the basement to be done.
  - iv) The condition and life cycle of the existing equipment and systems (e.g. electrical, heating, air-conditioning, etc.) water supply, drainage, sewerage, insulation systems, restoration of finishes in interior and exterior of the premises, improvement of façade and functionality, specifications for material and capacity to serve the new programme will be assessed.
  - v) **Building Programme:** the design consultant team will be required to undertake a review of the intended programme in consultation with the High Commission of India.

b) For tendering, supervision and site management.

1. All material specifications should be of standard, durable make, permissible in heritage buildings and should match the original retained finishes of the specific area. They should be easy to use, maintain and replace in future.
2. All new installation and connections for electrical, mechanical (heating and air conditioning) and water supply, drainage, sewerage, water filtration etc. should be of standard, durable make, suitable efficient design, easy to use, maintain and replace in future.
3. 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.
4. The consultant shall prepare tender documents as per the guidelines of the Ministry/Govt. of India. The Consultant shall assist Mission in processing of tender and finalisation of contract. The selection of the Contractor shall be done through tendering. The entire scope of work will be executed through separate contract.
5. 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.

6. 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, processing of handing over and supervision of certification of defects during defects notification period after execution of work.
7. Any other works/activity which is required to complete the proposed work.
8. 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.
9. 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.

**D. 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 granted against bank guarantee of equal amount.
2. 20% payment shall be made on submission of survey and assessment report.
3. 10% payment shall be made on submission of 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. 10% payment shall be made after 45 days of receipt of invoice of 10% payment after the successful completion of work.

E. **General terms and conditions:**

1. The Performance Guarantee of five percent (5%) of the Accepted Contract Amount in the form of Bank Guarantee shall be submitted. The Performance Guarantee shall remain valid for a period of 60 days beyond the date of the completion of all contractual obligations of the supplier under the contract and discharged after completion of work.
2. Defect Liability Period will be 365 days from the date of completion of the project.
3. Consultant shall have his own transportation, office, computer and telephone facilities. Mission shall not pay or reimburse for any such requirements.
4. Consultant may appoint other sub consultants for specialized work at his own cost and convenience. No payments will be reimbursed for them by Mission.
5. Consultant shall coordinate with Mission and Contractor for completion of the work.
6. Consultant shall obtain professional liability insurance or any other insurance for his workmen and workmanship as may be required at his own cost.
7. The quoted price should include all taxes such as VAT, service tax, professional tax, etc.
8. 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 taxes, cess or due to delay in completion etc. shall not be applicable.

FORM OF TENDER

Name of work: Providing consultancy and supervision services for repair, renovation and restoration works at High Commission of India, Ottawa at 10 Springfield Road, Ottawa, K1M 1C9

Employer:

Address:

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**

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

Local Currency.....  
.....

(Local currency.....) (Inclusive 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



## Section-VIII

### 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 bids document from being eligible to submit Bids for contracts with the entity that invited the Bids.

Date \_\_\_\_\_

Signatures\_\_\_\_\_