

PRESS NOTICE

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

Embassy of India, **Washington D.C.** 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 plot of land at **Lot No. 10, International Chancery Centre, Washington DC (adjacent plot to Officer of Foreign Missions building)** for Embassy of India, **Washington D.C.**. The following indicative activities will need to be undertaken by the selected Applicant:

Comprehensive planning and design of the 'Project' which shall include preparation of Urban Settlement plan of the site, Architectural design, Quantity survey, Landscaping, complete Interiors – designing including furniture(fixed & moveable) and furnishings, other associated services, drawings and documents for all stages of the project including obtaining mandatory urban planning approvals, architectural design clearances, Environment Impact Assessment and building permits from Washington D.C. Authorities or any other local authorities, as may be required. Preparation of preliminary and detailed estimates, preparation of tender documents based on FIDIC template or any other standard template as per local practice or the template provided by the Embassy of India, Washington D.C. for selection of Contractor for Construction, supply of furniture & furnishing, tender processing and other consultancy services as would be required to be provided, as per local regulations, for design implementation during construction phase of the Project and selection of annual maintenance contractor for facility management service of the newly built premises through tender process.

2. The built up area of the Project is expected to be **approximately [7466.55 sq.m.]** plus MEP services and parking. The parking associated services or any other facilities are to be provisioned as per local building norms.
3. Detailed information about the project is available on the official website of Embassy of India, Washington D.C. at <https://www.indianembassyusa.gov.in/> (under 'Tenders')
4. EOI with all enclosures and their English translation (hard copy), including its scanned PDF copy in CD/DVD needs to be submitted to Head of Chancery, Embassy of India, 2107 Massachusetts Avenue NW, Washington D.C. 20008 on or before 1700 hrs on 12th January 2025. Late submissions will be summarily rejected.
5. Applicants with 10 years professional experience, registered with the appropriate statutory authorities and permitted to practice as an Architect/ Architectural Firm in the United States of America, 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.
6. As the next step of the process, short listed Applicants will be given a Design Brief of the Project for submission of their Concept Design and Financial Proposal for selection of the Project Architect.

INTRODUCTION

1. BACKGROUND

1.1 The Embassy of India, located at **Washington D.C.** owns plot of land at **Lot No. 10, International Chancery Centre, Washington D.C. (adjacent plot to Office of Foreign Missions building) [2986.58 sqm (32,158 sq ft)]**. The Government of India's construction program envisages to develop this plot for construction of Chancery Building on the plot and associated ancillary services (henceforth referred to as "Project"), as defined in the Press Notice.

1.2 The plot is having an area of **2986.58** square meters (approximately), as per available land documents. The site consists of mix of native and other trees. The covered area for the project will be around **[7466.45 sq m]** excluding parking and services as per local norms.

1.3 The project envisages design, planning and construction of Embassy of India complex along with ancillary areas.

1.4 The complex is expected to function efficiently with the help of modern security systems, heating/cooling systems, efficient circulation, and integration of open and built-up spaces and functional segregation of spaces.

SITE

1.5 The shape and dimensions of the plot at International Chancery Centre, may be seen at Annexure A. The shape of plot as in **Annexure A** has an area **2986.58 sq. m** as per transfer deed land documents. The site terrain is contoured site with higher elevation from access road.

1.6 The plot is located in ICC area adjacent to OFM.

1.7 The site is clear and has one tree in the centre.

2. CLIMATIC CONDITIONS

2.1 **Washington DC has humid subtropical climate with four distinct seasons: Winter, Summer, Spring, Autumn and Precipitation also.**

2.2 Rainfall data may be seen at **Annexure B**.

2.3 Temperature data may be seen at **Annexure B**

3. DEVELOPMENT NORMS

3.1 The property falls in the International Chancery Centre, Lot No. 10, getting FAR-1 (possibility of relaxation of FAR-1 to FAR-2).

3.2 Total Plot area: **[2986.58 sq. m]** (as per available land documents)

3.3 Ground coverage, building height, basement requirements and parking norms etc. : (As per applicable norms)

3.4 Total built-up area required: **[7466.45 sq. m]**. (Envisaged area to use urban potential of plot as per requirements of the Embassy but Architect may do urban study of surrounding structures, settlement plan and may suggest maximum urban potential of the plot before submitting proposal)

3.5 Please also note that the applicable building regulations envisage Floor space Index (FSI/FAR) as 1. However, the selected bidder is required to prepare a proposal for the Embassy of India, Washington DC and submit the documents for obtaining relaxation of FSI/FAR as 2 from the Local Municipal Authorities.

4. FUNCTIONAL REQUIREMENTS

4.1 The Area Program envisages 5600 sq. m. Approximate space requirements of the design proposal shall be as under;

4.1.1 Chancery/Consular area : 2600 Sq. M.

4.1.2 Business/multi-utility area : 3000 Sq. M

4.1.3 Total envisage area : 5600 Sq. M.

(The above areas (5600 sqm) excludes areas for building services, public conveniences, security, basement and parking which shall be provided as per Local Regulations & Technical Standards. The approval of total planned area shall be subject to approval of local authorities. The participating Firms are requested to check and reconfirm the above development norms and planning guidelines from the concerned local body/municipality. The latest municipality guidelines and laws should be followed while preparing the concept design.)*

5. GENERAL INSTRUCTIONS

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

5.2 Applicants must fully acquaint themselves about the scope of the Project and local conditions, planning procedures/approvals as per *Department of Urban Planning* or other local agencies as per [name of country] Law, before submitting the 'Expression of Interest'

(EOI). They may visit the site with prior permission of the Head of Chancery, Embassy of India, Washington D.C.

5.3 No queries will be entertained at the EOI stage. However, applicant may convey their comments and views as mentioned in para 10.1. Short listed applicants will be permitted to seek clarifications within two weeks of receipt of the Design Brief.

5.4 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.

5.5 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 not fulfilling the contractual obligations or financial failures/weaknesses etc.

5.6 The Embassy of India, Washington D.C. may appoint a separate company/consultant for rendering Project Management Services (PMC) during the construction stage of the project. The selected Architect/Architectural firms shall be required to co-ordinate with and work along with that firm(s) during the project execution period for the successful implementation of the project in all respects.

5.7 The Terms and Conditions of appointment of Architect and draft Agreement shall be provided to all short-listed applicants.

6. ELIGIBILITY CRITERIA

6.1 To be eligible for pre-qualification, the applicant should be an Architect or proprietor of 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 [Name of country] and must have provided architectural services for executed projects in the past 10 years for at least one of the following:

At least **ONE** Diplomatic building/ State of Art energy-efficient office building/ project of a group of State of Art office buildings of built up area of 5900 Sq. M. or more having similar scope of works/services.

OR

At least **TWO** Diplomatic buildings/ State of Art energy-efficient office buildings/ project of a group of State of Art office buildings of built up area of 4400 Sq. M. or more having similar scope of works/services;

OR

At least **THREE** Diplomatic buildings/ State of Art energy-efficient office buildings/ project of a group state of Art office buildings of built up area of 2950 Sq. M. or more having similar scope of works/services.

6.2 In the above criteria for the architectural services, similar project means having the

scope of work similar to the scope of this project i.e. providing comprehensive services for urban planning, architectural design, sustainable buildings & local body approvals, and related services including quantity survey, civil, electro-mechanical, plumbing, HVAC, acoustics, security, landscaping, external services, complete interior-designing (to include both fixed and movable furniture, cupboards & cabinets etc. and other specialized consultancy services as would be required to be provided, as per local regulations. Eligible project(s) should be on contiguous piece(s) of land.

6.3 The applicant must be registered with the *Architect Registration Board (ARB)* or appropriate statutory authorities and permitted to practice as an Architect/ Architectural firm in the USA as per the USA Law and 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. They should also have at least 20 years post registration experience providing urban planning and architectural services for executed projects.

7. DESIRABLE CRITERIA

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

7.2 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. in any or more similar projects implemented by the applicant.

7.3 Experience of providing consultancy services for executing work based on two stage two bid systems of tendering and conversant with FIDIC conditions of contract.

8. SELECTION PROCESS

8.1 The selection of the Architect/Architectural firm shall be done through QCBS method having two-step selection process comprising:

(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.

8.2 Each Applicant will submit an EOI, structure of which is given later in Section 9, 10 &11, along with a suitable covering letter. There will be a screening of EOI based on which eligible architectural firms shall be short-listed.

8.3 Short-listed applicants will be given RFP including a Design Brief with design parameters. They will be assessed through QCBS method. 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. concept design proposal before a Selection Committee.

8.4 The Selection Committee will evaluate the proposals for grading in order of their

cumulative scores on the technical and financial weightage (technical as 70% + financial as 30%).

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

9. SUBMISSION OF DOCUMENTS FOR SHORT LISTING

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

a) Copy of Registration certificate from the appropriate statutory authorities permitting Applicant to practice as an Architect/ Architectural firm in the USA.

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 which are similar to the proposed project. Only those projects will be considered which satisfy the eligibility criteria (as prescribed in Section 6 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 Project
- (v)** Total plot area and total covered area (in Sq. M.)
- (vi)** List the key buildings in the project
- (vii)** Scope of work handled by the applicant in this project
- (viii)** References (name, title, telephone number/ email)

9.2 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.

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 two stage two bid system of tendering and FIDIC conditions of contract.

9.3 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.

10. OTHERS

10.1 The Applicants may send their comments on the objectives and scope of the work or service projected in the enquiry within 21 days from the date of publication of 'Expression of Interest'

10.2 Applicants may 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.

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

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

11. SUBMISSION

11.1 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, Washington D.C. along with the hard copy.

12. DECLARATION

I hereby submit the following documents:

12.1 Copy of Registration Certificate from appropriate Statutory Authorities to practice as an Architect / Architectural firm: Yes/No

12.2 Address of the company / branch offices, as given in the Company registration document: Yes/No

12.3 Project summary with photographs:

Project-I: Yes/No

Project-II: Yes/No

Project-III: Yes/No

12.4 Project name, location & brief description

Project-I: Yes/No

Project-II: Yes/No

Project-III: Yes/No

12.5 Project owner / Name of Client

Project-I: Yes/No

Project-II: Yes/No

Project-III: Yes/No

12.6 Date of commencement and completion of the projects

Project-I: Yes/No

Project-II: Yes/No

Project-III: Yes/No

12.7 Total plot area and total covered area (in sq. M.)

Project-I: Yes/No

Project-II: Yes/No

Project-III: Yes/No

12.8 List of the key buildings in the project, Height & and Covered Area

Project-I: Yes/No

Project-II: Yes/No

Project-III: Yes/No

12.9 Scope of Services in these projects

Project-I: Yes/No

Project-II: Yes/No

Project-III: Yes/No

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

12.11 I have also enclosed the following documents:

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

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

12.11.2.1 Details of projects executed on the basis of two stage two bid system/ FIDIC

conditions of contract: Yes/No

12.11.3 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

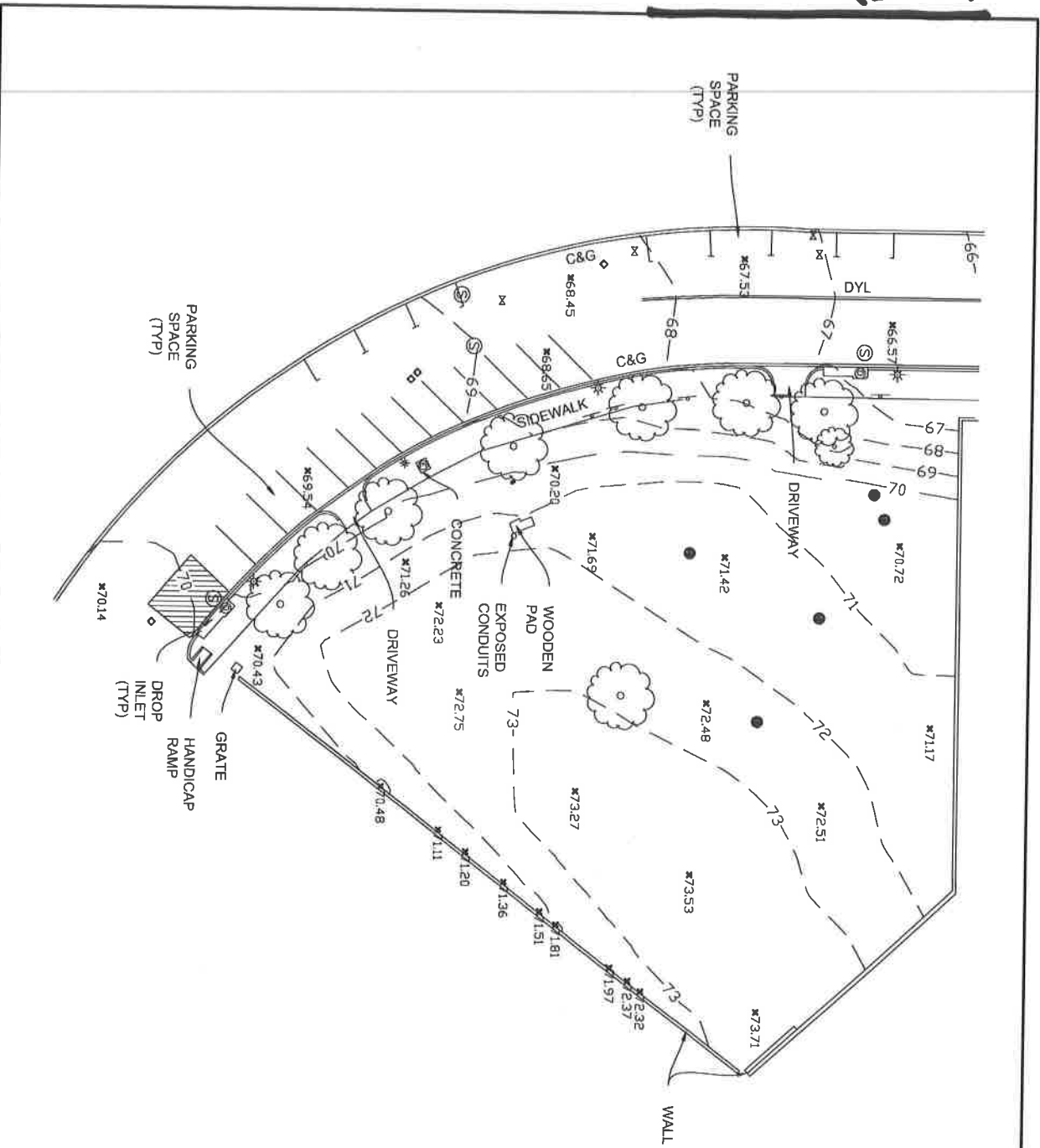
12.12 I confirm that each statement and/or contents of this submission and /or documents, certificates submitted herewith are absolutely true, correct and authentic. In the event of any statement/document subsequently turning out to be incorrect or false it is understood and accepted that the undersigned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

NAME OF THE APPLICANT:

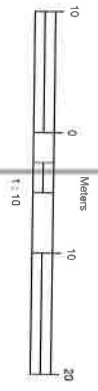
ADDRESS:

CONTACT DETAILS:

ANNEXURE-A



MSPCS NAD 83 (M)



LEGEND:

- ⊥ STREET SIGN
- ◇ WATER METER
- ⊕ WATER VALVE
- ⊙ SANITARY SEWER MANHOLE
- ⊙ STORM SEWER MANHOLE
- TREE
- * STUMP
- * LIGHT POLE
- ⊙ ELECTRICAL MANHOLE
- ⊙ C&G CURB AND GUTTER
- ⊙ DYL DOUBLE YELLOW LINE

NOTES:

1. MANHOLES ON INTERNATIONAL DR NW ARE SEALED SHUT AND COULD NOT BE OPENED.
2. DROP INLETS AND GRATE ARE FILLED WITH DEBRIS.
3. NO INVERTS ARE MEASURED.

TOPOGRAPHIC SURVEY

3505 INTERNATIONAL DR NW,
WASHINGTON, DC 20008



8101 SANDY SPRING RD.
SUITE 300 LAUREL,
MARYLAND 20707

Washington, DC

Weather averages

[Overview](#) [Graphs](#)

Month	High / Low (°F)	Rain
January	43° / 25°	7 days
February	47° / 27°	6 days
March	56° / 35°	7 days
April	67° / 44°	8 days
May	76° / 54°	9 days
June	85° / 63°	8 days
July	89° / 68°	8 days
August	87° / 66°	7 days
September	81° / 59°	7 days
October	69° / 46°	6 days
November	59° / 37°	6 days
December	48° / 30°	7 days