

**Notice Inviting Tender (NIT)**  
**For Survey and Valuation**  
**of**  
**Government of India (GOI) - Owned**  
**Properties in London**

**Date: 04/02/2020**  
**High Commission of India, London**

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High Commission of India, London reserves the right to withhold or withdraw the process at any stage with intimation to all who submitted the Tender Application.

High Commission of India, London reserves the right, without any obligation or liability, to accept or reject any or all the bids at any stage of the process, to cancel or modify the process or change/modify/amend any or all provisions of this NIT document, at any time, without assigning any reason whatsoever.

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## **Abbreviations used**

**NIT – Notice Inviting Tender**

**GOI – Government of India**

**HCI – High Commission of India**

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## **Section 1: GOI Properties in London**

04/02/2020

London

### **1.1 Background**

HCI London has several Government of India owned properties situated in different locations in the city. These properties have a total of 111 residences.

**1.2 Details of the properties** – Participants interested in the Tender may obtain full details of the properties personally from the **Head of Chancery, High Commission of India, India House, WC2B 4NA, London (email hoc.london@mea.gov.in)** on any working days between 2 to 5 pm (during the periodicity of this Tender).

#### **1.3.1 Objective of the NIT: -**

The objective of this NIT is to engage a Surveyor / qualified firm to:

- Assist HCI London for valuation of its properties and to get specific information as detailed below: -

#### **Scope of Services**

**1.3.2 Redevelopment of the properties:** - Following information in respect of the properties mentioned in the para 1.2 above are sought: -

- (a) Heritage or not (*whether the property is permitted to be redeveloped*)
- (b) Total plot area
- (c) Total built up area
- (d) Maximum height of existing property
- (e) Local development norms
- (f) Height restrictions, if any, for redevelopment
- (g) Mandatory setback, if any, for redevelopment
- (h) Prevalent building code, if any, for redevelopment
- (i) Traffic restrictions, if any, for redevelopment
- (j) Environmental restrictions, if any, for redevelopment
- (k) Approval formalities for redevelopment

**Note:** - If site visit is necessary to provide above information, such charges per unit (if any) must be indicated separately. Likewise, incidentals or anticipated expenses, if any, should also be indicated clearly.

**1.3.3 Valuation of the properties: -**

- (i) Valuation of the properties mentioned in para 1.2 above may be provided taking into consideration prevalent appraisal methods, value of the land and its best and highest possible use in future, economic and social trends, as well as governmental controls or regulations and environmental conditions and all relevant factors that may influence the value of the property.
- (ii) Estimated value of a particular property as of a specific date should be provided.

**1.3.4 Time frame: -** The successful bidder will have to provide above information within 30 days of signing the agreement.

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## Section 2

### Selection process and Methods of submission of NIT

#### 3.1 Selection Process for the Surveyor

- I. The surveyor shall be selected through bidding process.
- II. Two stage selection process will be followed for examination of the proposals received.
- III. In the First stage, technical evaluation will be carried out of those proposals who fulfil the core qualification / eligibility criteria.
- IV. In the Second stage, financial evaluation will be carried out. Financial evaluation of bidders will be carried out who are found eligible on Technical evaluation.

#### 3.2 Methods of submission

- I. The sealed envelopes "A", "B" & "C" consisting of the following documents shall be duly super-scribed with titles "**Tender for Survey and Evaluation of Specified GOI-Owned Properties in London**":
- II. **Cover A: Earnest Money Deposit (EMD) Certificate:** The Bidder should submit a certificate that they would provide prescribed Earnest Money Deposit in the form of a demand draft drawn on any acceptable Bank or a Bank guarantee in favour of High Commission of India, London immediately once the job is awarded after examination of Tender, failing which the work may be awarded to the other bidder. The value of Earnest Money Deposit (EMD) will be equivalent to £ 5% of the estimates of the work and shall remain valid for a period of forty-five (45) days. EMD may be adjusted against Retention Money, at discretion of the High Commission of India.
- III. **Cover B:** Technical Bid Document should contain: -
  - (a) Copy of company's VAT registration.
  - (b) The bidder should satisfy the High Commission through submission of documentation that it has the expertise, technical, professional and practical experience of having completed similar works in the past.
  - (c) Introduction and Credentials of Bidder: This should be a brief introduction, background, company details, credentials, and past performance of the Bidder and may attach any other documents such as company profile, company brochures, achievement of the company etc.

- IV. **Cover C: Financial Bid Document:** Should contain: -
- (a) **Cost** - Bidder should submit detailed cost with reference to scope of services.
- (b) **Form of Tender-** (Price to be quoted on this form by the bidder) to be provided on the letter head of the company and duly signed).
- V. All the three envelopes as indicated above should be kept in an outer cover/envelope indicating "**Tender for Survey and Valuation of Specified GOI-Owned Properties in London**" and the name and address of company. Tender should be sent by post/courier/hand delivery to **The Head of Chancery, High Commission of India, India House, Aldwych, London WC2B 4NA.**
- VI. The bidder may inspect the property in order to assess the work to be done before submission of Tender/Bid/Quotation and should contact **Head of Chancery**, High Commission of India, London (Landline: 020 7632 3217) or **Attache (P&M)**, High Commission of India, London (Landline: 020 7632 3012) or send request by email at [hoc.london@mea.gov.in](mailto:hoc.london@mea.gov.in) for inspection of the property/site.
- VII. The complete Technical and Financial Proposal must be delivered at the submission address on or before the bid submission end date of **2 March 2020 before 5:00 PM-** UK time. Any Proposal received after the closing time for submission of proposals shall be returned unopened.

### 3.3 Schedule for Submission of the Tender: -

A	Published Date	04.02.2020
B	Bid Submission Start date	04.02.2020
C	Bid Submission End date	02.03.2020
D	Bid Opening date	03.03.2020

### 3.4 Address for communication

All communications related to this NIT including the submission of the Tender shall be sent to the following address:

Head of Chancery  
High Commission of India  
India House  
Aldwych  
London  
WC2B 4NA

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## **Section 3**

### **Instructions to the Bidders**

#### **4.1 Bid submission Process**

##### **4.1.1 General Terms of Bid Submission**

Any or all the offers may be accepted or rejected, in full or in part, without assigning any reason whatsoever.

HCI London may, at its discretion, abandon the process of the selection associated with this NIT any time before notification of award.

Responses must clearly state the validity period of the bids.

All responses including Technical and Financial Bids would be deemed to be irrevocable offers / bids and may, if accepted by HCI London, form the basis for the final contract between HCI London and the bidder.

Any Technical or Financial Bid submitted cannot be modified after the closing date. However, the Bidder may modify or withdraw its offer after submission but prior to the closing date and time. HCI London concludes that there shall be no extra costs associated with the same other than the cost quoted by them.

HCI London reserves the right to accept or reject any or all bids, to revise the NIT, to request one or more re-submissions or clarifications from one or more bidders, or to cancel the process in part or whole. Each party shall be entirely responsible for its own costs and expenses that are incurred while participating in the NIT and subsequent presentations and contract negotiation processes.

The bidders submitting the responses should note that they should abide (in true intent and spirit) by all the terms and conditions contained in the NIT. If the responses contain any extraneous conditions put in by the bidders, such bids may be disqualified and may not be considered for the selection process.

The NIT and all supporting documentation/templates are the sole property of HCI London.

By submitting a signed bid, the bidder certifies that:

- It has arrived at the prices in its bid without agreement with any other bidders of this NIT for the purpose of restricting competition.
- The prices in the bid have not been disclosed and shall not be disclosed to any other bidder of this NIT.
- No attempt by the bidder to induce any other bidder to submit or not to submit a bid for restricting competition has occurred.

Each bidder must indicate whether or not they have any actual or potential conflict of interest related to contracting services with HCI London. In case such conflicts of interest do arise, the bidder must indicate the manner in which such conflicts can be resolved

The bidder represents and acknowledges to HCI London that it possesses necessary experience, expertise and ability to undertake and fulfil its obligations, during its engagement period.

HCI London shall be under no obligation to accept the lowest or any other offer received in response to this NIT and shall be entitled to reject any or all offers including those received late or incomplete offers without assigning any reason whatsoever. HCI London reserves the right to make any changes in the terms and conditions of this NIT. HCI London will not be obliged to meet and have discussions with any bidder, and / or to listen to any representations.

The bidder is responsible for managing the activities of its personnel and will be accountable for both its own activities and those of its personnel.

#### **4.1.2 Two stage bidding process**

For the purpose of selection of the successful bidder, a two-stage bidding process will be followed.

The response to the present tender is to be submitted in two parts, i.e. the Technical Proposal and the Financial Bid in separate sealed covers. The bidder will have to submit the 'Technical Proposal' separately from the 'Financial Bid'.

The 'Technical Bid' will contain the exhaustive and comprehensive details of approach, methodologies to be followed, assertions, documents and any other collateral the bidder would want to submit to HCI London.

The 'Financial Bid' will contain the pricing information alone.

#### **4.1.3 Right to accept / reject any applications**

HCI London reserves the right to accept or reject any or all applications and to annul the qualification process at any time without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reasons.

#### **4.1.4 Amendment of NIT document**

- At any time, prior to the deadline for submission of Applications, HCI London either on its own or on request of the bidder may amend the NIT documents by issuing addendum or addenda. These addenda shall be posted at the website of HCI London and shall be treated as a part of the NIT Documents.
- HCI London may, at its discretion, extend the deadline for the submission of applications.

#### **4.2 Conflict of Interest**

The bidder shall not receive any remuneration in connection with the assignment except as provided in the contract. The bidder and its affiliates shall not engage in consulting activities that conflict with the interest of HCI London.

#### **4.3 Preparation of Proposal**

##### **4.3.1 Instructions related to Technical Proposal**

The Technical Proposal should furnish the information as per Section 2.

### **4.3.2 Instructions related to Financial Bid**

In preparing the financial proposal, bidders are expected to take into account the various requirements and conditions stipulated in this NIT document. The Financial Bid should be in the form of a lump-sum quote as professional fees which the bidder would charge HCI London for the entire Project inclusive of all the costs including taxes, applicable service tax, travel costs, if any, associated with the Project etc for the entire project duration for up to one year. HCI London will not reimburse any other expenses other than what is quoted as lump-sum in the Financial Bid.

The Financial Bid shall be only in GBP. The total amount indicated in the financial proposal shall be without any condition attached or subject to any assumption, and shall be final and binding. In case any assumption or condition is indicated in the Financial Bid, it shall be considered non-responsive and liable to be rejected.

For the purpose of clarification, it is clarified that the bidder will mention an unconditional fee that will be a lump sum inclusive of all taxes (including VAT). The HCI London will only be responsible for reimbursing this lump sum amount quoted in the financial proposal.

If HCI London wishes to extend the validity period of the financial proposals, it may ask the bidders to extend the validity of their proposals for a stated period. Bidders, who do not agree, have the right not to extend the validity of their proposals.

### **4.4.1 Submission, Receipt and Opening of Proposals**

The Proposal (Technical and Financial Bid) shall be prepared in indelible ink. It shall contain no inter-lineation or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialled by the person or persons who sign(s) the Tender. An authorized representative of the firm should initial all pages of both Technical and Financial Bid.

**4.4.2 Withdrawal of Proposals:** No modification or substitution of the submitted Proposal shall be allowed after the due date for submission of proposals. A bidder may withdraw its Proposal after submission, provided that the written notice of the withdrawal is received by HCI London before the due date of submission of Proposals. In case a bidder wants to re-submit their Proposal, the bidder shall submit a fresh Proposal, following all the applicable terms and conditions prescribed in this NIT.

## **4.5 Evaluation of Proposal**

### **4.5.1 General**

The proposal shall be first evaluated on the basis of its response to the information documents sought in the NIT document. In case of any material deficiencies in providing the information/ documents in technical proposal and in case any assumption or condition is indicated in the financial bid, it shall be considered non-responsive and liable to be rejected.

After the submission of proposal till the contract is awarded, if any bidder wishes to contact the HCI London on any matter related to its proposal, it should do so in writing at the proposal submission address mentioned above. Any effort by the firm to influence the HCI London during the proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the firm's proposal.

### **4.6 Opening and Evaluation of Financial Bids**

After the deadline for submission of proposals the Technical bid shall be opened to carry out the technical evaluation. After evaluation of the Technical Bids, the HCI London shall open the Financial Bids of only the qualified bidders. HCI London will determine whether the financial bids are complete, unqualified and unconditional. The financial bids shall remain sealed till then.

### **4.7 Award of Contract**

The contract will be awarded to the selected bidder following evaluations followed by approval procedures.

### **4.8 Corrupt or Fraudulent Practices**

HCI London requires that bidders under this contract observe the highest standard of ethics.

HCI London will reject a bid for award of consultancy work, if it has determined that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

#### **4.9 Confidentiality**

The selected bidder for the consultancy services may have access to some confidential information for the purpose of the project implementation. The bidder shall take all precautions necessary to keep the information totally confidential and under no circumstances it will be disclosed to any third party or competitors, which shall otherwise render himself liable for disqualification/premature termination of contract apart from other legal action as may be warranted for any laxity on his part. HCI London is entitled to be indemnified by the selected bidder for any loss/damage to reputation and / or for any breach of confidentiality.

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