

PRESS NOTICE

INVITATION FOR EXPRESSION OF INTEREST FOR SHORT-LISTING ARCHITECS / ARCHITERCTURAL FIRMS

The Embassy of India, Harare, Zimbabwe, having its office at *12, Natal Road, Belgravia, Harare Zimbabwe* 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 Chancery Complex including multipurpose hall, parking facilities and related services for the Embassy of India at 25 Piers Road, Borrowdale, Harare. The following indicative activities will need to be undertaken by the selected Applicant:

Overall planning and design of the Project which shall include Architectural, Landscaping, Interiors and other associated services; Preparation of master plan of the entire site, drawings and documents for all stages of the project including obtaining from the local authorities; Preparation of tender documents based on template provided by the Embassy; Tender processing 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 2028 Sq m.
2. Detailed information is available on the official website of Embassy of India, Harare, Zimbabwe www.eoi.gov.in/harare.
3. EOI with all enclosures, including its scanned PDF copy needs to be submitted to the Embassy of India, Harare, Zimbabwe on or before **12.00 Hrs** on **31.05.2017** and a soft copy of the same may also be submitted on a memory card/USB flash drive (returnable). Late submissions will be summarily rejected.
4. Applicants with 7 years professional experience, registered with the appropriate statutory authorities and permitted to practice as an Architect/ Architectural Firm in Harare/Zimbabwe 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 at www.eoi.gov.in/harare.
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.
6. Details of eligibility criteria and selection process are given at www.eoi.gov.in/harare.

**Project Background for construction of new Chancery building in the vacant
area of Embassy Residence Plot at the High Commission of India, Harare,
Zimbabwe**

1. INTRODUCTION

1.1 The Diplomatic Mission in Harare was opened in 1980 as High Commission of India. The Embassy Residence having a covered area of 716 Sq m is built on a plot spread over an area of approximately 18 Acres at 25 Piers Road, Borrowdale, Harare. It was purchased from a private party and no reciprocity or concession from Zimbabwean Government was involved while purchasing this property. This property is located in a prime area with some Missions and residences of many Ambassadors are located in the vicinity.

1.2 The existing Chancery building is an old building which is very small (316 Sqm) with a little scope for future expansion. It is functionally unsuitable with very small rooms having much less space than authorised as per MEA norms, without any meeting/conference room and having no space for cultural activities. It is located in a congested areas surrounded by commercial offices. The reception area is very small and the Consular section including the Consular Hall is unsuitable for the purpose. The Chancery also lacks auditorium, assembly hall, conference room, library and a reading room.

1.3 Based on the current sanctioned strength, the space requirement of the new Chancery works out around 2028 Sq m including space for a multipurpose hall. The competent authority has approved the Project to construct a new Chancery in the vacant land available on the Embassy Residence Plot and initiate the process of selection of an Architect/Architectural Firm by calling Expression of Interest from the eligible persons/Firms.

2. CLIMATE

2.1 Harare has a pleasant subtropical highland climate. The average annual temperature is 17.95 °C (64.3 °F), rather low for the tropics, and this is due to its high altitude position and the prevalence of a cool south-easterly airflow. There are three main seasons i.e. a warm, wet season from November to March/April, a cool, dry season from May to August, and a hot, dry season in September/October. Daily temperature ranges are about 7–22 °C (45–72 °F) in July (the coldest month), about 15–29 °C (59–84 °F) in October (the hottest month) and about 16–26 °C (61–79 °F) in January (midsummer).

2.2 The average annual rainfall is about 825 mm (32.5 in) in the southwest, rising to 855 mm (33.7 in) on the higher land of the northeast (from around Borrowdale to Glen Lorne). Very little rain typically falls during the period May to September, although sporadic showers occur most years. Rainfall varies a great deal from year to year and follows cycles of wet and dry periods.

3. FUNCTIONAL REQUIREMENTS

3.1 The detailed space requirements are as per the prescribed norms of Government of India as per entitlement norms of Ministry of External Affairs, New Delhi. Broadly the covered areas for the proposed activities are:

Chancery Building	:	1408 Sq m
Common circulation, services etc.	:	468 Sq m (Approx.)
Future Expansion @10% of carpet area of Chancery	:	142 Sq m
Total	:	2028 Sq m (Approx.)

(The above figure does not include areas for building services, public conveniences and parking which has to be provided as per Technical Standards & Local Regulations).

4. DEVELOPMENT NORMS

4.1 The total area of the plot is 72281.038 Sq m (17.8604 acres) having a covered area of 758 Sq m in the form of Embassy residence. This area is covered under the **Borrowdale Local Development Plan No. 32 and is zoned Residential Zone 2B(i)** with the following permitted uses:

- a) Permitted use of a detached dwelling unit
- b) Permitted use for a family run business with not more than 15% of the total habitable space being used for offices
- c) Possible cause **by Special Consent**-Cluster houses, attached houses, flats, Residential buildings(licensed), Residential buildings(Institutional), Schools and Residential Colleges, Crèche, Surgeries, **Public Buildings, Places of Assembly, Place of Public Worship, Petrol filling station, Funeral Parlour, Special Buildings.**

4.2 Planning Guidelines. The building norms are governed by the Model Building By-Laws published by the Minister of Local Government and Housing and Regional Town and Country Planning Act. Other relevant sanctions from various other agencies will have to be obtained as applicable. Ministry of Foreign Affairs, Zimbabwe may also have to be approached for assistance in obtaining various permissions, sanctions and exemptions. The detailed building bye laws and urban planning guidelines will have to be obtained and referred to by the hired Consultant at the time of designing, however, for planning purposes following guidelines may be referred to:

- a) Minimum subdivision permissible is 4000 Sq m.
- b) Maximum coverage is 20%.

- c) By special consent subdivision of 2000 Sq m is permissible.
- d) Street building lines- 10 M
- e) Internal building lines-5 M
- f) Plans for construction approval will have to be submitted through Local District Office in Borrowdale for this Project.

4.3 It is a requirement in Zimbabwe that any non exempt building Project i.e. Buildings over 400 Sq m other than a single dwelling house be designed and supervised by an Architect registered or temporarily registered with the Architects Council of Zimbabwe.

5 GENERAL CONDITIONS FOR DESIGN SUBMISSION

5.1 Selection of the Architect / Architectural Firms shall be as per the selection process described later (Para 7) in this document. Decision of the Government of India (Ministry of External Affairs, New Delhi), in this regard, will be final.

5.2 Applicants must fully acquaint themselves about the scope of the project and local conditions, building by-laws and planning guidelines of 'Borrowdale Local Development Plan No 32', 'Model Building By-Laws' published by the Minister of Local Government and Housing and 'Regional Town and Country Planning Act' and other relevant statutes and guidelines before submitting their Expression for the project. They may visit the site with prior permission of Head of Chancery, Embassy of India, Zimbabwe.

5.3 No further queries will be entertained at the EOI stage. However, Short-listed Applicants may seek clarifications when invited to submit Concept Design Proposals for the Project. Reply to such clarifications shall be posted on Mission's website. Applicants are advised to visit the website regularly.

5.4 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.

5.5 The Embassy of India, Zimbabwe, 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.

5.6 The basic Terms and Conditions of appointment of Consultant shall be provided to all short-listed applicants. If required, Embassy of India, Zimbabwe 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 ELIGIBILITY CRITERIA

6.1 Essential Criteria: To be eligible for pre-qualification, the applicant i.e. Architect / Proprietor of Architectural Firm must be a qualified Architect and shall have valid registration for architectural practices in Harare / Zimbabwe and should be registered or temporarily registered with the Architects Council of Zimbabwe. The applicant should be eligible to submit the proposal to the Municipality and the other Local Authorities, mandated for issuing permissions/ approvals and licenses etc. as required for proper execution of the project. The applicant (or Joint Venture, in the case of JV firms) must have its Head Quarter or a branch office in Zimbabwe and must have provided architectural services or executed Similar Projects in the past 7 years fulfilling at least one of the following conditions:

6.2 The applicant must have executed-

At least one office building / project of group of buildings of a built-up area of 5000 Sq M having similar scope of work / services

OR

At least two office buildings / project of group of buildings, of a built-up area of 2500 Sq M having similar scope of work / services

6.3 In the above criteria for the architectural services, Similar projects mean projects of having similar scope of work i.e. providing comprehensive service for planning & design for projects having Scope of Consultancy Services for architectural, quantity survey, structural, internal & external services, plumbing electrical, HVAC, acoustic, security, communication, landscape, interiors and other specialized disciplines etc. involved in the building project including obtaining Local Body Approvals for those projects.

6.4 The applicant must be registered with the appropriate statutory authorities and permitted to practice as an Architect/ Architectural firm in Zimbabwe. They should also have at least 7 years post registration experience of providing architectural services for executed projects.

6.5 Desirable Criteria:

- a) National or International level competition and Award won for similar projects
- b) Experience in use of Green Technology complying International Standards like LEED, GRIHA etc. Experience in energy saving practices like use of energy efficient materials, solar power, recycle and reuse of water etc and any one of the three similar projects submitted as part of eligibility Criteria.
- c) Experience of having executed work based on Single Stage 2-Envelope System of Tendering and familiar / conversant with FIDIC based tendering system.

7 SELECTION PROCESS

7.1 The selection of the Architect / Architectural Firm shall be done through a two-step selection process comprising of:

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

7.2 Each applicant will be required to submit the EOI Application along with a suitable covering letter. All the EOI applications shall be examined / evaluated based on which eligible Architect / Architectural Firm shall be short-listed.

7.3 Short-listed applicants will be given a Design Brief with details on the design parameters. 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 i.e. their Concept Design Proposals 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)

7.4 The applicant with maximum cumulative score will be invited for selection and will be required to enter into an agreement with the Embassy of India in Zimbabwe for providing Architectural and other Consultancy Services as described in the Scope of services of the Consultancy Agreement.

8 SUBMISSION OF DOCUMENTS FOR SHORT-LISTING

8.1 For Eligibility Criteria:

- a) Applicants are requested to provide certified or self-attested documents for the following:
 - (i) Copy of Registration Certificate from the appropriate statutory authorities permitting Applicant to practice as an Architect / Architectural firm in Harare, Zimbabwe.
 - (ii) Address of the company or branch offices, as given in the Company registration document (copy to be attached).
- b) Applicants are required to provide information of the projects completed in the last 7 years and which are similar to the proposed Chancery complex project. Only those projects will be considered which satisfy the eligibility criteria (as prescribed in Section 6.1 above) determined from the following data duly certified by the client:
 - (i) Project summary with photographs
 - (ii) Project name, location and brief description
 - (iii) Project owner / Name of Client
 - (iv) Date of commencement and completion of the projects
 - (v) Total plot area and total covered area (in square meter)
 - (vi) List of the key buildings in the project, their height in number of storeys and area
 - (vii) Scope of work handled by the Applicant in these projects
 - (viii) References (name, title, telephone number / email)

8.2 For Desirable Criteria:

- a) Attach Certified Copy of citation / Award received or copy of official announcement in press. Details of the project which were awarded provided in format given in Para 8.1 above.
- b) Copy of Certificate received for use of Green Technologies in respect of buildings of projects / buildings along with write-up on a single page A4.
- c) Details of projects executed based on single stage two envelopes (two bid) system of tendering and FIDIC conditions of contract, provided in format given in Para 8.1 above.

8.3 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.

8.4 Others:

- a) 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 would be assigned to that parameter / factor.
- b) 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.
- c) Length of experience will be counted as on the date of publication of Press Notice.

9 SUBMISSION

9.1 Applicants are required to submit their EOI with all enclosures including the 'Declaration', indexed and properly arranged. The scanned PDF format of the whole document is required to be submitted to Embassy of India, Harare, Zimbabwe along with the hard copy.

DECLARATION

I hereby submit the following documents:

1. Copy of Registration Certificate from appropriate Statutory Authorities 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 (As per Para 8.1): 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 / FIDIC conditions of contract (As per Para 8.1): Yes/No
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

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: