

**No. WAS/Proj/862/1/2024  
Embassy of India  
Washington DC**

**REQUEST FOR PROPOSAL (RFP)  
DOCUMENT FOR APPOINTMENT OF A  
CONSULTANT (PROJECTS)**

***CONSTRUCTION OF ONE NEW CHANCERY BUILDING AND  
COMPREHENSIVE RENOVATION OF THREE EXISTING  
BUILDINGS BY THE EMBASSY OF INDIA, WASHINGTON DC, USA***

**Date of issue: November 13, 2024**

**Last date of submission: December 12, 2024**

*Interested qualified individuals /firms to submit their bids in two bids system (technical and Financial bids in separate sealed covers) superscribed as 'Request for Proposal Document for Appointment of Consultant' .*

**EMBASSY OF INDIA  
WASHINGTON DC**

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**Request for Proposal (RFP) for hiring of a *Consultant* (Projects) by the Embassy of India, Washington DC, USA to monitor, liaise, manage and coordinate works for – (i) Construction of a new Chancery building at the International Chancery Centre Washington DC; (ii) Renovation of main Chancery Building at 2107 & 2111 Massachusetts Ave. NW, Washington DC; (iii) Chancery-II Building at 2536 Massachusetts Ave. NW, Washington DC; and (iv) Renovation of an old building located at 1438 U Street NW, Washington DC.**

**INTRODUCTION:**

2. 'The Embassy of India, Washington DC, invites Proposals from the Competent and Qualified (as per the conditions of eligibility mentioned in this RFP) individuals / firms for providing Project Management Services for the **Construction of a new building and Comprehensive Renovations of 03 (three) existing buildings**. The properties are located at International Chancery Centre, Washington DC; 2107, 2111 & 2536 Massachusetts Ave. NW, Washington DC and 1438 U Street NW, Washington DC. All these projects shall commence after necessary approvals from the concerned Indian and local authorities are in place. These projects shall be undertaken in a sequential manner and are estimated to be completed within a period of 05 (five) years.

3. **SCOPE OF WORK:**

- i. The scope of services of Consultant shall include all project management related tasks that need to be performed for construction and renovation of buildings.
- ii. The Consultant will monitor, coordinate, liaise (with all stakeholders) and manage all project related matters and shall ensure that all necessary documentation is checked, communication filed and submitted to Embassy of India, Washington DC, USA for record.
- iii. Consultant shall keep *Embassy of India, Washington DC*, informed on the physical progress of the Project at regular intervals or as directed by the *Embassy of India, Washington DC, USA*.
- iv. To ensure implementation of all project processes, Consultant shall liaise with and provide all requisite information, support and assistance to *Embassy of India, Washington DC* and appointed architects, consultants, builders, individuals, agencies and organizations as may be deemed fit by the *Embassy of India, Washington DC* during the entire period of contract.

- v. The Consultant (Projects) shall be duty-bound to act on the directions of Embassy of India, Washington DC in all project matters and shall perform, or cause to be performed all the identified initiatives and milestones strictly in accordance with such directions.
- vi. The Consultant (Projects) would be required to sit in premises of Embassy of India, Washington DC, USA.
- vii. Consultant (Projects) shall be required to work in close coordination, provide requisite information, and be available for meetings with the Architect/Design consultant, builders and other persons/organization associated with the construction, in all such matters as directed by *Embassy of India, Washington DC, USA*.
- viii. Consultant shall be required to organize, conduct, participate in and minute all meetings regarding the project at any date, time and place as directed by the Embassy of India, Washington DC, USA, throughout the project period.
- ix. Consultant shall conduct routine monitoring and coordination meetings on daily and weekly basis.
- x. The Consultant shall provide full coordination and assistance including administrative / secretarial support to the Embassy of India, Washington DC, USA and/or other agencies appointed by Embassy of India, Washington DC, USA, in all project related matters and other mandatory compliances handling all related communications and facilitating inspections by the relevant authorities, to the extent as and when desired by Embassy of India, Washington DC, USA throughout the duration of the contract and without question or fail.
- xi. Checking and processing of invoices by the contractors for approval of Embassy of India, Washington DC, USA for payment within the agreed timelines as specified in the tender/ contract documents. Consultant should also recommend all statutory deductions as per tender documents.

**4. ELIGIBILITY CRITERIA:**

- i) A university degree or equivalent qualification in relevant field
- ii) Minimum 10 years of experience, preferably in projects related field.

- iii) Proficiency in English language, communication skills, Computer Operation, including Microsoft Word, Excell, Power Point etc.
- iv) Maximum age limit 50 years. Embassy of India, Washington DC, USA at its sole discretion, may relax the maximum age by an additional 5 years in the case of highly competent candidates.

**5. TERMS AND CONDITIONS OF THE CONTRACT:**

i) The engagement will be strictly contractual and will not confer any other benefits to the selected individual / firm such as medical, insurance etc.

ii) The engagement of the Consultant is on fulltime basis at the Embassy of India, Washington DC and the normal working hours will be from 0930 to 1800 on weekdays. Saturdays/Sundays and other holidays declared by the Embassy of India will remain as off days. However, in exigencies of the work, the Consultant may be required to work beyond office hours and/or on closed holidays. No extra allowance or remuneration for the work performed beyond office hours or holidays shall be paid.

iii) The Consultant shall be hired on a contractual basis for an initial period of 02 (two) years, but the contract can be extended further depending upon the assessment of performance, requirement for further services by mutual agreement of both the parties. However, the contract may be terminated on one month's notice from either side or on payment of one month's remuneration in lieu thereof.

iv) The selected Consultant will be required to enter into a contract with the Embassy of India in the prescribed format w.e.f. from the actual date of engagement.

**SUBMISSION OF PROPOSAL**

**6.**

- i) The proposed bid should contain the details of qualifications and similar projects handled in the last five years, and documents required as per the terms & conditions of this RFP. It will be treated as technical bid and should be submitted in an Envelope/cover containing the technical documents including copies of documentary proof etc. The sealed envelope/cover should clearly mention '**Technical Bid**'.

Duly signed **Annexure-A** should accompany the technical documents. Bids submitted without **Annexure-A** shall be

summarily rejected.

Financial bids should contain the remuneration expressed in monthly figures since the remuneration shall be paid on monthly basis in US dollars, and not in terms of percentage of project costing. The amount of monthly fee so fixed shall remain unchanged during the period of construction/renovation and until conclusion of the agreement. Second Envelope containing rates and duration of this offer. The sealed envelope/cover should clearly mention 'Financial Bid'

ii) **Proposal Due Date**

Proposals should be submitted at Attache (Property), Embassy of India, 2107 Massachusetts Avenue NW, Washington DC 20008; email: [attprop.washington@mea.gov.in](mailto:attprop.washington@mea.gov.in) ; Tel. No. +12029397062 on or before 1700 hours on December 12, 2024 in the manner and form detailed in the RFP document. Proposal submitted by facsimile transmission or telex or e-mail will not be accepted. Technical Bid of RFP shall be opened at 1500 hrs on December 17, 2024.

iii) Any proposal received by Embassy of India, Washington DC, USA after the due date and time shall not be considered.

iv) Proposal shall not be modified or withdrawn by the Consultant after the proposal due date and time. If a proposal is withdrawn after due date and time, the earnest money deposited will be forfeited by the Employer.

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## **Annexure - A**

### **Bid Security Declaration**

With reference to Request for Proposal Document for Appointment of a Consultant (Projects) issued on November 13, 2024, this is to certify that if we withdraw or modify our bid during period of validity or if we are awarded the contract and we fail to sign the contract or fail to submit a performance security before the deadline defined in this document, we are liable to be suspended for a period considered fit by the Embassy from being eligible to submit bids for contracts by the Embassy of India, Washington D.C.

[Signature(s) of the Tenderer(s)/Bidder(s) with  
Name, Date & Seal]