

INVITATION FOR EXPRESSION OF INTEREST FOR SHORT-LISTING FOR ARCHITECTS / ARCHITECTURAL FIRMS

The Ministry of External Affairs, Government of India, invites Expression of Interest (EOI) from Architects/Architectural firms, henceforth referred to as Applicants, for short listing in respect of the project involving design for construction of a State of art **Head Office Building** consisting spaces for Higher management, Middle management Officers and officials, conference rooms, Interpretation centre with latest multimedia facilities and associated ancillary services on a plot of land at 11, Nyaya Marg, Diplomatic Enclave, Chanakypuri, New Delhi for Indian Council for Cultural Relations (ICCR) New Delhi, India (Under MEA). The following indicative activities will need to be undertaken by the selected Applicant:

Comprehensive planning and design of the Project which shall include but not limited to preparation of planning of the entire site , architectural design , Landscaping, complete Interiors & furniture, other associated structural, services drawings, 5 star green building compliance ,documents for all stages of the project including obtaining planning approvals and building & completion certificates from the local authorities, preparation of tender documents and periodic supervision of design implementation during construction phase of the Project.

1. The built up area of the Project is expected to be approximately 7000 Sq m.
2. Detailed information is available on Central Public Procurement Portal, Government of India <https://eprocure.gov.in/cppp/> and the official website of the Ministry of External affairs at <https://mea.gov.in>
3. EOI with all enclosures including its scanned PDF copy in CD/DVD needs to be submitted to the office of Under Secretary (GEM-1), Room no 3041, A-wing, Global Estate Management division, Ministry of External affairs, Jawahar Lal Nehru Bhawan, D-23, Jan Path, New Delhi-110011 on or before 03:00 pm on 02 July, 2018. Late submissions will be summarily rejected. The EOI shall be submitted in a sealed Envelope superscribed-**EOI for Head Office building for ICCR in New Delhi.**
4. Applicants with 10 years professional experience, registered with the Council of Architecture and permitted to practice as an Architect/ Architectural Firm in India, are requested to submit documents for evaluation of their eligibility. Eligible applicants will be further evaluated through a two step process and will be ranked for short listing up to a maximum of 8 Applicants. Details of eligibility criteria and selection process are given in the Project Background. [Background Note for ICCR 5.5.18.pdf](#)

5. As the next step of the process, short listed Applicants will be given the Design Brief of the Project for submission of their respective Concept Design and Financial Proposal for selection of the Project Architect.

**PROJECT BACKGROUND for Redevelopment of ICCR property at 11,
Nyaya Marg , Diplomatic Enclave, Chanakyapuri, New Delhi into
Head Office of ICCR.**

1. BACKGROUND

1.1 The Indian Council for Cultural Relations (ICCR) New Delhi, India owns plot no 11, Nyaya Marg ,Chanakyapuri, New Delhi since 1965 and MEA's construction program envisages to re-develop this dilapidated vacant property by demolition of the existing structure and construction of a **State of Art Head office building for ICCR** (henceforth referred to as "Project"), as defined in the Press Notice. The plot is having an area of 1991.54 sqm as per LDO's allotment letter . The linear shaped plot is facing 24m wide Nyaya Marg road and there is 6m wide service road at the rear. The longer sides of plot has properties International Youth Hostel and International Commission for Irrigation and Drainage. The site is almost a flat terrain with very few mature trees on periphery . The tentative total covered area for the project will be around 7000 sqm. The Google image at **Annexure 1**.

1.2 The Project area will include spaces for Higher management, Middle management Officers and officials, conference rooms, Multipurpose Halls, Interpretation centre showcasing archival material of ICCR with latest multimedia facilities, touch screen kiosks and associated ancillary services The access and functioning of each activity would be functional yet independent of each other with associated facilities .

1.3 The Office complex is expected to function efficiently with the help of latest services, energy efficient features, security systems, heating/cooling systems, smooth circulation and integration of open and built-up spaces and functional segregation of spaces as per requirements of the Employer as well as complying Latest applicable Building Byelaws .

2.CLIMATIC CONDITIONS

2.1 The climate of Delhi is monsoon influenced humid subtropical bordering semi-arid with high variation between summer and winter temperatures and precipitation. Delhi experiences dust storms, has relatively dry winters and has a prolonged spell of very hot weather, thus causing it to be classified as semi-arid region.

2.2 Summers start in early April, peak in May with average temperatures of 32 degree C and occasional heat waves with close to 45 degrees C. The monsoon starts in late June and lasts until mid-September, with about 797.3 mm (31.5 inches)^[2] of rain. The average temperatures are around 29 °C (85 °F), although they can vary

from around 25 °C (78 °F) on rainy days to 32 °C (90 °F) during dry spells. The monsoons recede in late September, and the post-monsoon season continues till late October, with average temperatures sliding from 29 °C (85 °F) to 21 °C (71 °F).

3. DEVELOPMENT NORMS

3.1 The plot of land falls under Zone D, as per Master Plan of Delhi 2021 with initial landuse as ER(Education & Research under use PSP) . Now permitted Landuse is *Government Office* under use Public Semi Public facilities(PSP) as per recent gazette notification of Development Controls,MPD2021. The plot has the following development norms, which may be got verified by the architects while finalizing their design proposals.

a)	Plot Area	-	1991.54 sqm. (as per Land allotment document)
b)	Permissible Ground Coverage		50%
c)	Permissible FAR	-	300
d)	Permissible Height	-	No Restriction subject to AAI/ Fire clearance
e)	Parking	-	@2.0 ECS/100sqm
f)	Building Setbacks (in meters)	-	As per UBBL 2016
h)	Permissible Basement-	-	As per UBBL 2016

5.FUNCTIONAL REQUIREMENTS

5.1 The Area Program envisages to built State of Art Head Office Building for ICCR in New Delhi. The tentative built up requirements of ICCR office use based upon central Govt. norms is :

- **Required built up area : *5700Sqm.**

*(envisaged area to use potential of plot as per requirements of ICCR but Architect may do study for urban potential of plot before submitting proposal. The above areas excludes areas for building services, public conveniences ,basements for parking or any other associated services which shall be provided as per Local Regulations &Technical Standards and the approval of total planned area shall be subject to approval of Local body).

6. GENERAL INSTRUCTIONS

6.1 Selection of the architect/architectural firm shall be as per the selection process described later in this document. Decision of the Government of India (*Ministry of External Affairs, New Delhi*) regarding the selection will be final.

6.2 Applicants must fully acquaint themselves about the scope of the Project and local conditions ,planning procedures/ local approvals as per MPD 2021 , NBC, ECBC guidelines before submitting the 'Expression of Interest' (EOI). They may visit the site with prior appointment and with permission of the US(GEM-1), MEA, New Delhi and seek clarifications, if any.

6.3 No further queries will be entertained at the EOI stage. Short listed applicants (refer paragraph 4 of Press Notice) may seek clarifications during Concept Design stage. Such clarifications will be posted on MEA's website. Applicants are advised to visit the website regularly.

6.4 References and certificates from the respective Institutes should be signed by an officer not below the rank of Head of Administration in case of Government department or General Manager in case of Private bodies.

6.5 Even though an applicant may satisfy the qualification criteria / eligibility requirements, he/she/they would be liable for disqualification, if any misleading or false representation or deliberately suppressed information related to technical eligibility is noted during design assessment including record of poor performance such as abandoning work, not properly completing the projects or fulfilling the contract agreements or financial failures / weaknesses etc.

6.6 The Ministry of External Affairs, New Delhi may appoint a separate company/ Consultant for rendering Construction Management Services during the construction stages of the project. The selected Architect/ Architectural firms shall be required to co-ordinate with and work along with that firm(s) during project execution period for successful implementation of the project in all respect.

6.7 The basic Terms and Conditions of appointment of Architect shall be provided to all short-listed applicants. If required, the Ministry of External Affairs may negotiate on the consolidated Consultancy Fee payable to the selected Architect / Architectural firm for the architectural and other relevant consultancy services as required as per agreement conditions from the Architect/ Architectural firms in the project.

6.8 Applicants are required to submit the **Bid securing declaration** accepting that if they withdraw or modify their Bids during the period of validity or if they are awarded the contract and they fail to sign the contract or to submit a performance

security before the deadline, they will be suspended for the period of two years from being eligible to submit Bids for contracts with Ministry of External Affairs. Bids submitted without Bid securing declaration shall be summarily rejected. The validity is for a period of 120 days from the date of opening of the financial bid.

7. ELIGIBILITY CRITERIA

7.1 To be eligible for pre-qualification, the applicant should be an Architect or Architectural firm. This would include a Joint Venture company as well, meeting all other eligibility criteria. The applicant (or joint venture, in the case of JV firms) must have his/its headquarters or a branch office in Delhi/NCR and must have provided architectural services for executed projects in the past 10 years for at least one of the following:

At least one State of Art High-rise Green Office building/ group of office buildings of built up area of 5600sqm or more having similar scope of works/services;

OR

At least two State of Art High-rise Green Office building/ group of office buildings of built up area of 4200 sqm or more having similar scope of works/services;

OR

At least three State of Art High-rise Green Office building/ group of office buildings of built up area of 2800 sqm or more having similar scope of works/services;

7.2 In the above criteria for the architectural services, similar project means having the scope of work similar to scope of this project i.e. providing comprehensive services for *planning & local body approvals, design and architectural services (including civil, electro- mechanical, plumbing, HVAC, security, land-scaping, external services, interior-designing, & etc.)*. Eligible project(s) should be on contiguous piece(s) of land.

7.3 The applicant must be registered with the Council of Architecture and permitted to practice as an Architect/ Architectural firm in Delhi/NCR. They should also have at least 10 years post registration experience of providing architectural services for executed projects.

