

Tender Terms & Conditions for Consultancy of Renovation work of the Chancery building at Vorontsovo Polye st.,6-8 and Embassy Residence at Embassy of India, Moscow.

A. Statement of Objective

Chancery building is located at Vorontsovo Polye st., 6-8 bld.1 and Embassy Residence at Vorontsovo Polye st., 6-8 bld.3, Moscow. The property consists of a main building (basement plus three storeys). It has been declared a heritage property. The Embassy of India proposes to undertake repair, renovation, replacement and upgradation of services in the above Buildings.

B. Scope of Works

1. Survey of the main building, basement areas, main gate, approach, and surroundings of the building. Preparation of site plan, dimensional structural and architectural drawings based on site measurements and available drawings in hard copy and soft copy.
2. Preparation of survey and test report for the details of the structure, civil works, woodwork, fittings, fixtures, finishes and all services (water supply, drainage, sewerage, electrical, air conditioning, etc.) in the building complex with recommendations for repair and rectification. This report should include following items:
 - (i) Location of the defect / damage, type of defect / damage like settlement / cracks / spalling / bulging / signs of seepage / rotting of wood, rusting of reinforcements etc.
 - (ii) Extent and severity of the defects.
 - (iii) Cause / source of defects.
 - (iv) Carrying out structural condition survey and stability analysis of the existing building.
 - (v) Specification of the repair / renovation works including the method statement and the material specifications and working drawings.
3. Preparation of layout plans for the optimum utilization of basement, ground and upper floors in conformity with client's requirements, norms, etc. Preparation of modified drawings after discussion with client if required, 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, heritage council, etc., make applications and conduct meetings/negotiations for obtaining required approvals from local authorities as required.

6. Preparation of drawings and specifications (as required) for entire repair work including the following:
 - a. Repair of brickwork and mortar including repair of cracks, plastering and finishing, where required, painting of internal and external walls and ceilings of the main building, stairs, basement areas, side walks and boundary wall.
 - b. Roof repairs including seepage treatment, where necessary. The methodology of roof treatment should include provision for drainage, water proofing and thermal insulation.
 - c. Repair and improvement of main entrance area and improvement of the building facades. Preparation of specification for painting for all metal parts like iron gates, walls, grilles, railings, etc.
 - d. Repair/replacement of wooden members where required, polishing and painting of doors, windows, wooden frames, wooden rafters, wooden paneling, flooring, shades, handrails and any other wooden parts.
 - e. Repair and replacement of defective slopes and drainage pipes from all internal areas (walls and floors) and external areas (like roofs, terraces, porch, sidewalk, open area around buildings, basement) with proper finishes, slope, outlets and pipe work.
 - f. Replacement of electrical wiring for the building, porch and exterior lighting with standard, durable, concealed conduit wiring.
 - g. Replacement of air conditioning installations, connections, inlets, outlets, etc. with items of standard, durable make, efficient design and easy use and maintenance.
7. All material specifications should be of standard, durable make, permissible in heritage buildings, easy to use, maintain and replace in future.
8. 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.
9. 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.

10. Preparation of detailed drawings, detailed cost estimates and a detailed program of work – PERT (*Program (Project) Evaluation and Review Technique*) /CPM (*Critical Path Method*) /Bar charts.
11. 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.
12. 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.
13. 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 and supervision of rectification of defects during defects notification period after execution of work.
14. Any other works / activity which is required to complete the proposed work.
15. 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.
16. 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.

C. Consultancy services required

Architect consultants with experience in restoration and renovation of heritage buildings are required for undertaking detailed survey to check the status of various parts of the premises, prepare drawings to indicate the location and type of defects /

damages, propose design solutions and layout plans for utilization of the building, prepare drawings and estimates, prepare and submit drawings and documents for local body approvals if required, propose solutions for repair and / or replacement of the defects, damages in electrical, mechanical (air conditioning), water supply, drainage, sewerage, insulation systems in keeping with the approved utilization plans, restoration of finishes in interior and exterior of the premises, improvement of façade and functionality, specifications for material and methodology, tendering, supervision and site management.

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.
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.

E. 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 include 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)
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 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 for heritage buildings, list of completed projects of similar nature, client references, etc.
2. Architect Consultant shall have valid registration in the respective grade with the Professional Architects Council / designated Government authority in Moscow 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 and also shall be accredited to GlavUpDK under MFA of Russia.
3. Architect Consultants may visit the site and examine the layout plan available with Mission by prior appointment.
4. Architect Consultants will be selected by a Committee formed for the project in Embassy of India, Moscow. The Committee would examine and evaluate the bids received based on scope or work, good credentials, technical soundness of proposals and price bid.
5. They should submit their bid in three envelopes.

Envelope A should contain their credentials and acceptance of above terms and conditions of the tender. They should enclose list of equipments 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 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 should contain both the envelope A and envelope B superscribed with name of work "Consultancy for Repair & Renovation Work of Embassy buildings located at 6-8, Vorontsovo polye st., Moscow for Government of India".

6. 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.

7. 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 repairs, renovation and restoration work at Chancery building at Vorontsovo Polye st., 6-8 and Embassy Residence at Embassy, Moscow, for Government of India.

Employer:

Government of India / Embassy of India, Moscow

Address:

6-8, Vorontsovo polye st., Moscow 105064 Russian Federation

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.

USD _____

_____ (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: _____



Embassy of India,
Moscow

Expression of Interest

Short listing of Architect Consultant for repair and renovation works of Chancery building at Vorontsovo Polye st., 6-8 bld.1 and Embassy Residence at Vorontsovo Polye st.,6-8 bld.3, Moscow, 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 Moscow, shall be accredited to GlavUpDK under MFA of Russia and have 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 available on CPP Portal and Mission's website: <http://indianembassy.ru/index.php/en/home/tender-notice/1765-architect-consultant-for-repair-and-renovation-work> and can be also obtained from First Secretary & Head of Chancery, Embassy of India, Vorontsovo Polye st., 6-8, bld.1, Moscow 105064 Russian Federation up to date 18 November, 2016 till 4 pm.

The last date and time of submission of the bid is 3 pm on date 02.12.2016

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