

**EMBASSY OF INDIA  
ATHENS**

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**REDEVELOPMENT OF PLOT OF LAND FOR  
EMBASSY OF INDIA RESIDENCE, ATHENS  
DESIGN-BUILD MODE**

**PROJECT BRIEF & PROCEDURE FOR SELECTION OF FIRMS**

Government of India (through Embassy of India, Athens) invites Expression of Interest (EOI) from well-established Construction Agencies/Joint Ventures/Consortiums for a Design & Build project involving the redevelopment of plot of land owned by the Embassy of India for the Residence of Embassy of India.

**1. Background**

**1.1** The Government of India (Embassy of India, Athens or “Client”) owns a 1202 sqm plot (“Plot”) of land located at *No. 58, Nikiforou Litra Street, Psychiko, Athens, Greece* presently having a built-up residential structure of approximately 535sqm. There are two plots of land of approximately similar size adjacent and flanking the Plot on either side. The Plot also contains 6 Cyprus trees on the rear boundary, one large Olive Tree in the front, one large Pine tree in the front, and 9 short fruit trees of varying type

**1.2** Government of India wishes to select a firm for the redevelopment of this plot in the “Design-Build” mode (“Project”) which will include demolition of the existing structure and reconstruction of a modern single-user high end residential house for the use of Ambassador of India in Greece. The selected firm is expected to obtain all pre-demolition and pre-construction mandatory approvals from local authorities, demolish the existing structure and remove debris to prepare the plot for construction activities; provide an architectural plan/drawing based on a design to be approved by the client; and execute the construction of the said property including, installing all required utilities and other necessary structures. The firm shall ensure full management coordination of the entire construction project from the planning stage to the post-construction phase including obtention of mandatory clearances to enable final occupation of the new building and closing of the project vis-à-vis the local authorities. The successful firm **shall also** be required to supply interior furniture and furnishing for the Residence, as per the

specification and style to be agreed with the client.

**1.3** The new structure must fully utilize the permissible built-up area (approx 721 sqm), and must include features to ensure comfort of occupation, high energy efficiency and safety standards. It should have facilities for tandem or separate parking of at least two cars, and ensure that all supporting services/utilities are in a discrete manner on the plot. The design must also satisfy certain functional requirements including an aesthetically designed semi-open and/or fully open green space that can be used for public functions, in a design that will ensure smooth circulation and integration of open/semi open spaces with the covered spaces. It is highly desirable if the design proposal is able to preserve the existing external architectural style of Konstantinos Kapsabellis in the new structure.

**1.4** The new residence is also expected to be fully equipped with modern utilities and facilities including an emergency fire extinguishing reserve pool, an energy efficient heating/cooling system, water management (including for the garden and green spaces) and facilities like appropriate lighting and security systems for perimeter/premises/main house. Environmentally friendly technologies for utilities and facilities, where feasible would be welcome.

## **2. Proposal Brief**

2.1 Overall planning, design and construction of the Project which shall include preparation of Layout plan of the site, Architectural designs, Landscaping designs, MEP plans, **external services**, preparation of drawings and documents for all stages of the project including securing mandatory urban planning approvals, clearances, building permits etc from the Municipal Authorities of Psychiko or any other relevant local authority. Proposal for complete soft interiors & furniture for the building is also expected.

2.2 Demolition and Disposal of existing structures, assessment of salvage value if any, intimation of same to the Client and adjustment of salvage value against Lump sum bid.

2.3 Rerouting/disconnection/re-connection of utilities, if required by the project.

2.4 Execution of the construction Project as per approved plans including interiors, furniture & furnishings. Testing and commissioning of all MEP equipment on completion of project and completion of formalities for occupancy and closing of files with the relevant

authorities.

2.5 While the built-up area of the Project is expected to be approximately 721 Sqm, design proposals shall also include proposals for the aesthetic design and finishing of all semi open and open spaces on the plot.

### **3. Selection Process**

3.1 The selection of a Firm shall be conducted through a two-stage process which includes short-listing in Stage I (which will commence with the invitation to submit an “Expression of Interest”), and a final selection process of the firm in Stage 2 from amongst short-listed candidates which will commence with a “Request for Proposal” or RFP issued by the Embassy of India:

3.2 **Stage-I:** Interested Firms will submit their “**Expression of Interest**” in the first stage, where they are expected to provide a statement (with supporting documentation) demonstrating the firm’s technical and financial capabilities to undertake this project, along with some preliminary ideas on design and construction for the client. Embassy of India Athens reserves the right to accept or reject proof of credentials at its sole discretion without having to furnish reasons thereof, to the applicants. Submission of false information/document shall render cause the entire bid to be rejected and render the firm ineligible for any contract with the Client for a period of 10 years.

3.3 **Stage-II:** Short-listed firms from Stage 1 will then be issued a “**Request for Proposal (RFP)**”. Short-listed firms will be expected to make detailed Technical and Financial submissions pertaining to their project proposal. The proposals will be first graded on their Technical/Design parameters. Firms whose Technical/Design proposals meet the minimum qualifying marks set by the Client, will then be evaluated for their financial proposal. The final selection will be on Least Cost basis.

**Note on Cost of Bidding** - *The Embassy of India, Athens will not be responsible to compensate for any expense or losses which might have been incurred by the bidder in the preparation and submittal of the bid.*

### **4. Preliminary Proposal for Short-listed Firms**

4.1 Firms who are short-listed are expected to submit a preliminary design proposal in Stage-II of the process. The preliminary design proposal must be accompanied by

descriptions and supporting documentation that will provide the client sufficient information on the pre-construction planning stage, the design proposal, the manner of execution of construction and post construction phases of the project. This should include but may not be limited to-

- (i) Listing out all mandatory permissions required during the pre-construction, construction and post construction phases at the commencement of the project, and specifying tentative timelines for their obtention.
- (ii) The timeline and method to be used for demolition and disposal of debris pertaining to existing structures. Assessment of salvage value, if any, and adjustment of salvage value against the cost.
- (iii) Clear description of re-routing of all public utilities at any phase during the Project, if required.
- (iv) Preparing of all basic plans, including Architectural design plan, Lay out plan, Landscaping plan. Plans of electrical/MEP/plumbing/sewage/drainage/water supply and other supporting utilities.
- (v) The detailed Bill of Quantities (BoQ) that is the basis for the Lump Sum bid.
- (vi) Method of managing pre-construction Planning, Construction and post Construction phases of the project
- (vii) The list of Drawings and Documents (to be prepared by the selected firm) that will be required for submission to local authorities at each stage of the project.
- (viii) Payment schedule against construction milestones envisaged during the execution of the project.
- (ix) The detailed list of furniture & furnishings to be supplied.

4.2 **Pre-RFP bid meeting:** A joint or individual pre-RFP bid meeting can be scheduled after Stage 1 and prior to submitting responses to the RFP document. The meeting will be held at Embassy of India, Athens, Chancery. Short listed firms would be contacted and informed of the date, time and venue of the meeting. It may not be possible to hold separate pre-bid meetings for each short-listed firm. Efforts will be made to club briefings of Stage II firms who have similar availabilities.

## 5. **Pre-Qualification Eligibility Criteria**

5.1 To be eligible for pre-qualification the applicant Agency/JV/Consortium shall have:

5.1.1 In house capability/capabilities to design and execute the project on Design & Build Mode.

5.1.2 Having executed similar projects on Design & Build mode, with exclusive

interiors of highest quality of finishes & furnishings.

5.1.3 Valid registration/license for submitting the proposal to the Municipal Authorities and the other local authorities for obtaining building permissions/ approvals, licenses etc. as required by the project.

5.1.4 Permit/Registration in the requisite category/class for Construction of similar buildings.

5.2 Conditions of eligibility for Joint Venture firms: In the event of a JV bidding for the project the bidding entity shall submit a certified copy of MOU between the constituent firms having a joint venture. The joint venture firm shall meet all the laid down criteria of registration, experience, turnover, awards etc. as a single entity.

5.3 **Similar Work:** The bidder must be able to demonstrate completing satisfactorily one high end single-user residential building in Design & Build mode of approximately value of Euro **4,500,000** or (ii) two similar works on Design & Build mode of value of Euro **3,250,000** or (iii) three similar works on Design & Build mode of value of Euro **2,250,000**. (Similar works means any state of the art RCC construction project of a single user high end residential building in Design & Build mode.)

5.4 **Bank Solvency:** Certificate of Solvency for at least Euro **2,250,000**. certified by a recognized bank shall be provided while responding to the EOI or Stage I of the selection process; the certificate should not be older than six months.

5.5 **Annual Turnover:** The bidding firm / JV shall be able to demonstrate an annual turnover equal to at least Euro **2,750,000** during the immediate last three consecutive financial years.

5.6 **Profit-Loss:** The Bidder should not have suffered loss in more than two years in the previous five financial years and must not have suffered loss in the immediate preceding financial year.

5.7 **Earnest Money Deposit/Bid Securing Declaration:** The bidder shall submit a Demand draft or Banker's cheque OR Bank Guarantee OR Online payment in favour of **Embassy of India, Athens** (*National Bank of Greece, Account No: 163-48034261, IBAN: GR77 0110 1630 0000 1634 8034 261, Swift Code: ETHNGRA, Address: Karageorgi Servias No. 6, Branch No. 104, Athens, Greece*) amounting to Euro **2,16,300** OR Bid

Securing Declaration (Format as per Annexure-1). It may be noted that 100% of EMD will be forfeited, if the Agency/Firm amends its tender amount or adds any condition after opening of financial bids or fails to remain in the tender proceedings till final selection of a firm or if the finally selected firm fails to provide performance guarantee by due date or fails to start the work by due date. Furthermore the defaulter firm shall be blacklisted from any further participation in future tenders of Government of India for a period of not less than **5 years**.

5.8 **Validity of EMD/Bid Security Declaration:** The Bid shall remain valid for a period of 180 (One Hundred Eighty) days from the date of the opening of the bid or up to any extended period to be announced by the Client.

## 6. **Desirable Criteria**

6.1 National or International level competitions and awards won for similar projects.

6.2 Experience in use of green technologies with standard ratings (e.g. LEEDS, or international certification for energy efficiency, global practices like use of solar power, green building features, sustainable practices adopted in executed projects etc. – any three similar projects implemented by the applicant.

6.3 At the short-listing stage of the selection process, the Client may contact individual firms separately to provide further documentary proof, or to seek clarifications on various submissions made to the Client.

## 7. **Selection Process**

7.1 The selection of the Agency/Joint Venture/Consortium shall be through a two stage selection process. In **Stage – I or Pre-qualification** the Technical and financial capability of the applicants will be examined.

7.2 Short-listed applicants from Stage-I will be invited for selection process of **Stage– II** through a “Request for Proposal” (outlining Client expectations) for subsequent evaluation. At this stage firms will submit details of the design concept and details of the scope of work to be undertaken along with detailed financial estimations.

7.3 The response to the RFP by the firm will in the form of the twin submissions of **(a)** a Technical Proposal and; **(b)** a Financial Proposal, carried in two separate sealed envelopes but placed in a common large enveloped (also sealed) with the markings **“REDEVELOPMENT OF EMBASSY RESIDENCE (DESIGN AND BUILD) for Embassy**

**of India, Athens”**. This envelope **must be** accompanied by a refundable Earnest Money Deposit (EMD) or Bid Securing Declaration (BSD) through a Bank Guarantee of **180 Days** for an amount of **Euro 2,16,300**, in a separate envelope. Submissions by firms without the EMD/BSD bank guarantee will not be accepted by the Embassy.

7.4 This refundable Earnest Money Deposit shall be for an amount of **Euro 2,25,000** in the form of a Demand draft, **or** Banker's cheque, **or** Bank Guarantee, **or** an Online payment in favor of Embassy of India, Athens, National Bank of Greece, *Account No: 163-48034261, IBAN: GR77 0110 1630 0000 1634 8034 261, Swift Code: ETHNGRA, Address: Karageorgi Servias No. 6, Branch No. 104, Athens, Greece* (Format as per Annexure-II).

7.5 In Stage-II the short-listed firms shall also be invited individually to make verbal presentation of their Technical Proposal before the Client and/or the Selection Committee that has been appointed by the Client. The timings of these presentations will be fixed individually with prior appointment. Advance notice for these presentation will not be more than two weeks.

7.6 The Client or Selection Committee will evaluate the Technical proposals on various parameters to be decided at the Client's prerogative (on a weight age scale of 100 marks). The minimum qualifying marks is expected to be 60/100. The presentation will be part of the evaluation process in Stage 2.

7.7 Financial Proposals of all those firms who made the basic qualifying grade (60/100) shall be opened by the Client/Committee simultaneously in the presence of the representatives of the short-listed firms. *(Firms making the qualifying stage will be invited to the opening of the Financial bids. The Financial bid opening process will not be held up due to any firm absenting itself)*. All Bids submitted as part of Stage II submissions shall remain valid for a period of 180 (One Hundred Eighty) days from the date of the opening of the bid, or up to any mutually extended period.

7.8 The firm with the least cost bid will be declared selected and will be invited to enter into an agreement with the Embassy of India, Athens. *(Contained as annexure in the RFP document)*

7.9 It may be noted that a short-listed firm stands to forfeit 100% of EMD/BSD if the firm seeks to withdraw from Stage 2 after the short-listing procedure has been completed

**or** if it seeks to amend its Technical Proposal after this has been opened, **or** if it seeks amend its Technical Proposal after opening of Financial Proposal, or failure to remain in the tender process till the final selection has been declared by the Client/Selection Committee. A selected Firm also stands to forfeit 100% of EMD if it fails to provide a performance guarantee by due date (*Contained in RFP document*) as part of its Stage-II submission, **or** fails to start the work by due date after its selection at tender cost, **or** seeks alteration of any part of its Technical/Financial Proposal after selection without prior approval of the client **or** violates any condition precedent to signing of the contract that has been specified in the tender documents. Furthermore, the defaulter shall be blacklisted from any participation in future tenders of the Government of India for a period of not less than **5 years**.

7.10 Embassy of India, Athens' Right to Waive: The Embassy Of India, Athens reserves the right to waive any deficiency in any received bids where such waiver is in the interest of the Embassy of India, Athens except that no proposal will be accepted if the Earnest Money Deposit (EMD) or Bid Securing Declaration in lieu of EMD or/any of the preceding statutory documents was not submitted with the bid.

## **8. Submission of Documents for Short Listing**

**8.1 For Eligibility Criteria:** Applicants are required to provide certified or self attested documents for the following:

8.1.1 Past Experience Details:

8.1.1.1 Number of years having relevant experience

8.1.1.2 Past experience of carrying out similar scope of work

8.1.2 General profile of the qualifications, experience and number of key professionals (not individual CV's)

8.1.3 Overall financial strength of the consultant in terms of turnover, profitability and cash flow (liquid assets) situation:

8.1.3.1 Turnover figure for last three years.

8.1.3.2 Net profit figure for last three years

8.1.4 Applicants are required to provide information of the projects completed in the last 10 years and which are similar to the proposed project. Only those projects will be considered which satisfy the eligibility criteria (as prescribed in Section 5.1 above) determined from the following data duly certified by the client.

8.1.4.1 Project summary with photographs

8.1.4.2 Project name, location and brief description



- 8.1.4.3 Project owner/ Name of Client
- 8.1.4.4 Date of Commencement and Completion of the Project
- 8.1.4.5 Total plot area and total covered area (in Sq. M.)
- 8.1.4.6 Scope of work handled by the applicant in this project
- 8.1.4.7 References (name, title, telephone number/ email)

**8.2 For Desirable Criteria:**

8.2.1 Attach certified copy of citation/ award received or copy of official announcement in press. Details of the projects which were awarded.

8.2.2 Copy of certificate received for use of Green Technologies in respect of buildings or projects/buildings .Write up on a single page A4.

**9. NOTE**

9.1 As all Technical and Financial proposals submitted by shortlisted firms at Stage-II (RFP) shall remain valid for a period of 180 days (One Hundred Eighty Days), the accompanying EMD/Bid Security Declaration shall also remain valid for the same 180 days.

9.2 It is mandatory for applicant firms to undertake a physical visit to the site to acquaint itself with the Site of the Works. Sites visits will be organized by appointment. Appointments may be fixed by contacting the office of Mr. Balji Nagarath, First Secretary and Head of Chancery, Embassy of India, Athens, 3 Kleanthous Street, Athens 10674, Email: [hoc.athens@mea.gov.in](mailto:hoc.athens@mea.gov.in), Tel: [2107216227](tel:2107216227)

9.3 Site data including topographical survey and soil investigation data shall be provided by the Client to short-listed applicant firms prior to their Stage II submissions.

9.4 The bidding firm shall take the entire responsibility for the interpretation of site conditions. No consideration or compensation shall be claimable for misunderstanding of the nature of the work to be executed, topographical survey data, soil investigation data or any other relevant information required for the project.

9.5 Please provide sufficient information and valid proof for each parameter/factor for Eligibility Criteria. If sufficient information and valid proof is not provided, it can become a ground for disqualification of the bidder.

9.6 Information, as sought for each eligibility Criteria, is to be given by individual

applicant or each member of the consortium including the lead member separately.

9.7 Length of experience will be counted as on the date of publication of Press Notice.

**Head of Chancery.**

DECLARATION

I hereby submit the following documents:

- |     |   |        |
|-----|---|--------|
| 1.  | Past experience details:  | Yes/No |
| 2.  | Address of the company / branch offices,<br>as given in the Company registration<br>Document:   | Yes/No |
| 3.  | General profile of key professionals details:   | Yes/No |
| 4.  | Overall Financial details:  | Yes/No |
| 5.  | Project summary with photographs:<br>Project-I:                      Yes/No<br>Project-II:                      Yes/No<br>Project-III:                     Yes/No                   |        |
| 6.  | Project name, location & brief description<br>Project-I:                      Yes/No<br>Project-II:                      Yes/No<br>Project-III:                     Yes/No          |        |
| 7.  | Project owner/Name of Client<br>Project-I:                      Yes/No<br>Project-II:                      Yes/No<br>Project-III:                     Yes/No                        |        |
| 8.  | Date of commencement and completion of the projects<br>Project-I:                      Yes/No<br>Project-II:                      Yes/No<br>Project-III:                     Yes/No |        |
| 9.  | Total plot area and total covered area (in sq. M.)<br>Project-I:                      Yes/No<br>Project-II:                      Yes/No<br>Project-III:                     Yes/No  |        |
| 10. | List of the key buildings in the project, Height & and Covered Area<br>Project-I:                      Yes/No<br>Project-II:                      Yes/No                            |        |

Project-III: Yes/No

11. Scope of Services in these projects

Project-I: Yes/No

Project-II: Yes/No

Project-III: Yes/No

12. References, if any (name, title, telephone number / email)

13. I have also enclosed the following documents:

13.1 Certified Copy of Citation/Award/Copy of official announcement in press:  
**Yes/No**

13.2 Copy of Certificate for use of Green Technologies, energy efficient features,  
etc. along with write-up: **Yes/No**

13.3 Details of projects executed on the basis of two stage two envelopes/Design &  
Build mode/FIDIC conditions of contract Design & Build: **Yes/No**

13.4 Certified copy of MOU between Joint Venture Firms as per laid down criteria of  
registration, experience, turnover, awards etc. as a single entity: **Yes/No**

14. I confirm that each statement and/or contents of this submission and /or documents,  
certificates submitted herewith are absolutely true, correct and authentic. In the event of  
any statement/document subsequently turning out to be incorrect or false it is understood  
and accepted that the undersigned is liable to disqualification from this selection process.

NAME OF THE APPLICANT:

ADDRESS:

CONTACT DETAILS: