

भारतीय राजदूतावास  
वियना



Embassy of India  
Vienna

F. No. Vien/883/1/2016

Dated 14<sup>th</sup> August, 2017

NOTICE INVITING TENDER

The Embassy of India invites quotations for hiring a Consultant cum Project Manager for the following works at the Embassy Residence situated at Spitzergasse 2, 1180. Vienna which are as follows:

1. Drain Repair Work
  2. Seepage in the basement and first -floor Terrace.
  3. Insulation of external wall on the north-west side of the building.
  4. Roof Repair Work.
  5. Construction of a canopy in the drive way and repair of drive-way.
  6. Installation of water sprinklers in the garden.
  7. Modernisation of the heating system.
  8. Painting of the façade and external areas.
  9. Painting of the inside of the building.
  10. Renovation of Kitchen.
  11. Installation of cooling system.
  12. Identification of other repair work and piecemeal renovation required.
2. Interested parties must be registered for undertaking the work in Austria.
3. The interested parties may inspect the site with prior appointment with the undersigned during working hours of the Embassy of India (Monday through Friday 0830 to 1700 hrs).
3. The quotation may be forward in a sealed envelope with the superscription "Consultant for the desired work at the Embassy Residence". The quotation may reach the undersigned latest by 04<sup>nd</sup> September, 2017.

(Mr. R. Sajeev)  
First Secretary & HOC  
Tell: 01-505866616  
E-mail: hoc.vienna@mea.gov.in

## **Expression of Interest**

Shortlisting of Architect Consultant for repair and renovation works of the *India House at Spitzergasse 2, 1180 Vienna, Austria*, for the Embassy of India / 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 Austria and ten years post registration experience in providing comprehensive architectural consultancy and supervision for repair, renovation and project management services. The detailed scope of work, terms and conditions are mentioned in tender documents which can be obtained from Head of Chancery, Embassy of India, Kärntner Ring 2, 1010, Vienna, Austria up to date 4<sup>st</sup> September 2017 till 5:00 pm.

The last date and time of submission of the bid is 5:00 pm on date 4<sup>nd</sup> September 2017.

The technical bid shall be opened on 5<sup>th</sup> September 2017 at 9:00 am.

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, 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 Embassy of India, Vienna. 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 three envelopes.

**Envelope A** Should contain their credentials and acceptance of above terms and conditions of the tender. They should enclose list of equipment's 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 at India House, Spitzergasse 2, 1180, Vienna, Austria for Govt. of India".

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.

Tender Terms & Conditions for consultancy for Consultancy of Renovation work  
at India House, Spitzergasse 2, 1180, Vienna, Austria.

A. Statement of Objective:

India House is located at Spitzergasse 2, 1180, Vienna, Austria. The property consists of a constructed building of a 390 sq.mt. on a total plot area of approx. 2600 sq.mt. The Embassy of India proposes to undertake repair, renovation, replacement and upgradation of services in the India house.

B. Scope of Works:

1. Survey of the India House premises for the following works:

- Installation of alarm Surveillance System
- Installation of Canopy
- Installation of cooling system
- Insulation of Exterior Wall
- painting of India House- inside and outside
- Repair of water Seepage
- Water Sprinklers
- Upgradation of Heating system
- Roof Repair
- Building/ Laying of Tiles

The 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, heating, airconditioning, etc.) in the India House with 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) Estimated strength of structural members assessed by non-destructive tests like rebound hammer technique and status of structural elements using Ultra Sound Pulse Velocity tests. Condition of wooden roofing members, tiles etc.
  - (v) Specification of the repair/renovation works including the method statement and the material specification and working drawings.
3. Preparation of specification for repair of brickwork and mortar including repair of cracks, plastering and finishing, where repaired, painting of internal and external walls and ceilings of the main building, auxiliary buildings, stairs, basement areas, sidewalks, garden, pool area and boundary wall.
4. Preparation of drawing and specification for roof repairs including all wooden roofing members, metal linings, ridges, gutters, spouts, tiles, etc., seepage

treatment, where necessary. The methodology of roof treatment should include provision for drainage, water proofing and thermal insulation.

5. Design and preparation of architectural and structural drawing for utilising all basement areas and underground passage with required interior modification.
6. Preparation of drawings and specifications for repair and improvement of main entrance gate area, boundary wall and improvement of the building facades. Preparation of specification for painting of all metal parts like iron gates, walls, grilles, iron spikes, iron fence, railings etc.
7. Preparation of specification for replacement of wooden members where required, polishing and painting of doors, windows, wooden frames, wooden rafters, wooden panelling, flooring, shades and any other wooden parts.
8. Repair and replacement of defective slopes and drainage pipes from all internal areas (floors) and external areas (like roofs, terraces, porch, pathway, open area around buildings, basement, swimming pool) with proper finishes, slope, outlets and pipe work. Repair and renovate the swimming pool, installation of filter, check and replace supply, drainage pipes etc.
9. Preparation of drawings and specifications for replacement of electrical wiring for all buildings, gates and compound lighting with standard, durable, concealed conduit wiring.
10. Preparation of drawings and specifications for replacement of heating and air conditioning installations, connections, inlets, outlets etc. with items of standard, durable make, efficient design and easy use and maintenance.
11. 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.
12. 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.
13. 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.
14. 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.
15. 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.
16. 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.

17. Any other works/activity which is required to complete the proposed work.
18. 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.
19. 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 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 for repair and/or replacement of the electrical, mechanical (heating and air conditioning), 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 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 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. 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 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 India House complex at Spitzergasse 2, 1180, Vienna, Austria for the Embassy of India / Govt. of India.

Employer:

Embassy of India / Government of India

Address:

Kaerntner Ring 2, A-1015, Vienna, Austria

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 :.....



