



**Embassy of India  
The Hague**

REQUEST FOR PROPOSAL (RFP)

DOCUMENT FOR CONSULTANCY

SERVICES FOR

REPAIR & RENOVATION OF FOLLOWING TWO  
PROPERTIES

1. INDIA HOUSE, BACKERSHAGENLAAN 19, 2243 AB, WASSENAAR.
2. WITTENBURGERWEG 1, 2244 CA, WASSENAAR

**Date of issue: 02.02.2023**

**Last date of submission: 23.02.2023**

## **REQUEST FOR PROPOSAL (RFP)**

The objective of this RFP is to select an appropriately qualified and adequately experienced reputed organisation or consortium of not more than two entities, to provide consultancy services to **Embassy of India, The Hague, Netherlands**, for **Repair & Renovation works following two properties**:

1. INDIA HOUSE, BACKERSHAGENLAAN 19, 2243 AB, WASSENAAR.
2. WITTENBURGERWEG 1, 2244 CA, WASSENAAR

**No: HAG/872/02/2021**

**Dated: 02.02.2023**

<b>DATA SHEET- Important dates</b>	
Published date and time	02/02/2023 at 1700 hrs (CET)
Bid document download start date	02/02/2023 at 1715 hrs (CET)
Bid submission start date	02/02/2023 at 1800 hrs (CET)
Clarification (only by email) start date	02/02/2023 at 1730 hrs (CET)
Onsite Pre-Bid meeting	09/02/2023 at 1100 hrs (CET)
Clarification end date	16/02/2023 at 1730 hrs (CET)
Bid submission end date	23/02/2023 at 1700 hrs (CET)
Date of Bid opening	27/02/2023 at 1200 hrs (CET)

## **1. Request for proposal (RFP):**

Embassy of India, The Hague, (hereinafter referred as “Embassy”) requests proposals in sealed envelopes for selection of Consultant for **Repair & Renovation works following two properties:**

1. INDIA HOUSE, BACKERSHAGENLAAN 19, 2243 AB, WASSENAAR.
2. WITTENBURGERWEG 1, 2244 CA, WASSENAAR

The proposal duly completed in prescribed format as per para 5 of RFP document must reach to the following address on or before 1700 Hrs on 23.02.2023.:

The Head of Chancery  
Embassy of India  
Buitenrustweg 2  
2517 KD  
The Hague, Netherlands  
Phone: +31703457747  
Email: [hoc.thehague@mea.gov.in](mailto:hoc.thehague@mea.gov.in)

The proposal duly completed in prescribed format as per para 5 of RFP document can also be sent by email as **Password protected files** at [hoc.thehague@mea.gov.in](mailto:hoc.thehague@mea.gov.in)

The detailed RFP document along with its annexure may be downloaded from Central Procurement Portal <https://eprocure.gov.in/cppp/> and also the official website of the Embassy of India, The Hague at <https://www.indianembassynetherlands.gov.in/>

## **2. Introduction:**

2.1 **Project Details:** Embassy is undertaking repair & renovation works of following two properties:

1. INDIA HOUSE, BACKERSHAGENLAAN 19, 2243 AB, WASSENAAR.
2. WITTENBURGERWEG 1, 2244 CA, WASSENAAR

## 2.2 Basic eligibility criteria:

(i) Should be registered in The Netherlands to provide Consultancy services under relevant Dutch law.

(ii) Should have an experience of at least 3 years in providing consultancy services for similar works executed in the Netherlands.

(iii) Should have satisfactorily rendered at least 3 consultancy or Project Management Consultancy (PMC) Services of similar works during the last three (3) years. Similar work means Civil work, Water proofing, Electrical, HVAC, Mechanical, Plumbing, Horticulture, Landscaping, interior works for Government/Semi-Government/reputed Corporate Clients.

(iv) Should not have been barred or blacklisted by any organization in the Netherlands.

## 3. General Terms and Conditions:

3.1 This Request for Proposal, hereafter referred to as 'RFP', is meant for only those applicants who may be eligible as per the basic eligibility criteria contained in this document. The purpose of this RFP document is to provide information to the eligible applicants for preparation of their proposals for the selection process.

3.2 Applicants are required to submit their proposals strictly according to the terms and conditions and in the form and manner specified.

3.3 Embassy reserves the right to terminate the selection process or postpone the same at any stage without assigning any reasons thereof.

3.4 The proposal must remain valid for a period of 90 days from the date of opening of the financial bid which may be extended to a period mutually agreed upon, if required.

3.5 The consultancy work along with submission of report as per the scope of work must be completed with 30 days from the date of award of work.

**3.6 The interested bidders can inspect/ survey the property on the date of pre-bid onsite meeting before submission of Technical and Financial Bids. Embassy can also arrange it separately on request from the bidders and convey the date and time of inspection accordingly. The request can be sent to [hoc.thehague@mea.gov.in](mailto:hoc.thehague@mea.gov.in)**

3.7 The selected company shall ensure the compliance of all statutory local laws/ rules.

3.8 The Embassy reserves the right to accept or reject any or all the bids without assigning any reason thereof. The decision of the Embassy will be final. Bids submitted other than specifications mentioned in the tender may be rejected.

3.9 All disputes relating to this process shall be referred to sole arbitrator to be appointed by the Embassy, whose decision will be binding on both the parties.

#### **4. Scope of Work:**

4.1 The scope of work of the consultant shall include identifying all **repair and renovation works, in detail**, that need to be undertaken at both the properties and assess estimated cost to carry out those works. The **repair and renovation works** mean all civil, electrical and plumbing works, repair/water proofing of roofs, interior works, external development, horticulture, landscaping etc.

4.2 The **repair and renovation works** identified by the consultant should be executable as per the local laws.

4.3 The consultant should assess the estimated cost of repair/ renovation works (as identified by the consultant) separately for each type of work.

4.4 The consultant should address the queries or clarifications, if any, raised by the Embassy about the **repair and renovation works** identified and the estimated cost provided.

4.5 The financial bid should be all inclusive including cost of equipment used, hiring of experts, transportation, taxes, etc. No additional cost over and above the quoted amount will be admissible for payment.

#### **5. Preparation and submission of proposal:**

5.1 The company should submit a brief profile of their company along with the Technical and Financial bids as per Formats given in Annexure-I and Annexure-II respectively.

5.2 The Technical and Financial bids, duly filled in and signed by the competent authority, as per Formats given in Annexure-I and Annexure-II respectively, should be submitted in separate sealed covers clearly mentioning "**Technical Bid**" and "**Financial Bid**" on the cover addressed to:

The Head of Chancery  
Embassy of India  
Buitenrustweg 2  
2517 KD  
The Hague, Netherlands  
Phone: +31703457747  
[hoc.thehague@mea.gov.in](mailto:hoc.thehague@mea.gov.in)

5.3 The bids can also be sent by email at [hoc.thehague@mea.gov.in](mailto:hoc.thehague@mea.gov.in) . The Financial bid sent by email should be password protected. The password should not be shared at the time of sending the bids by email. The password should only be shared on 27.02.2022 between 1000 hrs. to 1145 hrs.

## **6. Conflict of Interest:**

6.1 Consultant or any of its affiliates that are either involved in the consultancy contract to which this procurement/ work is linked shall not be allowed to participate in the tendering process of the execution of the repair, renovation works of the aforementioned property of the Embassy.

## **7. Payment Terms:**

7.1 Payment to the Consultant shall be made in full within 14 working days of completion of consultancy works.

## **8. Evaluation of Bids:**

8.1 A duly constituted bid evaluation committee will open and evaluate the bids in accordance with the stipulated terms and conditions and scope of work.