7.4 For submission details refer to Section 10.

8.DESIRABLE CRITERIA

8.1 National or International level competitions and awards won during the architectural practice.

8.2 Experience in use of green technologies with standard ratings (eg. GRIHA, LEEDS, etc.), ECBC compliance , 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.

8.3 Experience of having executed work based on single stage two envelope (two bids) system of tendering and familiarity conversant with CPWD works manual .

9.SELECTION PROCESS

9.1 The selection of the Architect/Architectural firm is through a two-step selection process:

- (i) Short listing of eligible EOI applicants based on ranking on additional desirable criteria, and
- (ii) Technical and financial evaluation of proposals submitted by the short-listed applicants.

Each Applicant will submit an EOI, structure of which is given later in Section 10, along with a suitable covering letter. There will be a screening of EOI based on which eligible architectural firms shall be short-listed.

9.2 Short-listed applicants will be given a Design Brief detailing the design parameters and draft agreement. They will be required to submit Technical and Financial Proposals in two separate sealed envelopes and make a presentation of their capability and the technical proposal before a Selection Committee. The Selection Committee will evaluate the proposals for ranking in order of their cumulative scores on the technical and financial weightage (technical 75 + financial 25)

9.3 The applicant with maximum cumulative score will be invited for selection and required to enter into an agreement with Joint Secretary(GEM),Ministry of External affairs, India .

10.SUBMISSION OF DOCUMENTS FOR SHORT LISTING

10.1 For Eligibility Criteria

Applicants are required to provide certified or self attested documents for the following:

- a. Copy of Registration certificate from the Council of Architecture permitting Applicant to practice as an Architect/ Architectural firm in India.
- b. Address of the company headquarters or branch office, as given in the Company registration document (copy to be attached).
- c. Applicants are required to provide information of the projects completed in the last 10 years and which are similar to the proposed *State of Art Office* project. Only those projects will be considered which satisfy the eligibility criteria (as prescribed in Section 7.1 above) determined from the following data duly certified by the client.

Project summary with photographs	
Project name, location and brief description	
Project owner/ Name of Client	
Date of Commencement and Completion of the Project	
Total plot area and total covered area (in sqm)	
List the key buildings in the project, their height (in number of storeys), and area	
Scope of work handled by the applicant in this project	
References (name, title, telephone number/ email)	

10.2 For Desirable Criteria

- a. Attach certified copy of citation/ award received or copy of official announcement in press. Details of the projects which were awarded, provided in format given in 10.1 above.

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

c. Details of projects executed based on single stage two envelope (two bid) system of tendering on CPWD works Manual, Govt. of India provided in format given in 10.1 above.

10.3 Conditions of eligibility for Joint Venture firms

A certified copy of MOU between the firms having a joint venture shall be provided. The joint venture firm shall meet all the laid down criteria of registration, experience, turnover, awards etc. as a single entity.

11. NOTE

11.1 Please provide sufficient information and valid proof for each parameter/factor assigned for calculating scores against each Desirable Criteria. If sufficient information and valid proof is not available about some parameter/factor during evaluation, Zero (0) score may be assigned to that parameter/factor.

11.2 Information, as sought for each Desirable Criteria, is to be given by individual applicant or each member of the consortium including lead member separately as attached annexure.

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

NAME OF THE APPLICANT:

ADDRESS:

CONTACT DETAILS:

DECLARATION

I hereby submit the following documents:

1. Copy of Registration Certificate from Council of architecture to practice as an Architect / Architectural firm
2. Address of the company / branch offices, as given in the Company registration document
3. Project summary with photographs:
 - (a) Project-I: Yes/No
 - (b) Project-II: Yes/No
 - (c) Project-III: Yes/No
4. Project name, location & brief description
 - (a) Project-I: Yes/No
 - (b) Project-II: Yes/No
 - (c) Project-III: Yes/No
5. Project owner / Name of Client
 - (a) Project-I: Yes/No
 - (b) Project-II: Yes/No
 - (c) Project-III: Yes/No
6. Date of commencement and completion of the projects
 - (a) Project-I: Yes/No
 - (b) Project-II: Yes/No
 - (c) Project-III: Yes/No
7. Total plot area and total covered area (in sq. M.)
 - (a) Project-I: Yes/No
 - (b) Project-II: Yes/No
 - (c) Project-III: Yes/No
8. List of the key buildings in the project, Height & and Covered Area
 - (a) Project-I: Yes/No
 - (b) Project-II: Yes/No
 - (c) Project-III: Yes/No
9. Scope of Services in these projects
 - (a) Project-I: Yes/No
 - (b) Project-II: Yes/No
 - (c) Project-III: Yes/No
10. References, if any (name, title, telephone number / email)

I have also enclosed the following documents:

11. Certified Copy of Citation / Award / Copy of official announcement in press: Yes/No
12. Copy of Certificate for use of Green Technologies, energy efficient features, etc. along with write-up: Yes/No

13. Details of projects executed on the basis of single stage two envelopes / CPWD Works Manual
14. 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
15. Bid securing declaration.
16. **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: