

**High Commission of India, Dar es Salaam
INVITATION TO TENDER**

1.0 THE INDIAN HIGH COMMISSION , Dar es Salaam, for and on behalf of the President of India invites **tender from Consultants** for selection of Project Consultancy Management(PMC) for the following work

Name of Work	Completion time
<u>PROPOSED RENOVATION OF INDIA HOUSE(HIGH COMMISSIONER'S RESIDENCE) AT 13 TUMBAWE ROAD, OYSTERBAY, DAR ES SALAAM</u>	210 Calender Days

2.0 Consultant who fulfill the following requirements shall be eligible to apply. These criteria are indicative. Exact details are available in tender documents.

2.1 The bidder should have necessary registration/certificate/approval from the local govt authority for carrying out consultancy for building renovation/repair work. The **bidder should have 05 year post registration experience.**

2.2 The bidder should have VAT registration from Government in Tanzania.

2.3 The tenderer should own sufficient number of Technical and Administrative employees for the proper and timely execution of Work.

3.0 Tender Document shall be available for collection by applicants from **15.12.2017 to 08.01.2018 upto 1100hrs**. The tender document can be obtained from **Head of Chancery, The High Commission of India, 213/51 Shabaan Robert Street, P.O.Box 2684, Dar es Salaam, Tel. +255 22 2113097 Email: hoc.desalaam@mea.gov.in. Tender can also be down loaded from www.eprocure.gov.in and Mission's website: www.hcindiatz.org** (issued on 15.12.2017).

4.0 Tender documents supported with prescribed annexures should be submitted in sealed envelope duly super scribed with the name of work etc. **The document will be received up to 1500hrs on 08.01.2017 and will be opened on the same day at 1530hrs.**

5.0 If any information furnished by the applicant is found incorrect at a later stage, he/she shall be liable to be debarred from the tendering process. The High Commission of India reserves the right to verify the particulars furnished by the applicant independently.

6.0 The High Commission of India, Dar es Salaam reserves the right to reject any tender and to annul the tendering process and reject all tenders at any time prior to Contract award, without thereby incurring any liability to tenderers.

Head of Chancery,
High Commission of India,
213/51 Shabaan Robert Street
P.O.Box 2684 Dar es Salaam
Tel: +255 22 2113097
Email: hoc.desalaam@mea.gov.in

Request For Proposal (RFP)
Building Repair and Renovation Project

Instruction to Bidders (Project Management Consultants) & Eligibility Criteria

1. Project Management Consultants should submit their credentials along with the price bid. They should have provided Project Management 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. Project Management Consultants may visit the site and examine the layout of the Building by prior appointment.
3. Project Management Consultant will be selected by a Committee formed for the project in High Commission of India, Dar es Salaam. 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 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 Project Management 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 "Project Management Consultancy for Repair & Renovation work of India House (High Commissioner's Residence) at Dar es Salaam 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 Project Management Consultancy of Renovation work of India House (High Commissioner's Residence) at 13 Tumbawe Road, Dar es Salaam

A. Statement of Objective

India House (High Commissioner's Residence), Dar es Salaam is located at 13 Tumbawe Road, Dar es Salaam. The property consists of a main building, One auxiliary building, Guest and Service Toilet and gardens on a total plot area of 4375 sqm (Built up area 367 sqm). The High Commission of India, Dar es Salaam proposes to undertake repair, renovation, replacement and upgradation of services in the India House complex.

B. Scope of Works

1. Survey of the main building, auxiliary buildings and garden area.
2. Supervising renovation work carrying out at India House includes the following:
 - i) Renovation of Roof
 - ii) Electrical work
 - iii) Plumbing work
 - iv) Airconditioning
 - v) Flooring, Doors & Windows
 - vi) False ceiling
 - vii) Fitting and fixture in all the toilets, kitchen
 - viii) Stair Case
 - ix) Painting work Internal & External
 - x) Balcony at First Floor
 - xi) External Work – Outdoor toilets, Repair existing Guard Room.
3. Supervising any damage occur during the renovation of work.
4. All material specifications should be of standard, durable make, permissible in e buildings and should match the original retained finishes of the specific area. They should be easy to use, maintain and replace in future.
5. All new installations 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.
6. During the execution of work, Project Management 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.
7. The responsibility of the Project Management Consultant shall be approval of local authorities where required, supervision of execution, certification of execution, processing of handing over and supervision of rectification of defects during defects notification period after execution of work.
8. Any other works/activity which is required to complete the proposed work.
9. The Project Management 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 Project Management Consultant would take all necessary precautions, so that there is no time and cost overrun of the project.

10. 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

Project Management 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 during the renovation and type of defects/ damages, propose for repair and/or replacement of the electrical, mechanical (air conditioning), water supply, drainage, sewerage, insulation systems, restoration of finishes in interior and exterior of the premises, improvement of facade 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 Project Management Consultancy work.

1. Advance payment of 10% shall be granted against bank guarantee.
2. 20% payment shall be made on 25% of the financial progress of the execution of work.
3. 20% payment shall be made on 50% of the financial progress of the execution of work.
4. 20% payment shall be made on 90% of the financial progress of the execution of work.
5. 20% payment shall be made on the completion of the execution of work.
6. Balance payment shall be made on completion of defects notification period of the work.

E. General terms and conditions

1. Project Management Consultant shall have his own transportation, office, computer and telephone facilities. Mission shall not pay or reimburse for any such requirements.
2. Project Management 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. Project Management Consultant shall coordinate with Mission and Contractor for completion of the work.
4. Project Management 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.

FORM OF TENDER

Name of Work: Providing Project Management consultancy and supervision services for repair, renovation and restoration works at India House (High Commissioner’s Residence) at Dar es Salaam for Govt. of India.

Employer:

High Commission of India

Address:

Gentlemen,

I/We, the undersigned, am/are willing to enter into a contract and complete the Project Management 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..... (including 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 PROJECT MANAGEMENT CONSULTANT:

.....

SIGNATURE OF PROJECT MANAGEMENT CONSULTANT:

ADDRESS :

DATE :

TELEPHONE/FAX NOS.:

EMAIL ADDRESS :

Expression of Interest

Short listing of Consultant for repair and renovation works of India House (High Commissioner's Residence) complex at 13 Tumbawe Road, Dar es Salaam for Government of India.

Applications are invited from reputed Project Management Consultants who wish to be considered for appointment as Consultant for the above noted work. Project Management Consultant shall have valid registration in the respective grade with the Contractors Registration Board / designated Government authority in Dar es Salaam and **Five years post registration experience** in providing comprehensive Project Management consultancy and supervision for repair, renovation and restoration of buildings 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, High Commission of India P.O. Box 2684, 213/51 Shaaban Robert Street, Dar es Salaam upto date 08.01.2018 upto 1100hrs.

**The last date and time of submission of the bid is 1500hrs on date 08.01.2018.
The technical bid shall be opened on the same day at 1530 hrs.**