8.2 Financial bids of only those bidders will be opened who meet the basic eligibility criteria.

8.3 The bidder which has quoted the lowest will be awarded the contract subject to fulfilling of all terms and conditions of the tender.

8.4 The Committee may seek clarification/additional information from the firm/agency in case it is so required to evaluate the bids and help in decision- making for the purpose of selection of successful bidder.

8.5 Incomplete and conditional bids will not be accepted and summarily rejected.

## **9. Clarification and Amendment:**

9.1 In case any prospective bidder requires any clarification with regard to the terms and conditions, a written clarification may be sought by email addressed to [hoc.thehague@mea.gov.in](mailto:hoc.thehague@mea.gov.in) at any time prior to 16.02.2023 at 1730 hrs (CET). The Embassy may, for any reasons, whether on its own initiative or suitability of its own requirement or in response to a clarification requested by a prospective bidder, modify the terms and conditions by making necessary amendment(s). The amendment(s) will be notified on Embassy's website and will be binding. The deadline for submission of bids may also be extended at the sole discretion of the Embassy.

## **10. Onsite Pre-Bid meeting:**

10.1 All prospective bidders may attend the pre-bid meeting on the site on 09.02.2023 at 1100 hrs (CET) to fully understand the scope of work/ specification and seek clarification, if any. Interested bidders may confirm their participation by email at [hoc.thehague@mea.gov.in](mailto:hoc.thehague@mea.gov.in).

## **11. Time period:**

11.1 The Company who is awarded the work shall finish the work within 30 days from the date of award of work.

## **12. Penalty Clause:**

12.1 Delay in completion of work beyond stipulated time of 30 days will result in penalty with reduction of 0.5% per day in the tender amount subject to a maximum of 10% of the tender amount.

## **13. Bid Validity:**

13.1 The bids will be valid for an initial period of 90 days from the date of bid opening and if required can be extended for a period mutually agreed upon by Embassy and the respective bidder.

## **14. Force Majure:**

14.1 The Embassy may consider relaxing the penalty and delivery requirements as specified in the tender document, if and to the extent the

delay in performance or failure to perform its obligations under the contract is the result of Force Majeure.

14.2 Force majeure as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, terrorism, or any other acts of a similar nature or force, provided that such acts arise from causes beyond the control and without the fault or negligence of the Contractor.

14.3 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the affected Party shall give notice and full particulars in writing to the other Party, of such occurrence or cause if the affected Party is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under the contract.

14.4 The affected Party shall also notify the other party of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of the Contract. On receipt of the notice or notices required hereunder, the Party not affected by the occurrence of any cause constituting force majeure shall take such action as it reasonably considers being appropriate or necessary in the circumstances, including granting the affected Party of a reasonable extension of time in which to perform any obligations under the Contract.

14.5 If the consultancy company is rendered unable, wholly or in part, by reason of force majeure to perform its obligations and meet its responsibilities under the Contract, the Embassy of India, The Hague, Netherlands shall have the right to suspend or terminate the Contract on the same terms and conditions with immediate effect. In any case, the Embassy shall be entitled to consider the consultancy company permanently unable to perform its obligations under the Contract in case the consultancy company is unable to perform its obligations, wholly or in part, by reason of force majeure.

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**Annexure-I**

**Technical Bid**

<b>S.no.</b>	<b>Particulars</b>	<b>Document/ information need to be submitted</b>
1.	Whether company is registered in Netherlands as per the local laws for the last 5 years	Registration number with date of registration
2.	Whether the company has satisfactorily rendered at least 3 consultancy or Project Management Consultancy (PMC) Services of similar works during the last three (3) years.	Name of projects with date of completion
3.	Whether the company been blacklisted/ banned from operating in Netherlands by any organization.	Self declaration

**Annexure-II**

**Financial Bid**

<b>S.no.</b>	<b>Particulars</b>	<b>In Euros</b>
1.	Lump sum cost	
2.	Taxes	
3.	<b>Total</b>	