

Part-I

**GOVERNMENT OF INDIA
MINISTRY OF EXTERNAL AFFAIRS**



**REQUEST FOR PROPOSAL (RFP) DOCUMENT
FOR AVAILING
PROJECT MANAGEMNT CONSULTANCY (PMC) SERVICES
FOR
CONSTRUCTION OF NEW CHANCERY BUILDING AND 8 RESIDENCES at 25, Piers
Road, Borrowdale, Harare, Zimbabwe**

Date of issue: **15th December, 2021**

Last date of submission: **5th January, 2022**

**REQUEST FOR PROPOSAL (RFP) DOCUMENT
FOR AVAILING
PROJECT MANAGEMNT CONSULTANCY (PMC) SERVICES
FOR
CONSTRUCTION OF NEW CHANCERY BUILDING AND 8 RESIDENCES at 25, Piers
Road, Borrowdale, Harare**

The objective of this RFP is to select an appropriately qualified and adequately experienced reputed organisation or consortium of not more than two entities, to provide Project Management Consultant (PMC) services to the *Embassy of India in Harare, Zimbabwe* for **CONSTRUCTION OF NEW CHANCERY BUILDING AND 8 RESIDENCES at 25, Piers Road, Borrowdale, Harare, Zimbabwe**

INDEX

Sl. No.	Description	Page No.
Section-1	Request for proposal	
Section-2	Introduction	
Section-3	Scope of Work	
Section-4	Preparation & Submission of Proposal	
Section-5	Proposal Evaluation	
Section-6	Contract and terms of payment	

Section-1

**REQUEST FOR PROPOSAL (RFP)
FOR AVAILING**

**PROJECT MANAGEMNT CONSULTANCY (PMC) SERVICES
FOR**

**CONSTRUCTION OF NEW CHANCERY BUILDING AND 8 RESIDENCES at 25, Piers
Road, Borrowdale, Harare, Zimbabwe**

The President of India acting through **Mr. Vijay Khanduja, Ambassador of India in Harare, Zimbabwe** requests proposals in sealed envelopes for selection of Project Management Consultant (PMC) for **CONSTRUCTION OF NEW CHANCERY BUILDING AND 8 RESIDENCES at 25, Piers Road, Borrowdale, Harare, Zimbabwe**. The estimated cost of project is **US\$ 20,352,220.00 (United States Dollars Twenty Million Three Hundred & Fifty Two Thousand Two Hundred and Twenty Only)**. The proposal duly completed in prescribed format as per RFP document along with **Earnest Money Deposit (EMD)** of **US\$ 20,352.22 (United States Dollars Twenty Thousand Three Hundred & Fifty Two and Cents Twenty Two Only)** must reach office of **Ms. Sushma Pawar, Attache (Project & DDO), Embassy of India, 12, Natal Road, Belgravia, Harare, Zimbabwe** on or before **1700 Hrs on 5th January, 2022**. The detailed RFP document along with its annexures may be downloaded from Central Procurement Portal <https://eprocure.gov.in/cppp/> and also the official website of the **Embassy of India, Harare, Zimbabwe** at <https://eoi.gov.in/harare>. The bidders should submit the bid in three separate sealed envelopes containing **EMD, Technical Bid** and **Financial Bid**, with the same being clearly superscribed on the envelopes.

No bid will be accepted without **EMD** or **EMD** of amount less than requisite amount and will be rejected at once.

SECTION- 2

INTRODUCTION

2.1 Project Details:

The site for the construction of the new Chancery Building and Eight residential apartments is located at No 25 Piers Road (Rem of Stand 7 of Lot 5 of Borrowdale Estate), Borrowdale, Harare. Total area of the land is 7.2278 hectares with a portion of it already occupied by the Ambassador's residence and associated buildings. These are separately accessed (vehicular and pedestrian) from Piers Road. The plot is traversed by an annual water course, part of which will be canalised during this work. The new Chancery Building will be located on the southern side of the plot where the soil has expansive qualities and the civil, structural and constructional designs will have to take this into account. The residences (Single storey apartments) will be located on the northern side of the plot where the soil is relatively better.

Chancery Complex: The construction of a two storey building comprising integrated basement parking, ground floor, first floor and central link area i.e. - Ashoka Gallery, with space allocation for parking lots, offices, multi-purpose hall and plant rooms. The works comprise of bulk basement excavation, concrete basement retaining wall with one leaf half brick lining, pad foundations, sandwiched floor slabs, concrete framed structure with hollow pot slabs and ribs, internal brickwork, wall finishes and floor finishes, basement drainage.

Eight Residences: The construction of Eight single storey residences, comprising of three bed rooms, kitchen, lounge, bathrooms, covered veranda, carport and courtyard. The works comprise of strip foundations, surface beds, brickwork, concrete eaves beam, carport access ramp, pre-fabricated timber trusses, chromadek roof sheeting, t & g and gypsum plasterboard ceilings, timber doors, aluminum windows, dormer windows, wall finishes, ceiling finishes, floor finishes, sanitary plumbing and fittings, kitchen cupboards and built in closets.

Multipurpose Hall: This is an integral part of the complex with a double volume, space allocation for pantry kitchen, female and male green rooms and restrooms. The works comprise of concrete frame, reinforced concrete beams, brickwork, external facade-octane steel cladding, structural steel space frame, concrete roof slab, danpalon sheeting to roof, copper dome, ceilings, aluminium windows & timber doors, acoustic wall and ceiling finishes, floor finishes, sanitary plumbing and fittings.

Offices: This is an integral part of the complex with a double storey and space allocation for Administrative offices and Balcony. The work comprises of concrete frame, hollow pot slab and ribs, reinforced concrete beams, steel and precast concrete decorative columns, structural steel space frame, concrete roof slab, brickwork, external facade-octane steel cladding, danpalon sheeting to roof, access ramps, stairs, suspended exposed grid ceiling, glass balustrading to balcony and stairs, aluminum windows, timber doors, wall finishes, ceiling finishes, floor finishes, sanitary fittings, plumbing and drainage, kitchen built in cupboards, solar panels mounted on the space frame.

Ashoka Gallery: This is the integral central part of the chancery complex linking the multipurpose hall and offices, constructed of structural steel framing, clad steel stanchions to support the structural steel Ashoka wheel space frame, danpalon roof sheets mounted onto Ashoka roof.

Yoga Centre & Water Features: The construction of an open air yoga center located within a 1,150 m² water feature. The works are generally constructed of 'Eva last' aluminium composite batten frame, suspended composite decking, water feature concrete retaining walls, concrete columns with pad foundations, concrete ring beams and structural steel to support the decking. The water feature is waterproofed and tiled. The construction of ceremonial main entrance comprising of a guard room and restroom.

Ceremonial Entrance: The construction of a ceremonial main entrance comprising of a guard room and restroom. The works are generally constructed of strip foundations, brickwork, structural steel space frame, chromatic sheeting, ceilings, aluminium windows & timber doors, finishes, sanitary fittings, plumbing and drainage.

Substation & Generator Room: The construction of a single storey substation building. The works are generally constructed of pad foundations, surface beds, concrete ring beam, brickwork, concrete roof slab, waterproofing to roof slab, steel windows & ZESA doors and finishes.

Maintenance Store: The construction of a single storey maintenance building. The works are constructed of pad foundations, surface beds, concrete ring beam, brickwork, concrete roof slab, waterproofing to roof slab, steel windows & doors and finishes.

Ablution Facilities: The construction of a single storey outdoor ablution building for both male and female. The works are generally constructed of strip foundations, surface bed, brickwork, chromadek roof sheeting, prefabricated timber roof trusses, plasterboard ceilings, exposed roof timber structure, aluminium windows, timber doors, wall finishes, ceiling, floor finishes, sanitary fittings, plumbing and drainage.

2.2 **Mr. Vijay Khanduja, Ambassador of India in Harare, Zimbabwe**, hereafter referred to as 'Employer', wishes to select a Project Management Consultant (PMC) for the above project.

2.3 The Consultant responsible for comprehensive Architectural Design, hereafter referred to as 'Architect', has already been appointed by the Employer. The Architectural Design and cost estimate for the above works have been finalised by the Competent Authority.

2.4 (A) As a part of the process of selection of **Project Management Consultant (PMC)**, hereafter referred to as 'PMC', proposals are hereby invited from reputed organisations or consortium of not more than two entities, having proven professional capabilities in project management of large projects, who are eligible as per the primary eligibility criteria mentioned hereafter. Such organization or consortium is hereinafter referred to as 'Applicant'.

(B) The Architect Consultant as referred in Clause 2.3, or any or its associate company/ subsidiary company, are not eligible to apply for this RFP.

2.5 Primary eligibility criteria:

a) Should be registered in **Harare, Zimbabwe** to provide **Project Management Consultancy** services.

- b) Should have an experience of 5 years in **PMC** services.
- c) Should have rendered **Project Management Consultancy** services for at least one project of cost equivalent of **US\$ 16,281,776.00 (United States Dollars Sixteen Millions Two Hundred Eighty One Thousand Seven Hundred and Seventy Six Only)** OR two project of cost equivalent of **US\$ 10,176,110.00 00 (United States Dollars Ten Millions One Hundred Seventy Six Thousand One Hundred and Ten Only)** OR three projects of cost equivalent of **US\$ 8,140,888.00 (United States Dollars Eight Millions One Hundred Forty Thousand Eight Hundred and Eighty Eight Only)** including civil, electrical, HVAC, mechanical, plumbing, erection & commissioning of centralized AC plant, large sub-stations, captive power generation, interior works for Govt./Semi-Govt./reputed Corporate Clients. **Copies of Letter of Award of Work indicating cost of project and copies of completion certificates to be submitted in support.**
- d) Should not have any legal dispute with **Embassy of India, Harare, Zimbabwe.**
- e) Should have average annual financial turnover of **US\$ 700,000.00 United States Dollars Seven Hundred Thousand Only)** in providing PMC services in preceding five financial years and has not incurred loss in more than two financial years including the immediate preceding financial year.
Note: If bid is submitted in 2022, immediate preceding Financial Year will be considered as 2021.

- 2.6 This Request for Proposal, hereafter referred to as 'RFP', is addressed to only those applicants who may be eligible as per the primary eligibility criteria contained in this document. The purpose of this RFP document is to provide information to the eligible applicants for preparation of their proposals for the selection process.
- 2.7 Applicants are expected to make their own assessment and satisfy themselves fully with all aspects of the site conditions, project needs, local environment, functional and statutory requirements for construction of such buildings and accordingly make proposals.
- 2.8 Applicants are required to submit their proposals strictly according to the terms and conditions and in the form and manner specified.
- 2.9 Applicants are required to submit the **Earnest Money Deposit (EMD)** of **US\$ 20,352.22 United States Dollars Twenty Thousand Three Hundred & Fifty Two and Cents Twenty Two Only)** in the form of Bank draft or Banker's cheque or an unconditional Bank Guarantee with a validity of minimum (six) months, in favour of **Embassy of India Harare, Zimbabwe** along with the proposal. **EMD shall be submitted in a separate sealed envelope.** If a proposal is withdrawn after due date and time, the earnest money deposited by the applicant will be forfeited. Bids submitted without earnest money shall be summarily rejected.

- 2.10 EMD in respect of all unsuccessful applicants shall be returned without any interest, after the successful signing of agreement for PMC. In case of the selected PMC, the EMD shall be adjusted as part of the performance guarantee to be submitted by them as per clause 5.5 of the RFP.
- 2.11 Employer reserves the right to terminate the selection process or postpone the same at any stage without assigning any reasons thereof.
- 2.12 The proposal must remain valid for a period of 180 days from the date of opening of the financial bid.
- 2.13 Any description/elaboration of item of work specifically not included in the 'Scope of Work' but which is part of PMC as per good engineering practices shall not be a valid ground for claiming additional fee or remuneration.

Section- 3

SCOPE OF WORK

3.1 General Services

- 3.1.1 The scope of services of PMC shall include all project management tasks that need to be performed for construction of buildings and their commissioning. It shall include but not be limited to the services as listed here under Section 3 including all its sub paras.
- 3.1.2 Certain development works at site may be envisaged to be executed through the works department of the country where the work is being executed. For those works that are assigned to works department, PMC shall not need to manage, inspect and ensure execution.
- 3.1.3 It shall however still be required to ensure routine coordination with each such agency to conduct overall site security & access related functions, maintain domain and work zone clearly on site.
- 3.1.4 The PMC, acting as Project Manager for and on behalf of **Embassy of India, Harare, Zimbabwe**, will monitor, coordinate, manage, evaluate and administer all project processes including activities of various participants in the project in accordance with approved project requirements, Specifications, Schedules, Budgets, Quality and Health, Safety & Environment (HSE) parameters. PMC shall ensure that all necessary documentation is collected, checked, communication filed and submitted to **Embassy of India, Harare, Zimbabwe**, for record.
- 3.1.5 **PMC** shall act as Engineer-in-Charge of all project works and supervise all works, check and certify all measurements and bills, and recommend their payment. PMC shall keep **Embassy of India, Harare, Zimbabwe** informed through a well-designed Management Information System (MIS) on the physical and financial progress of

the Project at regular intervals or as directed by **Embassy of India, Harare, Zimbabwe**. PMC shall use appropriate software for PMC functions.

3.1.6 PMC shall ensure that all project activities are in accordance with the latest building codes and other relevant statutes in **Harare, Zimbabwe** as per Local Body Approval for the project.

3.1.7 To ensure implementation of all project processes, PMC shall liaise with and provide all requisite information, support and assistance to **Embassy of India, Harare, Zimbabwe**, all appointed consultants including their sub-consultants and all other individuals, agencies and organization as may be deemed fit by **Embassy of India, Harare, Zimbabwe** during the entire period of contract.

3.1.8 PMC shall be duty-bound to act on the directions of **Embassy of India, Harare, Zimbabwe** in all project matters and shall perform, or cause to be performed all the identified initiatives and milestones strictly in accordance with such directions. Also, **Embassy of India, Harare, Zimbabwe**, will in no manner, whatsoever be, bound to act on the advice of PMC in any matter related to the project.

Embassy of India, Harare, Zimbabwe will provide about 50 Sq.Mts of office space to PMC, free of cost, for establishing a purely temporary project office to be used only for works related to **CONSTRUCTION OF NEW CHANCERY BUILDING AND 8 RESIDENCES at 25, Piers Road, Borrowdale, Harare, Zimbabwe**, during the entire period of contract or up to any date as decided by **Embassy of India, Harare, Zimbabwe**.

3.1.9 Within two months of Date of Acceptance by **Embassy of India, Harare, Zimbabwe**, PMC shall open a fully functional, IT-enabled and well equipped office with a team of fulltime personal at the project site. A staff appointed and or stationed at the said office shall need acceptance of and approval of **Embassy of India, Harare, Zimbabwe**.

3.1.10 PMC shall depute to the project office, for the entire period of contract, the following competent, qualified and experienced technical staff with relevant field experience on similar projects: (1) one graduate Civil Engineer preferably with a postgraduate degree or equivalent in civil engineering/management; minimum fifteen years of experience; maximum age limit 55 years (2) one graduate Electrical engineer minimum 10 years experience; maximum age limit 50 years. **Embassy of India, Harare, Zimbabwe**, at its sole discretion, may relax the maximum age by an additional 5 years in the case of highly competent or highly qualified or highly suitable candidates, upon specific request to this effect by the PMC. In addition to above minimum technical staff, PMC shall appoint as many personnel at the project office, as may be required for fulfilling its responsibilities.

3.1.11 Besides regular site supervision by professionals posted at site, PMC shall depute, with prior approval of **Embassy of India, Harare, Zimbabwe**, highly qualified and well experienced experts/professionals from different disciplines for periodic

monitoring, supervision and evaluation, on routine basis during the entire period of contract. **Embassy of India, Harare, Zimbabwe**, at its sole discretion, reserve the right to accept or reject any professional suggested for deputation, if in the opinion of **Embassy of India, Harare, Zimbabwe**, such professional is not adequately qualified/ competent/ professionally disposed for **CONSTRUCTION OF NEW CHANCERY BUILDING AND 8 RESIDENCES at 25, Piers Road, Borrowdale, Harare, Zimbabwe**.

- 3.1.12 The status/designation/qualifications of the representative(s) of PMC who will be allowed to deal/interact with **Embassy of India, Harare, Zimbabwe** and/or its representatives, The Architect, other consultants and designated committees/grounds etc. shall be the matter of discretion of **Embassy of India, Harare, Zimbabwe** and the decision of **Embassy of India, Harare, Zimbabwe** in this regard shall be final and binding on PMC.
- 3.1.13 PMC shall respond to the queries raised by **Embassy of India, Harare, Zimbabwe** within 7 days or lesser time as soon as possible considering the nature of query and its impact on the project.
- 3.1.14 PMC shall not assign or subcontract any portion of these services without the prior consent of **Embassy of India, Harare, Zimbabwe** in writing. However PMC, after the award of the contract, may engage, at its own cost but with prior approval of **Embassy of India, Harare, Zimbabwe**, any number of sub-consultants considered suitable for the part of services which may require specific expertise subject to the condition that the overall responsibility of performance under the contract shall always lie with PMC only.
- 3.1.15 PMC shall be required to work in close coordination, provide requisite information, and be available for meetings with the Architect and other persons/ organization associated with the construction, in all such matters as directed by **Embassy of India, Harare, Zimbabwe**.
- 3.1.16 The decision of **Embassy of India, Harare, Zimbabwe** will remain final in all matters relating to the interpretation of architectural design and related architectural details; and PMC shall be bound to execute such decisions to the satisfaction of **Embassy of India, Harare, Zimbabwe**.
- 3.1.17 The ownership of all the schemes, proposals, documents, drawings, reports, data and communications that shall be generated, processed and/or disseminated by PMC, including their formats of collection, analysis, processing, documentation, and report in fulfillment of the scope of services as PMC, shall rest with **Embassy of India, Harare, Zimbabwe** and no claim whatsoever shall be admissible on **Embassy of India, Harare, Zimbabwe** in respect of any proprietary rights or copyrights of the same on the part of PMC.

- 3.1.18 **Embassy of India, Harare, Zimbabwe**, at its sole discretion and without assigning any reasons whatsoever, reserves the right to appoint any individual and/or organization as it may deem fit to render the whole or part of services covered in this RFP, for a particular phase of work and any subsequent phases thereafter, in the interest of timely and qualitative completion of construction works.

3.2 SUPPORT & COORDINATION SERVICES:

Facilitation of communications & information exchanges

- 3.2.1 **PMC** shall be required to organize, conduct, participate in and draw minutes of meetings regarding the project at any date, time and place as directed by **Embassy of India, Harare, Zimbabwe** throughout the project period.
- 3.2.2 **PMC** shall conduct routine monitoring and coordination meetings on daily and weekly basis.
- 3.2.3 **PMC** to conduct periodic coordination meetings at a minimum interval of every two weeks to help all consultants, contractors, vendors and other agencies in the process of demonstration, documentation, review, comments and client inputs on the work progress and to ensure monitoring of project implementation.
- 3.2.4 **PMC** shall set up and control documentation system for **Embassy of India, Harare, Zimbabwe** and/or its authorized representatives who shall have access to **PMC** server as and when desired, without fail.
- 3.2.5 **PMC** shall, without question or fail, provide knowledge transfer and handover, including transfer and/or cessation and/or conveyance of physical possession and/or custody, wherever applicable, of all material or de-materialized project constituents, to **Embassy of India, Harare, Zimbabwe** and/or other agencies appointed by **Embassy of India, Harare, Zimbabwe**, as and when desired by **Embassy of India, Harare, Zimbabwe**.
- #### Full assistance in all project related legal matters and other mandatory compliances
- 3.2.6 **PMC** shall provide full coordination including required administrative / secretarial support and full assistance to **Embassy of India, Harare, Zimbabwe** and/or other agencies appointed by **Embassy of India, Harare, Zimbabwe**, in all project related legal matters and other mandatory compliances including but not limited to preparation and processing of responses to all audit authorities/ vigilance authorities/ RTI questions and any others, handling all related communications and facilitating inspections by such authorities, to the extent as and when desired by **Embassy of India, Harare, Zimbabwe**, throughout the duration of the contract and without question or fail.
- 3.2.7 **PMC** shall brief **Embassy of India, Harare, Zimbabwe** in a timely manner and keep it fully informed on the status of various stages of statutory, legal and other

project related matters and compliances; and shall bring to notice of **Embassy of India, Harare, Zimbabwe**, well in advance, all consequent necessary actions required keeping in mind the project milestones.

3.3 WORK MANAGEMENT

Field Engineering, Supervision & Design support

- 3.3.1 Regularly interact with the Architect, Contractor and **Embassy of India, Harare, Zimbabwe** to resolve all issues related to project execution before the construction and during the construction till completion of works.
- 3.3.2 Review of advance copies of 'Good for Construction' (GFC) drawings submitted by Architect to the satisfaction of **Embassy of India, Harare, Zimbabwe** and to ensure that extra items are minimized.
- 3.3.3 Arrange for clarification and/or resolution of conflicts pertaining to contract drawing, specifications and engineering problems.
- 3.3.4 Review or arrange for review by the Architect consultant, of supplier's and contractor's drawings and documents for equipment and services installations, as required.
- 3.3.5 Review or arrange, coordinate and verify for review by the consultants, of material samples, test reports and other certifications and submittals by suppliers and contractors for conformance to drawings and specifications, as required.
- 3.3.6 Arrange preparation of and verify 'as-built drawings' from the Architect and submit to **Embassy of India, Harare, Zimbabwe**.
- 3.3.7 Maintain primary survey records and control records of surveys performed by others.
- 3.3.8 PMC shall assist **Embassy of India, Harare, Zimbabwe** for the identification of lay-down areas, identification of areas for plant & machinery required for the project.
- 3.3.9 PMC shall vet the accuracy of the layout demarcation as executed, in accordance with the approved drawings by **Embassy of India, Harare, Zimbabwe**.
- 3.3.10 In case of any disparities, PMC shall bring the same to the notice of **Embassy of India, Harare, Zimbabwe** and the Architect. PMC shall coordinate the inclusion of the necessary design and/or layout modifications including services etc. on design drawings as per site requirements. PMC shall seek approval of **Embassy of India, Harare, Zimbabwe** for any such changes before implementation at site.

3.4 MEASUREMENT AND BILL CHECKING:

- 3.4.1 Recording of measurements (as per laid down procedures/ standard/ practices) for all items of work done including extra and declared sub items.
- 3.4.2 Checking and certification of all contractors' bills and finalise within 7 days for forwarding it to **Embassy of India, Harare, Zimbabwe** for payment within the agreed timelines as specified in the tender/contract documents. PMC should also recommend all statutory deductions as per prevalent law.
- 3.4.3 Checking and certification of the bills of consultants other than the Architect, appointed for the project as and when desired by **Embassy of India, Harare, Zimbabwe**.
- 3.4.4 **PMC** to coordinate with **Embassy of India, Harare, Zimbabwe** while verifying bills, invoices and payments.
- 3.4.5 Solicit and check rate analysis for extra items of work and forward the same for approval of **Embassy of India, Harare, Zimbabwe** before execution of the same at site.
- 3.4.6 Prepare reconciliation statement of various material received and consumed at work such as steel, cement etc. consumed and brought to site. It should be submitted with every bill.
- 3.4.7 Check the quantities exceeding the contract quantity and inform the cost implications to **Embassy of India, Harare, Zimbabwe**.

3.5 QUALITY ASSURANCE/QUALITY CONTROL:

- 3.5.1 **PMC** shall perform all duties for quality assurance of work and carry out comprehensive technical supervision of the works to ensure conformity with approved designs, specifications for materials and workmanship, adopted QA/QC and HSE procedures, relevant standards and codes and sound engineering practices.
- 3.5.2 **PMC** shall ensure suitable & sufficient tests of materials and equipment as required including random checks for conformance with specific requirements of contract documents, and document results of the tests. Besides, assessment and checking in the laboratory and the scheduling supervision and vetting of field tests carried out by the contractors, **PMC** may also carry out independent tests as necessary, as and when desired by **Embassy of India, Harare, Zimbabwe**, for quality assurance of the works at contractors cost. **PMC** shall maintain complete records of all test results including supplier's material tests.
- 3.5.3 **PMC** shall review and approve the test results/certificates and wherever tests indicate lack of conformance, it shall initiate action to secure conformance including additional tests as considered necessary to establish quality of the work desired.

- 3.5.4 **PMC** shall note deficiencies in the Contractor's work, cause corrections to be made, and check the remedial work and facilitate rectification of the deficiencies as per approved methods/ codal provisions. **PMC** will not be discharged of their responsibilities to get the defects rectified, if not rectified within the Defect Liability Period.
- 3.5.5 **PMC** shall check that various products guarantees are available for sufficient period.
- 3.5.6 **PMC** shall conduct monthly technical quality audit in co-ordination with **Embassy of India, Harare, Zimbabwe**.
- 3.5.7 For the purpose of independent testing, wherever required, all material/Equipment shall be sent for testing/calibration to **Embassy of India, Harare, Zimbabwe** approved labs only.
- 3.5.8 **PMC** may be required to help establish, at the contractors cost, a testing laboratory at the site of construction work equipped with prescribed machinery, tools, plants and equipment.

3.6 HEALTH, SAFETY AND ENVIRONMENT REQUIREMENTS:

- 3.6.1 **PMC** shall ensure that while carrying out the works under the assignment the Contractor shall place due importance and regard to the overall aesthetics, ambience, topography and eco-system of the site.
- 3.6.2 **PMC** shall assist the Contractor to obtain construction permits, quota certificates, licenses, services connections etc. from the concerned local authorities/ agencies as required for the construction work and seeking approval from the Employer for the same, if required.
- 3.6.3 **PMC** shall also take due precautions to ensure all necessary compliances for environment and Health & Safety requirements at site as well as at contractors labour camps if any in campus.
- 3.6.4 **PMC** shall ensure the highest standards of safety, security and health for all workers of all contractors and other agencies and also all other persons entering the site in conformance with legal provisions, codes, standards and good practices. **PMC** shall also conduct training/ orientation and briefing of all workers and visitors in the regard.

3.7 CONTRACT ADMINISTRATION:

- 3.7.1 **PMC** shall maintain complete records of contracts from award to final acceptance, payment, and close-out.
- 3.7.2 Contracts and purchase orders along with record of all day to day correspondences and meetings including contractual issues with all the contractors, and to keep the Employer up to date with these.
- 3.7.3 Progress payment records shall be maintained by **PMC**.
- 3.7.4 Drawing and specification clarifications including all changes, deviations and

substitutions, which have been estimated, negotiated, and/or accepted and bring this to the notice of the Employer.

- 3.7.5 Maintain the logs for Bank Guarantees, Contracts, Contract Amendments, Change Notices, Incoming & outgoing correspondences, workman compensation Policies, PF Challans, Labour License, Health and other Insurance policies, contract Schedules, Back Charges, RFIs, Invoice, etc., for all contractors.
- 3.7.6 **PMC** shall prepare monthly progress payment estimates and facilitate and administer systematic and reasonable progress payments.
- 3.7.7 **PMC** shall review, appraise and administer claims for items of extra work or change in the terms of the contracts. **PMC** shall negotiate with contractors to resolve claims, including documentation of the rationale for resolution, and submit relevant justification notes for any eligible claims to **Embassy of India, Harare, Zimbabwe** for approval.
- 3.7.8 **PMC** shall develop change orders/amendments to incorporate the work covered by claims into the appropriate contract or purchase order after approval of **Embassy of India, Harare, Zimbabwe**.
- 3.7.9 **PMC** to manage all the Contractual issues with the Contractors in such a way that there is no cost and time implication/escalation.
- 3.7.10 **PMC** shall administer all requests for extension of time from the Contractors. **PMC** shall negotiate an equitable adjustment in time and submit an approval note to **Embassy of India, Harare, Zimbabwe** with detailed schedule, analysis, cost impact, if any, for approval.
- 3.8 **PROJECT COST CONTROL:**
- 3.8.1 **PMC** shall inform **Embassy of India, Harare, Zimbabwe** about each such potential change in design and construction from the approved drawings, plan of execution, and construction quantities which may have cost or schedule impact, at least two (2) weeks in advance for identification of change with detailed analysis for acceptance and propose a plan to mitigate the same; and for emergency cases, submit the change with analysis to **Embassy of India, Harare, Zimbabwe** for approval.
- 3.8.2 Maintain the hindrances register package/contract wise which shall record any hindrance caused to the progress of the works, duration of such hindrance, date of clearance of hindrance etc.
- 3.8.3 **PMC** shall prepare and submit a deviation report of identified change/deviation in cost and schedule within 5 days of approval of change. The report shall include but not be limited to reason for change, cost and schedule impact, cost analysis report, recovery schedule and recommendations to reduce time & cost impact.

3.8.4 Monitor, report and Maintain a log of identified and approved changes and submit it to **Embassy of India, Harare, Zimbabwe** on regular basis and as and when needed by **Embassy of India, Harare, Zimbabwe**.

3.9 PROJECT COMPLETION:

3.9.1 **PMC** shall engage in verification of the physical construction and installation of the various facilities and systems of the project towards or after completion in coordination with the Architect.

3.9.2 **PMC** shall arrange for modifications and adjustments, if required, to equipment and systems prior to final acceptance/handing over of each facility or system to the satisfaction of **Embassy of India, Harare, Zimbabwe**.

3.9.3 **PMC** shall establish effect and monitor a program for identifying and rectifying defects during applicable defects liability period including periodic monitoring and reporting. Before the expiry of the defect liability period, **PMC** shall make a final inspection and list the defects to be rectified prior to issue of final completion certificate.

3.9.4 **PMC** shall recommend **Embassy of India, Harare, Zimbabwe** acceptance of facilities or system from the contractors for operation and use after arranging for sufficient training to the end users.

3.9.5 **PMC** shall solicit and arrange from the contractors to supply trade files, documents, test certificates, performance warranties/guarantees, spare parts lists, maintenance manuals, no claim certificate and transmit the same to **Embassy of India, Harare, Zimbabwe**, in both hard copy and electronic formats.

3.9.6 **PMC** shall solicit AS BUILT drawings immediately from the Architect and review, verify and approve the 'as built' corrections to all plans, drawings and other documents in coordination with Architect to the satisfaction of **Embassy of India, Harare, Zimbabwe**.

3.9.7 Prepare final project completion reports, project expenses analysis, estimate and final account of expenditure in the format as desired.

3.9.8 Ensure that the constructed works and sites are cleaned and prepared for occupancy and use.

3.9.9 Recommend to **Embassy of India, Harare, Zimbabwe** to issue completion certificates after the contractors have satisfactorily completed all work under the terms of their contracts and for final payment of the contractors after adjusting any liquidated damages and security deposits.

3.10 RIGHT TO LIMIT THE SCOPE OR SERVICES:

- 3.10.1 Employer reserves the right to restrict the scope of the services of **PMC** to the full or part or parts of the project.
- 3.10.2 Employer reserves the right to terminate the services of **PMC** with a three month notice in writing if the employer is not satisfied with the services of **PMC**.
- 3.10.3 In the event of termination of the services of **PMC** due to unsatisfactory services rendered by **PMC**, **PMC** will not be entitled to claim any compensation for the termination on account of the remaining work or the period of contract not completed.
- 3.10.4 Further, in case of termination of services of **PMC** due to unsatisfactory performance, the employer reserves the right to levy appropriate compensation on **PMC** for the losses incurred by the employer on account of the unsatisfactory services of **PMC** or due to the fact of disruption to the project due to the necessity of having to terminate the services of **PMC** and having to make other arrangements for completion of the works entrusted to **PMC**.

SECTION – 4

PREPARATION & SUBMISSION OF PROPOSAL

- 4 **Preparation of Proposal:** Proposal shall be submitted giving the details stated hereinafter.
- 4.1 **Earnest Money:** The bidder has to deposit an earnest money of **US\$ 20,352.22 (United States Dollars Twenty Thousand Three Hundred & Fifty Two and Cents Twenty Two Only)** in the form of Bank Guarantee with a validity of minimum (six) months, in favour of **Embassy of India, Harare, Zimbabwe** along with the Technical bid. Bids submitted without earnest money shall be summarily rejected. If a proposal is withdrawn after due date and time, the earnest money deposited by the applicant will be forfeited.
- 4.2 **Technical Proposal:** This should contain the following information:
- 4.2.1 **Company profile** giving inter-alia, information on:
- a) Total number of years of experience in Project Management and/or Consultancy work since its establishment.
 - b) Whether rendered services pertain to Construction Management & Supervision, Civil, Electrical, HVAC, Plumbing, Fire Fighting, Interior Furnishing and Mechanical works including high rise buildings for Government/Semi-Government/Reputed Corporate Clients for prestigious projects giving details.
 - c) Whether the Consultant firm has engineers on their rolls who have direct work experience in erection and commissioning of Central AC plants, large sub sub-station

(33 KV, 11 KV etc.) or they outsource the commissioning of these facilities to agencies. Please furnish details.

- d) Whether the firm has full-fledged establishment/office in **Harare** or in **Zimbabwe** and details of facilities like computers, printers, fax, telephone, e-mail facilities, software like MS Office, MS Projects, Primavera, Auto CAD etc.
- e) Furnish details of technically qualified manpower with their qualifications in Engineering, Finance & Management divisions of the Company.
- f) Were arbitration proceedings involved in any project/s for which the firm has provided PMC services? Give details of the cases and outcomes of the proceedings.
- g) Please also furnish:
 - (i) Annual revenue generated out of fee received from PMC services during the last five financial years;
 - (ii) Annual turn-over of the company from its activities during the last five financial years;
 - (iii) Balance Sheet of the company for the last five financial years, duly certified by any public agency – Public Accountants, Members of Institute of Chartered Secretaries and Administrators and Company Secretaries – may be considered, as per the prevailing regulations in **Embassy of India, Harare, Zimbabwe**.
 - (iv) Such other financial information as considered relevant to judge the financial health of the Company.

4.2.2 Details of manpower proposed to be deployed for this project. This should be depicted in an organization chart giving manpower details, their designation/level job profile/responsibilities to be handled, qualifications, experience/expertise, number of persons at each level. Please refer to clause for minimum manpower to be deployed for the project.

4.2.3 Provide an Approach Paper on Methodology and Work plan for performing the assignment through the organization structure identifying the role of key personnel, their delegated power, reporting system and channel of communication for effective Project Management Services.

4.3 **Proposal Due Date**

4.3.1 Proposals should be submitted at the office of **Ms. Sushma Pawar, Attache (Project & DDO), Embassy of India, 12, Natal Road, Belgravia, Harare, Zimbabwe** on or before **1700 Hrs on 5th January, 2022** 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 **1100 Hrs on 6th January, 2022**. The bidders should submit the bid in three separate sealed envelopes containing EMD, Technical Bid and Financial Bid, with the same being clearly superscribed on the envelopes.

4.3.2 Any proposal received by **Embassy of India, Harare, Zimbabwe** after the due date and time shall not be considered.

4.3.3 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 by the applicant will be forfeited.

4.4 **Time Schedule**

4.4.1 The total period of completion of the Project for PMC shall be **30 Months PLUS one year of defect liability period Plus initial and last period as given in succeeding paras.**

4.4.2 Initial three (03) months period will be available for co-ordination with the Architect for pre-construction stage. Basically, in this period the Employer expects that Consultant will get conversant with the drawings, designs, contour surveys, soil investigation reports etc.

4.4.3 Next 30 months shall be available for execution of the job under various packages **(to be calculated as time of completion of project (as indicated in the tender document for selection of contractor) PLUS one year of defect liability period).**

4.4.4 Last three (03) months are kept for check list/ punch list points, issue of completion certificates, co-ordination with Architect for preparation of 'as-built' drawings, settlement of final bill and other claims of contractor etc.

4.4.5 If the completion time of the project exceeds **48 months**, as listed above in para 4.4.1, no extra/additional fee will be payable for extended period.

SECTION - 5

PROPOSAL EVALUATION

5. General: The proposal shall be evaluated on the basis of QCBS (Quality-cum-Cost Based Selection) system for which maximum 70 marks have been assigned for technical proposal and maximum 30 marks assigned for financial proposal have been assigned. The Consultant who scores highest total marks on addition of technical evaluation and price evaluation marks shall be declared successful consultant.

5.1 Criteria for Evaluation of Technical Proposal:

5.1.1 Various aspects considered for Technical Evaluation of their proposal: Each applicant will be given 20 minutes for presentation of their proposal before Selection Committee followed by 10 minutes of interaction with the Committee. The applicants should understand that their presentation and interaction with the Selection Committee shall also be the basis of marking technical proposal in addition to other parameters.

5.1.2 The evaluation will be broadly under the following considerations:

Sl.	Parameter	Weightage	Maximum Marks
I.	Evaluation on the basis of documents submitted in Technical Bid		

1.	<p>Past Experience of the Consultant (track record)</p> <ul style="list-style-type: none"> • Number of years' relevant experience. • Past experience of services of similar nature i.e. Consultancy services including civil, electrical, HVAC, mechanical, plumbing, erection & commissioning of centralized AC plant, large sub-stations, captive power generation, interior works for Govt./ Semi-Govt./reputed Corporate Clients. • Past experience in carrying out services in Harare, Zimbabwe. Minimum turnover in terms of Consultancy Fee only (Average of previous 5 financial years turnover shall be counted) 	<p>(i) 60% of maximum possible marks if eligibility criteria is achieved</p> <p>(ii) 100% of maximum possible marks if twice the eligibility criteria is achieved</p> <p>(iii) In between (i) & (ii)-on pro-rata basis</p>	<p>05</p> <p>10</p> <p>05</p>
2.	<p>Consultants having full-fledged establishment/office at Harare, Zimbabwe with requisite facilities and adequate technical & support staff. General profile of qualification, experience and number of key staff (not individual CVs)</p>	<p>(i) 60% of maximum possible marks if eligibility criteria is achieved</p> <p>(ii) 100% of maximum possible marks if twice the eligibility criteria is achieved</p> <p>(iii) In between (i) & (ii)-on pro-rata basis</p>	<p>08</p>
3.	<p>Overall financial strength of the Consultant in terms of turnover in terms of Consultancy Fee only (Average of previous five financial years turnover shall be counted)</p>	<p>As per assessment by Selection</p>	<p>12</p>
<p>II. Evaluation on the basis of Presentation:</p>			
1.	<p>PMC's internal process structure and MIS</p> <p>(i) The internal processes, controls and project management processes followed by PMC;</p> <p>(ii) Client interface and project progress reporting system efficiencies to be demonstrated by actual past reports.</p>	<p>(i) The bidders will be required to demonstrate the efficiency of their organisation's internal procedures for project management and its flexibility to adapt to the client's requirements;</p> <p>(ii) The bidder will demonstrate the efficiency of their communication process with the clients and the contractors and the progress reporting system.</p>	<p>10</p>

2.	Value Engineering: Areas of project Management where Value Engineering techniques will be applied to optimize the quality and cost	The bidder will demonstrate with evidence his ability to innovate through application of Value Engineering techniques in context of this project and its effect on optimizing the cost, quality and time schedule of the project.	10
3.	Contract management and claim avoidance and management Techniques used for contract management with a view to claim avoidance and its management	Sensitivity of contract management procedure of the bidders to claim avoidance and its management	10
III.	Evaluation on the basis of Financial bid:		
1.	Price bid, i.e., percentage of completed cost of project or tendered cost whichever is lower.	Bid with lowest price shall be given full marks and other bids will get marks inversely proportional to that of the lowest bid.	30
		Maximum possible marks	100

5.2 In the above system of evaluation the bidder who has scored maximum marks in the total of Technical bid score and Price bid score shall be selected.

5.3 **Qualifying marks** of Technical Bid for opening of Financial Bid: applicants scoring 60% of the maximum technical bid score of 70 marks i.e. 42 marks and above only shall be declared technically qualified, whose price bid shall be opened. Applicants scoring less than 42 marks in Technical Bid evaluation shall not qualify for Financial Bid opening.

5.3.1 The Technical Bids shall be opened in the presence of the representative of bidders who have submitted their bids. Results of Technical Bid evaluation done by the Selection Committee shall be announced in the presence of the representative of bidders.

5.3.2 The Financial bid of applicants who have been declared qualified in the Technical Bid shall be opened in the presence of representative of qualified Technical Bidders only.

5.4 The evaluation of bids done by the Selection Committee shall be final and binding on the Consultants.

5.5 **Performance Guarantee:** The selected applicant shall furnish within 21 days of the Date of Acceptance an unconditional Bank Guarantee. The Bank Guarantee shall be issued by any scheduled bank for an amount equivalent to **5% of the PMC fees quoted**. The Performance guarantee shall remain valid for a period of three months beyond the end of Defect Liability Period of the last contract.

5.6 **Consultancy Agreement:** The applicant shall enter into and execute an Agreement with the employer. The Agreement shall include the EOI and RFP document, copy

of the Bank Guarantee for Performance Security, the minutes of the Pre-Bid meeting, if any, all letters exchanged between applicant and employer before the date of execution of the Agreement, scope of work, Contact Fee, Payment Schedule, Project Time Schedule and other clauses like Indemnity Clause, Provisions for Modification of Agreement, Termination of Agreement, Confidentiality, Obligations and Liability of the Parties, Settlement of Disputes,

Liquidated Damages, Representations, Warranties and Disclaimer, Force Majeure, Severability, Survival clauses etc. The Agreement will be executed within 30 days from the Date of Acceptance.

- 5.7 Right of Rejection:** The employer reserves the right to reject any proposal that does not address all the requirements of the RFP. In addition, the employer reserves the right to accept or reject any proposal submitted by an applicant and to cancel the RFP process and reject any proposal submission at any time, without thereby incurring any liability to the affected applicant or any obligation to inform the affected applicant, the grounds for such action by the employer.

SECTION - 6

TERMS OF PAYMENT

6.1 Mobilisation Advance up to 10% of the total Consultancy fee based on the tendered cost of the project shall be made against an advance bank guarantee of an equivalent value as per the format acceptable to the Employer immediately after signing the agreement. The accounting and proper adjustment of advance repayments from subsequent invoices shall be the responsibility of the consultant.

6.2 The fee to the Consultant, indicated in Section 5 of this AGREEMENT, shall be paid by the Employer after payment of each Running Account (RA) Bill of the Contractor as same percentage of the certified work done in Contractor's bill as was quoted by the Consultant as indicated in Section 5 of this document. (*For example:* If the Tendered cost of the project is US\$ 10 Million and Consultant to be paid at 3% of the tendered cost. If the Contractor has done work of value US\$ 20000 in one RA Bill, the Consultant would be paid 3% of US\$ 20000, i.e. US\$ 600 after payment to the Contractor is made by the Employer).

6.3 The Consultant shall submit its invoices for payment of fee with supporting documents within 15 working days of corresponding payment made to the contractor.

**GOVERNMENT OF INDIA
MINISTRY OF EXTERNAL AFFAIRS**



**AGREEMENT FOR
PROJECT MANAGEMENT CONSULTANCY (PMC) SERVICES
FOR
CONSTRUCTION OF NEW CHANCERY BUILDING AND 8 RESIDENCES at 25, Piers
Road, Borrowdale, Harare, Zimbabwe**

BETWEEN

Embassy of India, Harare, Zimbabwe

AND

(Name of the selected applicant)

CONTENTS

SECTION NO.	DESCRIPTION
1.	DEFINITIONS
2.	AGREEMENT DOCUMENTS
3.	EFFECTIVE DATE OF AGREEMENT
4.	SCOPE OF SERVICES
5.	REMUNERATION
6.	TERMS OF PAYMENT
7.	TAXES AND DUTIES
8.	PERFORMANCE GARANTEE AND LIMITATION OF LIABILITY
9.	DRAWINGS AND DOCUMENTS
10.	DOCUMENTS/INFORMATION TO BE PROVIDED BY ARCHITECT
11.	FORCE MAJEURE
12.	ARBITRATION
13.	OWNERSHIP OF DOCUMENTS
14.	TIME SCHEDULE
15.	TERMINATION
16.	INDEMINITY
17.	LANGUAGE AND MEASUREMENT
18.	ADDITIONAL SERVICES
19.	MODIFICAITONS TO AGREEMENT
20.	VALIDITY OF AGREEMENT
21.	APPROVALS
22.	CO-OPERATION BETWEEN PARTIES
23.	ENTIRE AGREEMENT
24.	CONFIDENTIALITY
25.	REPRESENTATIONS, WARRANTIES AND DISCLAIMERS
26.	WAIVERS
27.	SEVERABILITY
28.	SURVIVAL
29.	NOTICES

This Agreement (hereinafter referred to as 'AGREEMENT') is drawn on *(Date)* of *(Month)* *(Year)* at *Harare, Zimbabwe*

by and between

Embassy of India, Harare, Zimbabwe (hereinafter referred to as 'Employer' which expression shall unless repugnant to the context on meaning thereof be deemed to include its successors and assigns) on the First Part

AND

(Name of selected applicant) (hereinafter referred to as 'Consultant', a company registered in *(Name of the country in which the company is registered)* and having its registered office at *(Registered office address of the company)*)

WHEREAS **CONSTRUCTION OF NEW CHANCERY BUILDING AND 8 RESIDENCES at 25, Piers Road, Borrowdale, Harare, Zimbabwe**

- (i) *Embassy of India, Harare, Zimbabwe* intends to engage a Consultancy agency for PROJECT MANAGEMENT CONSULTANCY SERVICES (hereinafter referred to as 'the Services') for *Construction of New Chancery Building and 8 Residences at 25, Piers Road, Borrowdale, Harare, Zimbabwe* (hereinafter referred to as 'the Project').
- (ii) It is agreed by each of the party that the Consultant will act as its representative to do or execute all acts and things, in connection with this AGREEMENT.
- (iii) *Embassy of India, Harare, Zimbabwe* agrees to engage Consultant for performing such services.

Now this AGREEMENT witnessed and it is hereby mutually agreed by and between the parties as follows:

SECTION 1: DEFINITIONS:

1.1 For the Purpose of this AGREEMENT, unless otherwise specified or repugnant to or inconsistent with the subject, content or meaning thereof, the following terms shall be deemed to have the following meanings:

1.2 'AGREEMENT' shall mean this AGREEMENT including all sections, annexures and appendices hereto and all documents herein attached and amendments to be made to the 'AGREEMENT', if any, which the parties may hereafter mutually agree in writing.

1.3 'Date of Acceptance' shall mean the date on which Employer confirms written acceptance to Consultant's SERVICES.

1.4 'Consultant' shall mean *(Name of selected applicant)* as company registered in *(Name of the country in which the company is registered)* having its registered office at *(Registered office address of the lead company)* [in consortium with *(Name of partner company)* having its registered office at *(Registered office address of the partner company)*].

1.5 'Parties' shall mean *Embassy of India, Harare, Zimbabwe* and *(Name of selected applicant)* collectively.

1.6 'Services' shall mean the responsibilities to be discharged by the Consultant for fulfilling its obligations under this AGREEMENT as defined under Section 4 'SCOPE OF SERVICES' of this AGREEMENT.

1.7 'Architect' shall mean **M/s Stone Beattie Studio**

- 1.8 'RFP' shall mean **Request for Proposal** document issued by the Employer.
- 1.9 'Estimated cost of a package' would mean the cost estimate prepared for a package using the BOQ given by the Architect and approved by the Employer.
- 1.10 'Estimated Project Cost' would mean the estimated Project cost as approved by the Employer.
- 1.11 'Executed cost of a package' shall mean the value of awarded contract adjusted for any revision in scope and variations/additional work items approved by the Employer.

SECTION 2: AGREEMENT DOCUMENTS

2.1 The following documents shall be deemed to form and be read and construed as an integral part of the AGREEMENT:

- (a) RFP document issued by the Employer. (Annexure-1) *(To be annexed by the Mission/Post)*
- (b) Consultant's proposal No *(To be indicated by the Mission/Post)* dated *(To be indicated by the Mission/Post)* along with all the submissions and enclosures (Annexure - 2) *(To be annexed by the Mission/Post)*.
- (c) Bank Guarantee for performance security (Annexure - 3) *(To be annexed by the Mission/Post)*
- (d) Correspondence between Consultant and the Employer. (Annexure - 4) *(To be annexed by the Mission/Post)*
- (e) Letter of Acceptance issued by the Employer vide letter No. *(To be indicated by the Mission/Post)* dated *(To be indicated by the Mission/Post)* (Annexure - 5) *(To be annexed by the Mission/Post)*

2.2 The above documents combined together are attached to this AGREEMENT as Annexures. The aforesaid documents shall be taken as complementary and mutually explanatory of one another.

SECTION 3: EFFECTIVE DATE OF AGREEMENT

3.1 Notwithstanding the date of its execution, the AGREEMENT shall be deemed to have come into force with effect from *(To be indicated by the Mission/Post)*.

SECTION 4: SCOPE OF SERVICES

4.1 The scope of Services shall be as per Section 3 of RFP document referred to in Section 2 of this AGREEMENT.

SECTION 5: REMUNERATION

5.1 For the scope of services identified under Section 4 of this AGREEMENT, the Employer shall pay the fees to the Consultant as follows:

Particulars	Fee in % of the lower of :
	(a) tendered cost of the project and variations/additional works approved by the Employer and executed, if any (excluding taxes)
	(b) Completion Cost including variations/additional works approved by the Employer and

	executed, if any (excluding taxes)
PMC SERVICES FOR <i>Construction of New Chancery Building and 8 Residences at 25, Piers Road, Borrowdale, AT Harare, Zimbabwe</i>	<i>(To be indicated by the Mission/Post)</i>

- Note:**
1. The said fee is exclusive of VAT/ Service Tax.
 2. If the project duration extends beyond the time schedule as per Section 14, the Consultant agrees to provide services to the extended time schedule. No extra/additional fee will be payable for the extended period.

5.2 The Consultant shall be jointly and severally responsible for the successful performance of the scope of services as per this Agreement.

SECTION 6: TERMS OF PAYMENT

6.1 Mobilisation Advance up to 10% of the total Consultancy fee based on the tendered cost shall be made against an advance bank guarantee of an equivalent value as per the format acceptable to the Employer immediately after signing the contract. The accounting and proper adjustment of advance repayments from subsequent invoices shall be the responsibility of the consultant. The recovery of mobilization advance shall commence after 10% of work is completed and the entire amount shall be recovered by the time 80% of the work is completed.

6.2 The fee to the Consultant, indicated in Section 5 of this AGREEMENT, shall be paid by the Employer after payment of each Running Account (RA) Bill of the Contractor as same percentage of the work done certified in the bill as indicated in Section 5 of this AGREEMENT.

6.3 The payment will be made as a percentage of the RA Bill on certification of the bill by Architect.

6.4 As early as possible but not later than fifteen (15) working days of payment made to the Contractor, the consultant shall submit its invoices along with appropriate supporting documents for claiming the fee due.

SECTION 7: TAXES AND DUTIES

7.1 The Remuneration indicated in Section 5 is exclusive of the applicable taxes.

SECTION 8: PERFORMANCE GUARANTEE AND LIMITATION OF LIABILITY

8.1 Performance Guarantee:

8.1.1 A Performance Guarantee 5% (Five Percent) of the PMC fees quoted to be submitted by Consultant as at clause 5.1 in addition to other deposits mentioned elsewhere in the Agreement for its proper performance of the agreement, (not withstanding and/or without prejudice to any other provisions in the Agreement) within 21 days from the date of acceptance. This period can be further extended by the Employer up to a maximum period of 7 days on written request of the Consultant stating the reason for delays in procure in the Performance Guarantee, to the satisfaction of the employer.

8.1.2 This guarantee shall be in the form of Bank Draft or Banker's Cheque or an unconditional Bank Guarantee of any Scheduled Bank in accordance with the form annexed hereto.

8.1.3 The performance Guarantee shall be valid for a period of three months beyond the end of Defect Liability Period.

8.1.4 In case the time for completion of work gets extended, the PMC shall get the validity of Performance Guarantee extended to cover such extended time for completion of work.

8.1.5 The Employer shall not make a claim under the performance guarantee except for amounts to which the President of India is entitled under the agreement (notwithstanding and/or without Prejudice to any other provisions in the agreement) in the event of failure by the PMC to extend the validity of the Performance Guarantee as described herein above, in which event the Employer may claim the full amount of the Performance Guarantee.

8.1.6 In the event of the agreement being determined or rescinded under provision of any of the Clause/Condition of the agreement, the performance guarantee shall stand forfeited in full and shall be absolutely at the disposal of the President of India.

8.2 Limitation of Liability:

8.2.1 Consultant shall carry out the Services in conformity with generally accepted norms and sound standards of engineering. Consultant shall be responsible for the technical soundness of the services rendered. In the event of any deficiencies in these services, the consultant's liability shall be limited to promptly redoing such services. The Employer shall not be required to pay additional compensation to the consultant for such re-done services.

8.2.2 Consultant shall, in order to safeguard the interests of the Employer, endeavour to incorporate appropriate provisions in the specifications for purchase of equipment/appointment of contractors to ensure that the equipment suppliers/ contractors provide the necessary guarantees of performance. Consultant's obligations in this regard shall be limited to providing technical assistance to the Employer in ensuring such guarantees.

8.2.3 The overall total liability of Consultant arising out of this Agreement for conclusively proven lapse of the Consultant in executing his scope of services as defined in Section 4 of the Agreement or any subsequent change thereof shall be limited to a maximum of five per cent (5%) of the remuneration mentioned in Section 5 above.

8.2.4 Without prejudice to the generality of the above person, the liability clause will be involved to ensure timely delivery of services by the Consultant, as per time schedule of the project that will be finalized by mutual agreement between Consultant, Employer & Architect, half per cent of fee of Consultant will be deducted for per month delay of delivery of services as per time schedule, calculated on daily basis, subject to a limit of 5% of total fee as provided in the clause provided it is conclusively proven that such delay is attributable to the Consultant within its responsibility in the scope of services as defined in Section 4 of the Agreement.

SECTION 9: DRAWINGS AND DOCUMENTS

9.1 Consultant shall carry out the review work indicated in Section 3 of RFP document based on the drawings provided by Architect and his team of sub-consultants, duly appointed by the Employer.

SECTION 10: DOCUMENTS/INFORMATION TO BE PROVIDED BY ARCHITECT

10.1 The scope of services, as detailed in the RFP document indicated in Section 2 of this AGREEMENT, is based on the understanding that Architect shall provide all necessary data/document/information to the Consultant, which shall be the base information/input, relied upon by the Consultant for rendering the services.

SECTION 11: FORCE MAJEURE

11.1 In the event of force majeure i.e. unforeseeable events such as war, floods, earthquake etc. beyond the reasonable control of the Parties to the contract which prevent either party from meeting their obligations under this contract, the contractual obligations as far as affected by such event shall be suspended for as long as the force majeure continues provided that the other party is notified within two weeks after occurrence of the force majeure. *No compensation would be paid for the suspension period.* Force Majeure shall not include insufficiency of funds or failure to make any payment required hereunder. In the event of force majeure either party shall be entitled to prolongation of this Contract equal to the delay caused by such force majeure.

11.2 The Employer appoints the Consultant and the Consultant accepts the appointment on the terms and conditions set forth as stated in the foregoing, which conditions shall form part and parcel of the Agreement.

SECTION 12: ARBITRATION

12.1 In the event of any dispute or difference arising at any time between the parties relating to the construction; meaning or effect of this AGREEMENT or any other cause or any content of the rights and liabilities of the parties or other matters specified herein or with reference to anything arising out of or incidental to this AGREEMENT or otherwise in relation to the terms; whether during the continuance of this AGREEMENT or thereafter, such disputes or differences shall be endeavored to be solved by mutual negotiations.

12.2 If, however, such negotiations are infructuous, Arbitration shall be carried out as per provisions of UNCITRAL. The venue of arbitration shall be *Harare, Zimbabwe*.

12.3 Any reference to arbitration shall not relieve either party from the due performance of its obligations under this AGREEMENT.

SECTION 13: OWNERSHIP OF DOCUMENTS

13.1 All the drawings, reports and documents prepared or reviewed by the Consultant in the performance of the AGREEMENT shall at all stages be and remain the property of the Employer and while in the custody of Consultant shall be fully available to Employer and its duly authorized representatives. On completion of assignment, all the reviewed drawings etc. shall be delivered by the Consultant to the Employer.

SECTION 14: TIME SCHEDULE

14.1 Subject to Section 20.1, the time period for completion of the Services is *(To be indicated by the Mission/Post)* Months from *(To be indicated by the Mission/Post)*

SECTION 15: TERMINATION

15.1 If the Consultant is, without good reasons, not discharging his obligation, the Employer may inform the Consultant by notice, indicating grounds for the notice. If a satisfactory response is not received within 21 days, the Employer may by a further notice in writing, terminate the Agreement provided that further notice in writing is given within 35 days of the Employer's former notice. In the event of termination of the Agreement by the Employer, the Consultant shall have no claim to compensation for any loss sustained while entering into any engagement or for making any advance payment to any third party with a view to perform this consultancy work.

15.2 The Consultant shall not be entitled to be paid any sum for any work thereof or work actually performed under this Agreement unless or until the Employer 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 Employer.

SECTION 16: INDEMINITY

16.1 Subject to Section 8.3, Consultant shall be liable for and shall defend, indemnify and hold Employer, its officers, agents and employees free and harmless for all losses, injuries, claims, demands, liens and judgements of any description arising out of performance or non-performance of this Agreement to the extent that such losses, injuries, claims, demands, liens and judgements are the result of an actual or alleged error, omission or negligent act of the Consultant or any person employed or agent engaged by the Consultant, unless such injury / damages are caused by the Employer's personnel.

SECTION 17: LANGUAGE AND MEASUREMENT

17.1 The English language will be used in all written communications, data, drawings and documents exchanged between the Employer and Consultant with respect to the services to be performed. All reports, drawings, documents and other technical information procured or prepared by Consultant shall employ metric units of measurements. Gregorian calendar will be followed for the execution of the AGREEMENT.

SECTION 18: ADDITIONAL SERVICES

18.1 Consultant shall make available on the Employer's request such services as may be mutually agreed between the Employer and Consultant in addition to those described in this AGREEMENT. The payment terms for such additional services shall be in accordance with Section 5 of this Agreement.

SECTION 19: MODIFICATIONS TO AGREEMENT

19.1 Should circumstances arise which call for modifications of the AGREEMENT, these may be made by mutual consent given in writing. Proposal in this respect from one Party shall be given due consideration by the other Party.

SECTION 20: VALIDITY OF AGREEMENT

20.1 The validity of the agreement, without prejudice to the provision of Section 11 (Force Majeure) and Section 16 (Termination) remains in force till end of Defect Liability Period of the last Contract of the Project. **However, no extra fee shall be payable for any delays.**

SECTION 21: APPROVALS

21.1 Any approvals to be obtained by either party from the other under this AGREEMENT shall not be unreasonably denied or withheld.

SECTION 22: CO-OPERATION BETWEEN PARTIES

22.1 The Employer shall nominate an officer to represent it for the purpose of this AGREEMENT and the name, designation and address of the officer so nominated shall be intimated to Consultant. Similarly, Consultant shall nominate and intimate in writing particulars of an officer to represent it.

22.2 The officer nominated by the Employer and by Consultant shall be fully authorized to give and receive instructions and decisions which shall be deemed to have been given by the Employer and Consultant respectively who shall be bound by such decisions and instructions given/received by their nominated officers. It is, however, understood and agreed to by and between the parties hereto that the parties shall work in close co-operation with each other at all times in order to ensure timely completion of the project.

SECTION 23: ENTIRE AGREEMENT

23.1 This AGREEMENT constitutes the entire AGREEMENT by and between the parties. Each party to this Agreement by its execution acknowledges that the parties jointly prepared this Agreement hereto. There are no understandings, agreements or representations not specified in this Agreement.

23.2 All previous AGREEMENTS and communications hereto are superseded unless otherwise incorporated hereto.

SECTION 24: CONFIDENTIALITY

24.1 This Agreement, all communications and information obtained by Consultant from the Employer relating to this Agreement, and all information derived by the Consultant under this Agreement are confidential. Except as provided by law or with prior written consent of the authorized representative of the Employer, the Consultant shall neither divulge to nor discuss with any third party either the work and service provided hereunder, or any communication or information in connection with such services or work.

24.2 Consultant shall not publish or cause to disseminate through any press / media release, public statement or marketing or selling effort any information which relates to this Agreement without the prior written approval of the Employer.

SECTION 25: REPRESENTATIONS, WARRANTIES AND DISCLAIMERS

25.1 The Consultant represents and warrants to the client that:

- (A) It has full power and authority to execute, deliver and perform its obligations under this Agreement and to carry out the transactions contemplated hereby.
- (B) This Agreement constitutes its legal valid and binding obligation enforceable against it in accordance with the terms hereof.
- (C) It is subject to Laws of *Zimbabwe* with respect to this Agreement and it is hereby expressly and irrevocably waives any immunity in any jurisdiction in respect thereof.
- (D) There are no actions, suits, proceedings or investigations pending or to the Consultants knowledge, threatened against it at law or in enquiry before any court or other judicial, quasi-judicial or other authority the outcome of which may result in the breach of or constitutes a default of the Consultant under this Contract or materially affect the discharge by the Consultant or its obligations under the Agreement.
- (E) No representation or warranty by the Consultant contained herein or any other document furnished by the Employer contains or will contain any untrue statement of material fact or omits or will omit to state a material fact necessary to make representation or warranty misleading.

SECTION 26: WAIVERS

26.1 No waiver of any condition, requirement or right expressed in this Agreement shall be implied by any forbearance of the Employer to declare a default or failure to perform or to take any other action on account of the violation of such condition if such violation be continued or repeated.

SECTION 27: SEVERABILITY

27.1 If for any reason any provision of the Agreement is, or becomes invalid, illegal or unenforceable or is declared by any Court of competent jurisdiction or any other instrumentation to be invalid, illegal or unenforceable, the validity, legality or enforceability of the remaining provisions shall not be affected in any manner and the Parties shall negotiate in good faith with a view to agreeing upon one or more provisions which may be substituted for such invalid, unenforceable or illegal provisions, as nearby as possible. Failure to agree upon such provisions shall not be subject to dispute resolution under the Contract or otherwise.

SECTION 28: SURVIVAL

28.1 The termination of this Agreement shall not

- (A) Relieve the Consultant or the Employer of any obligations hereunder which expressly or by implication survive Termination hereof.

(B) Except as otherwise provided in any provision of the Agreement expressly limiting the liability of either party, relieve either party of any obligations or liabilities for loss or damage to the other party arising out of or caused by acts of omissions of such Party prior to the effectiveness of such Termination or arising out of such Termination.

SECTION 29: NOTICES

29.1 All notices to be given by either Party to the other in connection with rights and obligations of both Parties under or pertaining to this AGREEMENT shall be sent by post, postage prepaid or by courier and if given by facsimile, e-mail, telephone or verbally, they shall be confirmed by registered letter or courier and addressed as follows :

Embassy of India, 12, Natal Road, Belgravia, Harare, Zimbabwe

And

(Full address of the Consultant to be indicated)

29.2 Either party may change individuals designated to receive Notices or addresses and in such an event, notices shall be given to the other Party by means of a written Notices of any such change.

IN WITNESS WHEREOF the parties hereto have executed these presents the day and year first above written

For Embassy of India, Harare

For (Name of the Consultant firm)

(Signature)

Name:

Designation:

Witness:

1.

(Signature)

Name:

Designation:

2.

(Signature)

Name:

Designation:

(Signature)

Name:

Designation:

Witness:

1.

(Signature)

Name:

Designation:

2.

(Signature)

Name:

Designation:

*Embassy of India,
Harare
Zimbabwe*

**NOTICE INVITING TENDER FOR SELECTING PROJECT MANAGEMENT
CONSULTANT (PMC)
FOR
CONSTRUCTION OF NEW CHANCERY BUILDING AND 8 RESIDENCES at 25, Piers
Road, Borrowdale, Harare, Zimbabwe**

SECTION-

Bank Guarantee Proforma for Earnest Money Deposit

Bank Guarantee No.....

Brief description of contract: **Construction of New Chancery Building and 8 Residences at
25, Piers Road, Borrowdale, Harare, Zimbabwe**

Name and Address of Beneficiary: **Embassy of India, 12, Natal Road, Belgravia, Harare,
Zimbabwe**

Date:

Whereas M/s (*Name of Contractor with address*) have submitted their tender for **Construction of New Chancery Building and 8 Residences at 25, Piers Road, Borrowdale, Harare, at Zimbabwe** for **Embassy of India, Harare, Zimbabwe** and one of the tender conditions is for the M/s (*Name of Contractor with address*) to submit a Bank Guarantee for Earnest Money Deposit amounting to **US\$ 20,352.22 (United States Dollars Twenty Thousand Three Hundred & Fifty Two and Cents Twenty Two only)**. In fulfilment 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 **US\$ 20,352.22 (United States Dollars Twenty Thousand Three Hundred & Fifty Two and Cents Twenty Two only)**.

2. This guarantee is valid for a period of 180 (One hundred and eighty) Days and any claim and statement hereunder 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 hereinabove, the maximum liability under this guarantee is restricted to **US\$ 20,352.22 (United States Dollars Twenty Thousand Three Hundred & Fifty Two and Cents Twenty Two only)**.

4. Notwithstanding anything to the contrary contained hereinabove, this guarantee is valid from (*date of issue*) up to the (*date after 180 days from date of issue*) and claims under this guarantee should be submitted not later than (*date after 180 Days from date of issue*).

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 **Zimbabwe** and is governed by the United Rule for Demand Guarantee(URDG) (ICC Publication No.758) and shall be subject to exclusive Jurisdiction of the **Zimbabwe** Courts.

Date:
Name:

Place:
Signature:

*Embassy of India
Harare
Zimbabwe*

**RFP FOR SELECTING PROJECT MANAGEMENT CONSULTANT (PMC)
FOR
CONSTRUCTION OF NEW CHANCERY BUILDING AND 8 RESIDENCES at 25, Piers
Road, Borrowdale, Harare, Zimbabwe**

SECTION

Bank Guarantee Proforma for Performance Security

Bank Guarantee No.....

Brief description of Agreement: **Construction of New Chancery Building and 8 Residences
at 25, Piers Road, Borrowdale, Harare, Zimbabwe**

Date:

Whereas M/s (Name of Consultant with address) have submitted their RFP for **Construction of New Chancery Building and 8 Residences at 25, Piers Road, Borrowdale, Harare, at Zimbabwe** for **Embassy of India, Harare, Zimbabwe**, and one of the RFP conditions is for the M/s (Name of Consultant with address) to submit a Bank Guarantee for Performance Security amounting to **(5% of the PMC fees quoted of US\$ -)**. In fulfilment 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 **calculated as 5% of the PMC fees quoted of US\$**).

2. This guarantee is valid for a period of ___ Days and upto **(date should be three months after the end of the defect liability period)** and any claim and statement hereunder 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 hereinabove, the maximum liability under this guarantee is restricted to **5% of the PMC fees quoted of US\$**.
4. Notwithstanding anything to the contrary contained hereinabove, this guarantee is valid from **(date of issue)** up to the **(date should be three months after the end of the defect liability period)** 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 **Zimbabwe** and is governed by the United Rule for Demand Guarantee(URDG) (ICC Publication No.758) and shall be subject to exclusive Jurisdiction of the **Zimbabwe** Courts.

Date: Place:

Name: Signature:

Financial Proposal

(A) Professional Fee

The professional fee for PMC Services shall be ____ % (to be indicated in words also) only of the completed cost of project or tendered cost whichever is lower.

(B) Taxes

The above fee for consultancy services is exclusive of the _____% tax [as applicable in *Zimbabwe*