

REQUEST FOR PROPOSAL (RFP)

**FOR SELECTION OF CONSULTANT FOR REPAIR / RENOVATION OF ROOF OF
THE RESIDENCE OF CONSUL GENERAL OF INDIA IN MEDAN**

The President of India acting through the **Consul General of India, Consulate General of India, Medan** requests proposals in sealed envelopes from appropriately qualified and adequately experienced Consultants for Repair / Renovation of the roof of Consul General Residence. The proposal (bids) duly completed in all respect, along with required enclosures, must reach in the office of **Mr. Vipul Sharma, Vice-Consul, Consulate General of India, Medan** email : hoc.medan@mea.gov.in tele No : (62-61) 4531308 / (62-61) 4556452, on or before **13th February 2025 (1700 hours)**. The detailed RFP document along with its annexure may be downloaded from the Central Procurement Portal <https://eprocure.gov.in/cppp/> and also from the official website of the Consulate General of India, Medan, <https://www.cgimedan.gov.in>

1. Objective:

The objective of this RFP is to select an appropriately qualified and adequately experienced Consultant by the **Consulate General of India, Medan** for Repair / Renovation of the roof of Consul General Residence.

Scope of Work :

- The selected firm referred as Consultant herein shall:
 - Consultant shall provide comprehensive consultancy services in repair / renovation project conceptualization including space utilization, functional relations, obtaining statutory and local bodies approval if required, preliminary project report, preliminary estimate, detailed architectural drawings, detailed structural analysis, design and drawings, detailed designs and detailing of all services, their drawings, vetting & approval, external development works related to roof, detailed project report and preparation of all bid/Tender documents including removal of hazardous materials & disposal of hazardous material as per local applicable norms. Consultant shall prepare and supply all the coordinated services (all civil & E&M services), Good for Construction drawings. The Consultant shall be certified from the concerned local body, if required.
 - The Consultant shall carry out a 3-D laser cloud scan of the existing building to assess the structural soundness and to check any deficiencies in the existing building services (including plumbing, drainage, electrical and mechanical services etc.)

- The Consultant shall identify the location of various defects/problems inclusive of and will prepare a detailed project report based on the assessment done through 3-D laser cloud scan. The DPR shall include the following:
 - Analysis of the 3-D laser cloud scan.
 - Details of the defects/problems with their location.
 - The Roadmap ahead including Methodology and time schedule.
 - Any other relevant inputs.
- Consultant shall prepare schematic design proposal for approval of the Consulate General of India, Medan and the Ministry in India. The Consultant, if required as per local regulations, shall submit the design to the local authorities for obtaining their approval/permit.
- Consultant shall prepare tender documents (as per the local guidelines and instructions of the Ministry, GoI). The Consultant will also prepare Bill of quantities etc. to invite bid from the construction agencies. The consultant shall also monitor the execution of work at site and will obtain necessary approvals from the local authorities, if required.

2. **Location and description of Property:** Existing building of the residence of Consul General (Address: No.46, Jl. P. Diponegoro, Medan) which is a part of premises of Consulate General of India in Medan (No. 19, Jl. Uskup Agung A. Sugiopronoto, Medan with details as follow:

A. Plot details

Address: Residence of Consul General (Address: No.46, Jl. P. Diponegoro, Medan)

Built-up area (building): 245 sq.m.

B. Building details

Year of construction: Approximately 1930

Height of building: Only Ground Floor

3. **Site visit:** Physical visit to the site is advisable to have a general idea about the extent of works required and the amount of involvement by the Consultant. Interested firms can visit the site **from 15/01/2025 to 12/02/2025 (1000 hours to 1700 hours)** after prior appointment with **Mr. Vipul Sharma, Vice-Consul, Consulate General of India, Medan,, email : hoc.medan@mea.gov.in tele No : (62-61) 4531308 / (62-61) 4556452.**
4. **Submission:** The proposals (bids) should be submitted in two parts:

(i) **Technical Bid**, which should contain the documents establishing the technical eligibility of the applicant and other documents required to establish sound financial condition, as per terms & conditions of this RFP; and

(ii) **Financial Bid** (Offer of Fee), which should be as per the format given at page No 19 (**Form of Tender**) of this RFP. Please note that the Offer of Fee (strictly in a sealed envelope B) must quote a fixed amount in Indonesian Rupiah. The last date of submission of sealed bids is **13/02/2025 (1700 hours)** in the office of **Mr. Vipul Sharma, Vice-Consul, Consulate General of India, Medan**, email : hoc.medan@mea.gov.in tele No : (62-61) 4531308 / (62-61) 4556452. Technical bids will be opened on **14/02/2025 (1400 hours)** in the **Consulate General of India, Medan**.

5. **Earnest Money Deposit (EMD) & Bank Guarantee for Performance Security**

(i) The bidder shall submit a Demand draft or Banker's cheque or Bank Guarantee as per the format attached as **Annexure 1** (Page Nos. 20-21) or Online payment (Bank SBI Indonesia, **Consulate General of India, Medan**, Account No. 4011000083 amounting to IDR 4.000.000/- .

Bank Guarantee for Performance Security (5% of the consultancy fees) is to be submitted by the selected Consultant only at the time of signing of the contract agreement as per the format attached as **Annexure 2**.

(ii) It is to be mentioned here that 50% of EMD will be forfeited if the bid is withdrawn before completion of tender process and 100% of EMD be forfeited if L1 bidder denies to start the work by stipulated time.

6. **Validity of Bids** : The bids shall remain valid for a period of 180 days from the opening of bids or upto any mutually agreed extended period.



(Ravi Shanker Goel)
Consul General

E-mail: cg.medan@mea.gov.in
Tel No. - (+62 61) 4531308 / 4556452

RAVI SHANKER GOEL
CONSUL GENERAL
Consulate General of India
Medan - Indonesia

REQUEST FOR PROPOSAL (RFP)

**FOR SELECTION OF CONSULTANT FOR REPAIR / RENOVATION OF ROOF OF
THE RESIDENCE OF CONSUL GENERAL OF INDIA IN MEDAN**

1. **Statement of Objective.** The objective of this RFP is to select an appropriately qualified and adequately experienced Consultant by the Consulate General of India, Medan for comprehensive repair / renovation of the roof of Consul General Residence situated at No. 46, Jl. P. Diponegoro, Medan inside the premises of Consulate General of India, Medan at No. 19, Jl. Uskup Agung A., Medan.

2. **Scope of Work :**
 - The selected firm referred as Consultant herein shall:
 - Consultant shall provide comprehensive consultancy services in repair / renovation project conceptualization including space utilization, functional relations, obtaining statutory and local bodies approval if required, preliminary project report, preliminary estimate, detailed architectural drawings, detailed structural analysis, design and drawings, detailed designs and detailing of all services, their drawings, vetting & approval, external development works related to roof, detailed project report and preparation of all bid/Tender documents including removal of hazardous materials & disposal of hazardous material as per local applicable norms. Consultant shall prepare and supply all the coordinated services (all civil & E&M services), Good for Construction drawings. The Consultant shall be certified from the concerned local body, if required.

 - The Consultant shall carry out a 3-D laser cloud scan of the existing building to assess the structural soundness and to check any deficiencies in the existing building services (including plumbing, drainage, electrical and mechanical services etc.)

 - The Consultant shall identify the location of various defects/problems inclusive of and will prepare a detailed project report based on the assessment done through 3-D laser cloud scan. The DPR shall include the following:
 - Analysis of the 3-D laser cloud scan.
 - Details of the defects/problems with their location.
 - The Roadmap ahead including Methodology and time schedule.
 - Any other relevant inputs.

- Consultant shall prepare schematic design proposal for approval of the Consulate General of India, Medan and the Ministry in India. The Consultant, if required as per local regulations, shall submit the design to the local authorities for obtaining their approval/permit.
- Consultant shall prepare tender documents (as per the local guidelines and instructions of the Ministry, GoI). The Consultant will also prepare Bill of quantities etc. to invite bid from the construction agencies. The consultant shall also monitor the execution of work at site and will obtain necessary approvals from the local authorities, if required.

3. **Conditions of Eligibility.** Consultants fulfilling the following conditions of eligibility and submitting the relevant documentary proof therein may only apply:

- (a) Must have architectural as well as Project Management capability, registered with competent local authorities/professional bodies for carrying out Consultancy services of this nature. A copy of such registration must be enclosed as **Exhibit-1**.
- (b) Must have minimum 7 years experience in the profession and must be authorized for taking up such consultancy works i.e. Comprehensive Professional Services for Architectural, Landscaping, Engineering, and Project Management etc. in Indonesia. A certified copy of the registration certificate showing registration number, date of registration and its date of validity must be enclosed as **Exhibit-2**.
- (c) The applicant should have successfully completed or substantially completed similar works during last 7 years ending last date of the month previous to the one in which applicants are invited.
- (d) Copy of award letter and completion certificate for each such work must be enclosed as **Exhibit-3**.
- (e) Must submit financial statement of the firm for last three years showing annual turnover of the company as **Exhibit-4**.
- (f) The firm must not have suffered loss in more than two of the last immediate five years from the current financial year and must not have suffered loss in the immediate preceding financial year. Must submit balance-sheet for last 5 years as **Exhibit-5**.
- (g) Should have sufficient number of Technical & Administrative Employees for rendering the consultancy services. A list of employees with details of their technical qualification and experience stating clearly how they would be involved in this project must be submitted as **Exhibit-6**.

- (h) Additional information pertaining to association arrangement, if applicable, with other technical firms/professionals, commitment regarding adherence to professional Code of Ethics, liabilities, etc. may be submitted along with the application as **Misc. Exhibit**.

4. Stages and scope of Consultancy Services

Stage-I : Survey & Scope of work

- (a) The Consultant shall conduct required survey/tests /investigations of the Consul General residence to identify the works required to be undertaken, in consultation with the Consulate General of India, Medan.
- (b) The Consultant will carry out the survey of all areas of the Consul General residence, approach and immediate surroundings of the property and prepare site plan and dimensional structural and architectural drawings based on site measurements and available drawings.
- (c) If required, Consultant can engage specialists/Architect/ Consultants for conducting necessary survey/tests/investigations, payment towards which will be made, in addition to the Consultancy fees, as per Para-6.
- (d) The Consultant shall provide technical assistance to the Consulate General of India, Medan if site survey, soil investigation report, etc. are undertaken by the *Consulate General of India, Medan*. Technical site inspection (TDI), is included within the scope of services.
- (e) The Consultant shall submit a report to the *Consulate General of India, Medan* which should include :-
- (i) Location of the defect(s)/damage(s), type of defect(s) /damage(s) like settlement/cracks/spalling/bulging/signs of seepage/ rotting of wood, rusting of reinforcements etc.
 - (ii) Extent and severity of the defect(s)/damage(s),
 - (iii) Cause/source of defect(s)/damages(s),
 - (iv) report on structural condition and stability analysis of the existing building.
 - (v) Any other issue considered relevant and necessary for proper execution of the project.
 - (vi) Review the Design and if required, may suggest modifications in

order to meet overall requirement of the *Consulate General of India, Medan* within local regulations framework.

- (f) On the basis of the Report, the Consultant shall define the scope of work, methodology to be adopted and other parameters of work, in consultation with the *Consulate General of India, Medan*.
- (g) Any other work considered necessary in the interest of the project and also for completion of this stage, as decided by the *Consulate General of India, Medan* or Government of India.
- (h) This stage will be considered as complete after the Consultant submits a detailed report.

Stage-II : Design, specifications & Estimates

- (a) Specification of the repair / renovation works including the method statement and the material specifications and working drawings.
- (b) Preparation of Design Development documents consisting of plans, elevations and details, materials and finishes, furniture and finishes etc. along with specifications.
- (c) Preparation of time-line for completing the identified works. The time-line shall consider undertaking multiple works in parallel, with the overall objective of reducing the completion period.
- (d) Preparation of estimates of the work based on the scope of work, methodology, material specifications and other parameters relevant in preparing the estimates.
- (e) Any other work considered necessary in the interest of the project and also for completion of this stage, as decided by the *Consulate General of India, Medan* or Government of India.
- (f) This stage will be considered as complete after the *Consulate General of India, Medan* conveys acceptance/approval of the design, specifications and estimates.

Stage-III : Approvals & Documentation

- (a) Prepare the design in the required format and with necessary details for obtaining approval of competent local regulatory authority, wherever mandatory. The *Consulate General of India, Medan* would check the local practice being followed (with the tentative time frame in obtaining local

body approvals. (***This action is required only if local approval is mandatory***).

- (b) Tenders shall be invited for lump sum rates in ***One stage, Two bids System*** (technical and financial bids in separate envelopes).
- (c) Prepare the construction documents which shall include all drawing (detailed as well as working), specifications in respect of all aspects of the scope of work and design as also as per Building Permit issued by the Local Regulatory Authorities/ Department of Building Inspection (*if applicable*) and for tendering of the Construction Contract.
- (d) Preparation of Documents for Tendering works which would indicate the project scope and design intent clearly. The eligibility conditions should include local mandatory conditions as well as conditions stipulated by the *Consulate General of India, Medan*, on behalf of Government of India. The conditions of Contract should ideally be as per approved Contract template of the Government of India, failing which, local practice shall be followed.
- (e) In case the tender process is repeated, revised tender documents shall also be prepared, as directed by the Employer. No extra remuneration/ separate fee shall be payable to the Consultant for repeating the tender process/preparation of revised tender documents.
- (f) Any other work considered necessary in the interest of the project and also for completion of this stage, as decided by the *Consulate General of India, Medan* or Government of India.
- (g) This stage will be considered as complete after submission of ready-to-publish completed Tender Document to the *Consulate General of India, Medan*.

Stage-IV : Tendering

- (a) Assist the *Consulate General of India, Medan* to finalise the tender documents and facilitate the *Consulate General of India, Medan* for inviting Bids on the basis of Single stage -Two Envelop System through the website of *Consulate General of India, Medan*, Central Public Procurement Portal (CPP Portal) of Govt. of India and also by giving wide publicity through local dailies and professional organizations/bodies.
- (b) Assist the *Consulate General of India, Medan* during pre-bid meeting and site inspection by potential contractors.

- (c) Processing requests for information or queries from potential Contractors and issuing design and clarification sketches as needed.
- (d) Evaluate the Technical bids received from the bidders and submit recommendations for acceptance/approval of the *Consulate General of India, Medan*.
- (e) Evaluate the Financial bids received from the technically qualified bidders and submit recommendations to the *Consulate General of India, Medan*.
- (f) Any other work considered necessary in the interest of the project and also for completion of this stage, as decided by the *Consulate General of India, Medan* or Government of India.
- (g) This stage will be considered as complete after the bid is accepted/approved by the *Consulate General of India, Medan* or Government of India.

Stage-V : Award of work, Mobilisation

- (a) Facilitate the *Consulate General of India, Medan* in issuance of award letter to the selected Contractor.
- (b) Guide and facilitate the *Consulate General of India, Medan* in signing the contract with the selected Contractor.
- (c) Guide and facilitate the *Consulate General of India, Medan* in understanding the financial claims, liabilities and other issues relating to the financial aspect of the contract.
- (d) Guide and facilitate the *Consulate General of India, Medan* in taking custody of Bank Guarantees, Bonds, etc, as applicable and explain the responsibilities of the *Consulate General of India, Medan* in respect of those.
- (e) Recommend and facilitate release of mobilization advance, if applicable and also to ensure proper custody of necessary Guarantees/Bonds submitted against such advance to the *Consulate General of India, Medan*
- (f) Any other work considered necessary in the interest of the project and also for completion of this stage, as decided by the *Consulate General of India, Medan* or Government of India.
- (g) This stage will be considered as complete after set of Good for Construction (GFC) drawings and other relevant necessary information/ documents are issued to the Contractor for starting the execution of the project.

Stage-VI : Project Management Consultancy

- (a) The Consultant shall, in consultation with the *Consulate General of India, Medan*, prepare a Time Schedule in respect of various services to be rendered.
- (b) The Consultant shall also advise the *Consulate General of India, Medan* on the program of work, i.e., PERT/CPM/Bar Charts of the services to be rendered by the contractor on the said project. While preparing the time schedule, the Consultant would take all necessary precautions, so that there is no time and cost overrun of the project.
- (c) Continuous on-site management of the work schedule. Attend meetings at intervals appropriate to the stage of the Contractor's operations.
- (d) Daily observation and quantification of the work, Periodic observation of the progress of construction and conformance with design intent and on-site meetings with the Contractor.
- (e) Quality Assurance of shop drawings, product and materials submittals, for conformance with the tender documents.
- (f) Review and approval of Certificates for payment by the *Consulate General of India, Medan* from the Contractor.
- (g) Listing of items to be modified/corrected by the Contractor including one back-check will be provided.
- (h) In case the Contractor submits hindrance statement in support of delay in execution of the work, Consultant shall endorse and verify the statement before submission to the *Consulate General of India, Medan*.
- (i) Certification of additional works/variations along with justification, financial implications and submit variation statements to the *Consulate General of India, Medan*.
- (j) Building Permit revisions, if required, for changes during the course of construction.
- (k) Review & provide a set of Record Documents like; construction documents with the incorporation of major design modifications made during the Construction phase and co-ordinate for submission of as-built drawings and facilitate handing-over of all product manuals to the *Consulate General of India, Medan* after their due commissioning by the Contractor.

- (l) Recommend issuance of Completion Certificate to the *Consulate General of India, Medan* for physical as well as financial closure of the work.
- (m) Inspect and identify defects prior to the expiry of Defect Liability Period, warranty claim; advise corrective measures and get the rectification of all defects through concerned contractor/s thereof to full satisfaction of the Employer and issue a certificate of final Completion of work after rectifying all defects to the satisfaction of the *Consulate General of India, Medan*.
- (n) Any other work considered necessary in the interest of the project and also for completion of this stage, as decided by the *Consulate General of India, Medan* or Government of India.
- (o) This stage will be considered as complete after issuance of completion certificate and financial closure of the accounts of the Contractor.

5. Payment terms and conditions

- (a) The Consultant shall be entitled for payment of fixed amount of fees (in Indonesian Rupiah) as quoted in the financial bid. Building permit revision, if required, may be charged and to be built in the fee proposal. This payment shall be excluding VAT, taxes, etc.
- (b) **Retention Money/Security Deposit:** 5% of the Consultancy Fee shall be held back from each payment, as Retention Money. Half of this 5% of the Consultancy fee shall be released after one month of issue of completion certificate to the Contractor and remaining Half shall be released after one year from that date.
- (c) **Currency :** The currency of payment shall be Indonesian Rupiah (IDR).
- (d) The payment will be made after successful realization of objectives at each stage as detailed below:
 - (i) **On completion of Stage-I:** (10% of the consultancy fees)
 - (ii) **On completion of Stage-II:** (15% of the consultancy fees)
 - (iii) **On completion of Stage-III:** (10% of the consultancy fees)
 - (iv) **On completion of Stage-IV:** (15% of the consultancy fees)
 - (v) **On completion of Stage-V:** (10% of the consultancy fees

(vi) **On completion of Stage-VI** : (Balance 40% payment due in following manner:

fees (On 25% completion of repair / renovation work - 10% of the consultancy

fees On 50% completion of repair /renovation work - 10% of the consultancy

fees On 75% completion of repair /renovation work - 10% of the consultancy

fees) On 100% completion of repair / renovation work - 10% of the consultancy

(vii) 60% of the consultancy fee will be released to the consultant in pre-construction stage and 40% of it during construction stage.

6. **Payment of reimbursable.** In addition to consultancy fees specified above, the Consultant will be reimbursed actual expenditure incurred, on rendering the following services:-

- (a) Soil Test, Laboratory tests, investigations, site survey or any other investigation report or any other services required for the project.
- (b) Payment for statutory clearances as per local law, will be reimbursable with the prior approval of *Consulate General of India, Medan*.
- (c) Any tax levied by law, as applicable
- (d) The *Consulate General of India, Medan* can also make direct payment /reimbursement to the concerned agencies through which the services are organized/rendered and Consultant shall fulfill their obligations in terms of Para 4, Stage-I (c).
- (e) The Consultant would **not** be entitled for reimbursement of expenditure towards stationery, transport, incidental expenditures, communications (telephone, internet etc.), site office, equipment, etc. which are part and parcel of administration of the Consultant's services.

7. **General terms and conditions**

- (a) Consultant shall arrange his own transportation, office, computer and communication facilities.
- (b) Consultant may engage other sub-Architect/Consultants for specialized

works, which are part of his responsibility, at his own cost and convenience. No payments will be reimbursed for them by the *Consulate General of India, Medan*.

- (c) Consultant shall coordinate with the *Consulate General of India, Medan* and Contractor for completion of the work.
- (d) Consultant shall obtain professional liability insurance or any other insurance for his workmen, staff, as may be required, at his own cost.
- (e) The fees quoted, should exclude all taxes such as VAT, service tax, professional tax, etc.
- (f) Price escalation in rates due to any reason such as increase in prices of material, equipment & labour, fuel (petrol, diesel, gas, etc.) electricity & water, levy of new taxes, hike in any tax rates, cess or due to delay in completion etc. shall not be acceptable by the *Consulate General of India, Medan*.
- (g) Consultant shall not be permitted to participate in bidding for this work i.e., Consultant cannot become Contractor for this work.

8. Time Schedule

- (a) The work shall be carried out by the Consultant with due expedition and in accordance with the time schedule.
- (b) The time schedule so agreed upon, shall be deemed to be the essence of the contract on the part of the Consultant.

9. Compensation for Delay

- (a) In the event of failure of the Consultant to complete the assigned work within the stipulated time period and in case the work is delayed and the delay is attributed to the Consultant, the Consultant will pay penalty to the *Consulate General of India, Medan*.
- (b) The amount of such penalty shall be calculated @ 0.5 percent of the total consultancy fees payable for delay of each week, subject to maximum of 10 percent of the total consultancy fees.

10. Abandonment of Work

- (a) If the Consultant abandons the work for any reasons whatsoever or becomes incapacitated from acting as Consultant, the *Consulate General*

of India, Medan may make full use of all or any of the drawings prepared by the Consultant.

- (b) The Consultant shall be credited with all fees and expenses logically and reasonably payable up to the date of abandonment.
- (c) In case of willful abandonment of the project by the Consultant, the *Consulate General of India, Medan* shall have the right to withhold all consultancy and management fees and claim damage flowing from such abandonment equitably assessed by the *Consulate General of India, Medan*.

11. Suspension

- (a) The *Consulate General of India, Medan* may suspend all or part of the services by giving a notice to Consultant and Consultant shall immediately make arrangement to stop the services and shall not make any further expenditure from his end.
- (b) On suspension of the Consultant's appointment, the Consultant shall be entitled to fees for all completed stages of work at that time.
- (c) On the resumption of suspended service within six months, previous payments shall be regarded solely as payments on account towards the fees. No claim for additional fees on any account would be entertained.

12. Termination

- (a) If the Consultant, without good reasons, is not discharging his obligation, the *Consulate General of India, Medan* may inform the Consultant by notice, stating the grounds for the notice.
- (b) If a satisfactory response is not received within 21 days, the *Consulate General of India, Medan* may by a further notice, terminate the agreement provided that further notice is given within 35 days of the formal notice.
- (c) In the event of termination of the agreement by the *Consulate General of India, Medan* the Consultant shall have no claim to compensation for any loss sustained by reasons entered into any engagement or made any advance on account or with a view to perform the consultancy work.
- (d) The Consultant shall not be entitled to be paid any sum for any work thereof or actually performed under this agreement unless or until the *Consulate General of India, Medan* is satisfied with the performance of such work and the value payable in respect thereof and the Consultant

shall only be entitled to be paid the value so certified by the *Consulate General of India, Medan*.

13. Arbitration

- (a) If any dispute, difference or question at any time arises between the Consulate General of India, Medan and the Consultant in respect of the agreement signed which cannot be settled mutually or in case of termination as described in **clause 12**, shall be referred to arbitration.
- (b) The arbitration proceedings will be conducted in accordance with and be subject to the UNCITRAL (United Nations Commission on International Trade Laws) Arbitration Rules, as amended from time to time and the decision of the arbitrators as mentioned above shall be final and binding on the parties.
- (c) The Arbitration will have its sittings in Medan.

MED/872/01/2025
Consulate General of India, Medan

REQUEST FOR PROPOSAL (RFP)

**FOR SELECTION OF CONSULTANT FOR REPAIR / RENOVATION OF ROOF OF
THE RESIDENCE OF CONSUL GENERAL OF INDIA IN MEDAN**

Instructions

1. **Site visit:** Physical visit to the site is advisable to have a general idea about the extent of works required and the amount of involvement by the Consultant. Interested firms can visit the site from **15/01/2025 to 12/02/2025 (1000 hrs to 1700 hours)** after prior appointment with **Mr. Vipul Sharma, Vice-Consul, Consulate General of India, Medan,, email : hoc.medan@mea.gov.in tele No : (62-61) 4531308 / (62-61) 4556452.**

2. **Submission of bids:** Consultants shall submit their credentials and the price bid in separate sealed envelopes.
 - (a) **Envelope A :** Should contain the Exhibits 1 to 6 and Misc. Exhibit, as mentioned in **Para-3** (Conditions of Eligibility at page no. 5) along with Earnest Money Deposit (EMD) Annexure 1. This envelope is to be super-scribed as "**Technical Bid**".

 - (b) **Envelope B :** Should contain the form of tender on which the bidder should quote **their fees in fixed amount in Indonesian Rupiah**. This envelope should be super-scribed as "**Form of tender- Financial Bid**".

 - (c) **Envelope C :** Should contain both the envelope A and envelope B super-scribed with Repair / Renovation of roof of the residence of Consul General of India in Medan.

3. **Fees:** Please note that the Offer of Fee (in sealed **envelope B**) must quote the fees in **fixed amount (in Indonesian Rupiah)**. The last date of submission of sealed bids is **13/02/2025 (1700 hours)** in the office of office of **Mr. Vipul Sharma, Vice-Consul, Consulate General of India, Medan, email : hoc.medan@mea.gov.in tele No : (62-61) 4531308 / (62-61) 4556452.**

4. **Selection process:** **Envelope A (Technical bids)** will be opened on **14/02/2025 (1400hours)** in the **Consulate General of India, Medan**. Applicants may send their representative to be present during opening of bids after obtaining prior permission from the **Consulate General of India, Medan**. The technical eligibility credentials of all the bidders shall be evaluated first. Failure to submit requisite documents will render the applicant ineligible. A list of technically qualified bidders shall be prepared. Technically qualified

bidders shall be informed and shall be invited for opening of the **financial bids** at prescribed date and time by the **Consulate General of India, Medan**.

5. **Errors and rectification**: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and the quantity, the unit price shall prevail and the total price shall be corrected accordingly. If there is discrepancy between words and numbers, the amount in words will prevail.
 6. **Consulate General of India, Medan** reserves the right to accept or reject proof of credentials at its sole discretion without having to furnish reasons thereof, to the applicants. Submission false information/document shall render the applicant ineligible.
 7. The selected Consultant shall be formally informed about the selection by **Consulate General of India, Medan** and the Consultant shall be required to sign an agreement with the **Consulate General of India, Medan** within 10 days of issuance of such information. The agreement will be finalized by the **Consulate General of India, Medan**.
 8. **Performance Security**. Performance security @ 5% of consultancy fee in the form of Bank Guarantee shall be deposited within 15 days of issue of Letter of intent. Letter of award of work shall be issued on receipt of Performance security. The Performance security shall be released after sixty (60) days on record of satisfactory practical completion of work.
-

**TIME SCHEDULE FOR THE TENDER FOR
SELECTION OF CONSULTANT**

| | | |
|----|---|---|
| 1. | Uploading of RFP on Consulate General of India, Medan website and CPP Portal | 14 January 2025 |
| 2. | Site Visit of the Consul General Residence | 15 January 2025 to 12 February 2025 (1000 hours to 1700 hours) with prior appointment |
| 3. | Last date of submission of bids at Consulate General of India, Medan Address: Jl. Uskup Agung Sugiopranoto, No. 19A, Medan - 20152, North Sumatra, Indonesia | 13 February 2025 (1700 hours) |
| 4. | Opening of Technical bids at Consulate General of India, Medan | 14 February 2025 (1400 hours) |
| 5. | Opening of financial bids | To be intimated later (only to technically qualified bidders) |

MED/872/01/2025
Consulate General of India, Medan

REQUEST FOR PROPOSAL (RFP)

**FOR SELECTION OF CONSULTANT FOR REPAIR / RENOVATION OF ROOF OF
THE RESIDENCE OF CONSUL GENERAL OF INDIA IN MEDAN**

FORM OF TENDER

Gentlemen,

I/We, the undersigned, am/are willing to enter into a contract and provide Consultancy services in full and in accordance with the requirement of work by the **Consulate General of India, Medan** after site visit, to the entire satisfaction of the **Consulate General of India, Medan** for the sum stated below :-

Fixed amount of Indonesian Rupiah _____ (*to be written in words*) shall be payable as Consultancy fees for the entire consultancy period for providing Consultancy Services including all works mentioned from **Stage-I to Stage-VI** of the tender document (excluding taxes, duties, etc.) to the satisfaction of **Consulate General of India, Medan**.

I/We, agree that this offer will remain valid for a period of 180 (One Hundred and Eighty) Days from the date of Opening of bids.

DATE:

PLACE:

NAME:

SIGNATURE:

ADDRESS:

TELEPHONE/FASCIMILE:

EMAIL ADDRESS:

MED/872/01/2025
Consulate General of India, Medan

REQUEST FOR PROPOSAL (RFP)

**FOR SELECTION OF CONSULTANT FOR REPAIR / RENOVATION OF ROOF OF
THE RESIDENCE OF CONSUL GENERAL OF INDIA IN MEDAN**

**Draft of Bank Guarantee Proforma for Earnest Money Deposit/Tender Security
(subject to change with local laws applicable to Banks)**

Bank Guarantee No.....

Brief description of contract: **FOR SELECTION OF CONSULTANT FOR REPAIR /
RENOVATION OF ROOF OF THE RESIDENCE OF CONSUL GENERAL OF INDIA
IN MEDAN**

Name and Address of Beneficiary: Consulate General of India, Medan

Date:

Whereas M/s (Name of Consultant with address) have submitted their tender for **(SELECTION OF CONSULTANT FOR REPAIR / RENOVATION OF ROOF OF THE RESIDENCE OF CONSUL GENERAL OF INDIA IN MEDAN** at Address: No.46, Jl. P. Diponegoro, Medan which is a part of premises of Consulate General of India in Medan Address: No. 19, Jl. Uskup Agung A. Sugiopronoto, Medan, and one of the tender conditions is for the **M/s (Name of Consultant with address)** to submit a Bank Guarantee for Earnest Money Deposit **amounting to IDR 4.000.000/- (Indonesian Rupiah Four Million only)**. In fulfillment of the tender conditions, we, **(Name of Bank with address)** hereby irrevocably and unconditionally undertake to pay to you within three working days of receipt of your first written demand, without any demur whatsoever and without seeking any reasons, whatsoever, up to the maximum aggregate amount of **IDR 4.000.000/- (Indonesian Rupiah Four Million only)**.

2. This guarantee is valid upto 28 September 2025 (valid for a period of Forty Five days beyond the validity period of 180 days from date of opening of bids) and any claim and statement here under must be received at the above mentioned office before expiry. After expiry, this guarantee shall become null and void whether returned to us for cancellation or not and any claim or statement received after expiry shall be ineffective.

3. Notwithstanding anything to the contrary contained herein above, the maximum liability under this guarantee is restricted to **IDR 4.000.000/- (Indonesian Rupiah Four**

Million only).

4. Notwithstanding anything to the contrary contained herein above, this guarantee is valid from (date of issue) up to the 28 September 2025 (valid upto a period of Forty Five days beyond the validity period of 180 days from date of opening of bids) and claims under this guarantee should be submitted not later than 28 September 2025 (period of Forty Five days beyond the validity period of 180 days from date of opening of bids).

5. This guarantee may not, without our prior written consent, be transferred or assigned and this guarantee is limited to the payment of a sum of money.

6. This guarantee shall be governed and construed in accordance with the laws of the Indonesia and is governed by the United Rule for Demand Guarantee(URDG) (ICC Publication No.758) and shall be subject to exclusive Jurisdiction of the Indonesia Courts.

Date:

Name:

No.

Consulate General of India, Medan

Place:

Signature:

MED/872/01/2025
Consulate General of India, Medan

REQUEST FOR PROPOSAL (RFP)

**FOR SELECTION OF CONSULTANT FOR REPAIR / RENOVATION OF ROOF OF
THE RESIDENCE OF CONSUL GENERAL OF INDIA IN MEDAN**

**Draft of Bank Guarantee Proforma for Performance Security (subject to change
with local laws applicable to Banks)**

Bank Guarantee No.....

Brief description of contract: **TENDER FOR SELECTION OF CONSULTANT FOR
REPAIR / RENOVATION OF ROOF OF THE RESIDENCE OF CONSUL GENERAL
OF INDIA IN MEDAN**

Name and Address of Beneficiary: Consulate General of India, Medan

Date:

Whereas M/s (**Name of Consultant with address**) have submitted their **TENDER FOR SELECTION OF CONSULTANT FOR REPAIR / RENOVATION OF ROOF OF THE RESIDENCE OF CONSUL GENERAL OF INDIA IN MEDAN** at Address: No.46, Jl. P. Diponegoro, Medan which is a part of premises of Consulate General of India in Medan at Address:No. 19, Jl. Uskup Agung A. Sugiopronoto, Medan and one of the tender conditions is for the **M/s (Name of Consultant with address)** to submit a Bank Guarantee for Performance Security (**5% of tender's consultant's fee**) amounting to Indonesian Rupiah _____. In fulfillment of the tender conditions, we, (Name of Bank with address) hereby irrevocably and unconditionally undertake to pay to you within three working days of receipt of your first written demand, without any demur whatsoever and without seeking any reasons, whatsoever, up to the **maximum aggregate amount of Indonesian Rupiah _____**.

2. This guarantee is valid for a period of 60 days beyond satisfactory practical completion of work and upto ____ (date) and any claim and statement here under must be received at the above mentioned office before expiry. After expiry, this guarantee shall become null and void whether returned to us for cancellation or not and any claim or statement received after expiry shall be ineffective.

3. Notwithstanding anything to the contrary contained herein above, the maximum liability under this guarantee is restricted to Indonesian Rupiah _____.

4. Notwithstanding anything to the contrary contained herein above, this guarantee is valid from (date of issue) up to the _____ (date should be two months after the date of completion of work) and claims under this guarantee should be submitted not later than _____(from date of expiry).

5. This guarantee may not, without our prior written consent, be transferred or assigned and this guarantee is limited to the payment of a sum of money.

6. This guarantee shall be governed and construed in accordance with the laws of the Indonesia and is governed by the United Rule for Demand Guarantee(URDG) (ICC Publication No.758) and shall be subject to exclusive Jurisdiction of the Indonesia Courts.

Date:
Name:

Place:
Signature: