

No. ICCR-RTC/Admn/2018-19
INDIAN COUNCIL FOR CULTURAL RELATIONS
RABINDRANATH TAGORE CENTRE
9A, HO CHI MINH SARANI
KOLKATA – 700 071

REQUEST FOR PROPOSAL (RFP)

FOR SELECTION OF CONSULTANT FOR
(REPAIR/RENOVATION OF RTC, ICCR, KOLKATA BUILDING)

The President of India acting through the Regional Director, Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata requests proposals in sealed envelopes from appropriately qualified and adequately experienced Consultants for (Repair/renovation of RTC, ICCR, Kolkata Building. The proposal (bids) duly completed in all respect, along with required enclosures, must reach office of (*Goutam De, Regional Director, ICCR, RTC, 9A Ho Chi Minh Sarani, Kolkata-700071, email ID: rokolkata.iccr@gov.in, telephone No.: 033 2282-0402*) on or before (5pm) on (7 January, 2019). The detailed RFP document along with its annexure may be downloaded from Central Procurement Portal <https://eprocure.gov.in/cppp/> and also the official website of the (*Rabindranath Tagore Centre, ICCR Kolkata*) at [https://. \(www.tagorecentreiccr.org ; www.iccr.gov.in \)](https://www.tagorecentreiccr.org)

2. The objective of this RFP is to select an appropriately qualified and adequately experienced Consultant by the (Regional in (*ICCR, RTC, Kolkata*) for (*repair/renovation of ICCR, RTC, Kolkata building*).

3. **Scope of Work:**

(*General maintenance comprising of civil repair work and electro mechanical system, fire fighting system, chiller plants, DG sets*)

4. **Location and description of Property:**

(Location: at *9A, Ho Chi Minh Sarani, Kolkata-700071* , Total covered area is *1,10,000/- square feet*)

5. **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 (*11am to 4pm*) on (*date*) after prior appointment with (*Goutam De, Regional Director, ICCR, RTC, 9A Ho Chi Minh Sarani, Kolkata-700071, email ID:rokolkata.iccr@gov.in, telephone No. 033 2282-0402*)

6. **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 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 in Para 9 (Table -1) in this RFP. Please note that the Offer of Fee (strictly in a sealed envelope B) must quote a percentage of the project cost, which will be either the estimated cost or the tendered cost, whichever is lower. The last date of submission of sealed bids is (*5pm*) on (*7 January, 2019*) in the office of (*Goutam De, Regional Director, ICCR, RTC, 9A Ho Chi Minh Sarani, Kolkata-700071, email ID: rokolkata.iccr@gov.in, telephone No.: 033 2282-0402*). Technical bids will be opened on (*12 noon*) on (*11 January, 2019*) in the *ICCR, RTC, 9A, Ho Chi Minh Sarani, Kolkata-700071*.

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FOR
(REPAIR/RENOVATION OF RTC, ICCR, KOLKATA BUILDING)**

1. Statement of Objective

(Building located at ICCR, RTC, 9A Ho Chi Minh Sarani, Kolkata-700071. The total covered area of this Centre is 1,10,000/- square feet)

- (1. Maintenance of RTC building to repair/renovate outer and inner wall/roof, floor etc.
- (2.) Painting of inner and outer wall
- (3. Repair/renovation of boundary wall and its fencing along with paintings.
- (4.)Repair/renovation of false ceilings of this building
- (5.)Repair of electro mechanical systems like chiller plants, DG sets, electrical wiring and fittings.
- (6.)Repair/renovation of Satyajit Ray Auditorium, keeping in view the importance of revenue generation from this particular venue special care must be taken to repair its stage, back stage, carpet area, Auditorium chairs, fitting of stage lights, sound system, audience chairs.

2. Conditions of Eligibility

Consultants fulfilling the following conditions of eligibility and submitting the relevant documentary proof therein may only apply:

- (i) 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**.
- (ii) Must have minimum 10 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 (ICCR, RTC, *Kolkata*). A certified copy of the registration certificate showing registration number, date of registration and its date of validity must be enclosed as **Exhibit-2**.
- (iii) Must have successfully executed at least three similar size works/projects in within last 5 (five) years which required comprehensive Consultancy services including putting together and coordinating a multidisciplinary team. Copy of award letter and completion certificate for each such projects must be enclosed as **Exhibit-3**.
- (iv) Must submit financial statement of the firm for last three years showing annual turnover of the company as **Exhibit-4**.
- (v) The firm must not have suffered loss in more two of the last five financial years and must not have suffered loss in the immediate preceding financial year. Must submit balance-sheet for last 5 years as **Exhibit-5**.
- (vi) Should have sufficient number of Technical and 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**.
- (vii) 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**.

3. Stages and scope of Consultancy Services

3.1. Stage-I: Survey & Scope of work

- 3.1.1.** The Consultant shall conduct required survey/tests/investigations of the property to identify the works required to be undertaken, in consultation with the (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata).
- 3.1.2.** The Consultant will carry out the survey all areas of the property, approach and immediate surroundings of the property and prepare site plan and dimensional structural and architectural drawings based on site measurements and available drawings
- 3.1.3.** If required, Consultant can engage specialists/consultants for conducting necessary survey/tests/investigations, payment towards which will be made, in addition to the Consultancy fees, as per Para-5
- 3.1.4.** The Consultant shall provide technical assistance to the (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata) if site survey, soil investigation report, etc. are undertaken by the (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata).
- 3.1.5.** The Consultant shall submit a report to the (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata) 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.
- 3.1.6.** Review the Design and if required, may suggest modifications in order to meet overall requirement of the (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata) within local regulations framework.
- 3.1.7.** 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 (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata).
- 3.1.8.** Any other work considered necessary in the interest of the project and also for completion of this stage, as decided by the (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata) or Government of India.
- 3.1.9.** This stage will be considered as complete after the Consultant submits a detailed report.

3.2. Stage-II: Design, specifications & Estimates

- 3.2.1.** Specification of the repair/renovation works including the method statement and the material specifications and working drawings.
- 3.2.2.** Preparation of Design Development documents consisting of plans, elevations and details, materials and finishes, furniture and finishes etc. along with specifications
- 3.2.3.** Preparation of timeline for completing the identified works. The timeline shall consider undertaking multiple works in parallel, with the overall objective of reducing the completion period.
- 3.2.4.** Preparation of estimates of the work based on the scope of work, methodology, material specifications and other parameters relevant in preparing the estimates.
- 3.2.5.** Any other work considered necessary in the interest of the project and also for completion of this stage, as decided by the (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata) or Government of India.
- 3.2.6.** This stage will be considered as complete after the (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata) conveys acceptance/approval of the design, specifications and estimates.

3.3. Stage-III: Approvals & Documentation

- 3.3.1.** Prepare the design in the required format and with necessary details for

obtaining approval of competent local regulatory authority. (*This action is required only if local approval is mandatory*)

3.3.2. Tenders shall be invited for lump sum rates in *One stage Two bids System* (technical and financial bids in separate envelopes).

3.3.3. 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.

3.3.4. 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 (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata), 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.

3.3.5. 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.

3.3.6. Any other work considered necessary in the interest of the project and also for completion of this stage, as decided by the (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata) or Government of India.

3.3.7. This stage will be considered as complete after submission of ready-to-publish completed Tender Document to the (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata).

3.4. Stage-IV: Tendering

3.4.1. Assist the (*Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata*) to finalise the tender documents and facilitate the (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata) for inviting Bids on the basis of Single stage -Two Envelope System through the website of (Indian Council for Cultural Relations, Rabindranath Tagore Centre, 9A-Ho Chi Minh Sarani, Kolkata - 700 071), Central Public Procurements Portal (CPP Portal) of Govt. of India and also by giving wide publicity through local dailies and professional organisations/bodies.

3.4.2. Assist the (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata) during pre-bid meeting and site inspection by potential contractors.

3.4.3. Processing requests for information or queries from potential Contractors and issuing design and clarification sketches as needed.

3.4.4. Evaluate the Technical bids received from the bidders and submit recommendations for acceptance/approval of the (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata).

3.4.5. Evaluate the Financial bids received from the technically qualified bidders and submit recommendations to the (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata).

3.4.6. Any other work considered necessary in the interest of the project and also for completion of this stage, as decided by the (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata) or Government of India.

3.4.7. This stage will be considered as complete after the tender is approved by the (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata) or Government of India.

3.5. Stage-V: Award of work, Mobilisation

3.5.1. Facilitate the (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata) in issuance of award letter to the selected Contractor.

3.5.2. Guide and facilitate the (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata) in signing the contract with the selected Contractor.

3.5.3. Guide and facilitate the (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata) in understanding the financial claims, liabilities and other issues relating to the financial aspect of the contract.

3.5.4. Guide and facilitate the (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata) in taking custody of Bank Guarantees, Bonds, etc, as applicable and explain the responsibilities of the (*Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata*) in respect of those.

3.5.5. Recommend and facilitate release of mobilisation advance, if applicable and also to ensure proper custody of necessary Guarantees/Bonds submitted against such advance to the (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata).

3.5.6. Any other work considered necessary in the interest of the project and also for completion of this stage, as decided by the (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata) or Government of India.

3.5.7. 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.

3.6. Stage-VI: Project Management Consultancy

3.6.1. The Consultant shall, in consultation with the (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata), prepare a Time Schedule in respect of various services to be rendered.

3.6.2. The Consultant shall also advise the (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata) 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.

3.6.3. Continuous on-site management of the work schedule. Attend meetings at intervals appropriate to the stage of the Contractor's operations.

3.6.4. 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.

3.6.5. Quality Assurance of shop drawings, product and materials submittals, for conformance with the tender documents.

3.6.6. Review and approval of Certificates for payment by the (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata) from the Contractor.

3.6.7. Listing of items to be modified/corrected by the Contractor including one back-check will be provided.

3.6.8. 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 (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata).

3.6.9. Certification of additional works/variations along with justification, financial implications and submit variation statements to the (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata).

3.6.10. Building Permit revisions, if required, for changes during the course of construction.

3.6.11. Review & provide a set of Record Documents like; construction documents with the incorporation of major design modifications made during the Construction phase and coordinate for submission of as-built drawings and facilitate handing-over of all product manuals to the (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata) after their due commissioning by the Contractor.

3.6.12. Recommend issuance of Completion Certificate to the (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata) for physical as well as financial closure of the work.

3.6.13. 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 Mission.

3.6.14. Any other work considered necessary in the interest of the project and also for completion of this stage, as decided by the (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata) or Government of India.

3.6.15. This stage will be considered as complete after issuance of completion certificate and financial closure of the accounts of the Contractor.

3.7 Prepare standard template for maintaining the building after repairs have been carried out.

4. Payment terms and conditions

4.1. The Consultant shall be entitled for payment of fees as percentage (*as quoted in the financial bid*) of the estimated cost or actual project cost derived at through tender process, whichever is lower. This payment shall be excluding VAT, taxes, etc.

4.2. Performance Security: 7% of the Consultancy Fee shall be held back from each payment, as Performance Security. Half of this 7% 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.

4.3. Currency: The currency of payment shall be (Indian Rupees)

4.4. The payment will be made after successful realisation of objectives at each stage as detailed below:

- 4.4.1.** On completion of Stage-I: *(To be indicated in appropriate currency to be calculated by the Mission/Post as 1% of the rough cost of project, as envisaged)*
- 4.4.2.** On completion of Stage-II: *(Total of Stage-I & Stage-II payment should not be more than 25% of the approved estimates of the project)*
- 4.4.3.** On completion of Stage-III: *(10% of the approved estimates of the project)*
- 4.4.4.** On completion of Stage-IV: *(15% of the tendered cost or the estimated cost of the project subject to adjustment of previous payments accordingly. Total payment at till this stage shall not exceed 50% of entitled payment)*
- 4.4.5.** On completion of Stage-V: *(10% of entitled payment)*
- 4.4.6.** On completion of Stage-VI: *(Balance payment due)*

5. Payment of reimbursable

5.1. In addition to consultancy fees specified above, the Architect will be reimbursed actual expenditure incurred, on rendering the following services:-

- 5.1.1.** Soil Test, Laboratory tests, investigations, site survey or any other investigation report or any other services required for the project
- 5.1.2.** Any other items of works, if deemed necessary.
- 5.1.3.** Any tax levied by law, as applicable

5.2. The (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata) can also make direct payment/ reimbursement to the concerned agencies through which the services are organised/rendered and Consultant shall fulfill their obligations in terms of Para-3.1.4.

5.3. The Consultant would **not** be entitled for reimbursement of expenditure towards stationary, transport, incidental expenditures, communications (telephone, internet etc.), site office, equipments, etc. which are part and parcel of administration of the Consultant's services.

6. General terms and conditions

6.1. Consultant shall arrange his own transportation, office, computer and communication facilities.

6.2. Consultant may engage other sub-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 (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata).

6.3. Consultant shall coordinate with the (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata) and Contractor for completion of the work.

6.4. Consultant shall obtain professional liability insurance or any other insurance for his workmen, staff, as may be required, at his own cost.

6.5. The fees quoted, should exclude all taxes such as VAT, service tax, professional tax, etc.

6.6. 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 the (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata).

6.7. Consultant shall not be permitted to participate in bidding for this work i.e., Consultant cannot become Contractor for this work.

7. Time Schedule

7.1. The work shall be carried out by the Consultant with due expedition and in accordance with the time schedule.

7.2. The time schedule so agreed upon, shall be deemed to be the essence of the contract on the part of the Consultant.

8. Compensation for Delay

8.1. 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 to the (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata)

8.2. 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.

9. Abandonment of Work

9.1. If the Consultant abandons the work for any reasons whatsoever or becomes incapacitated from acting as Consultant, the Mission may make full use of all or any of the drawings prepared by the Consultant.

9.2. The Consultant shall be credited with all fees and expenses logically and reasonably payable up to the date of abandonment.

9.3. In case of willful abandonment of the project by the Consultant, the (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata) shall have the right to withhold all consultancy and management fees and claim damage flowing from such abandonment equitably assessed by the (*Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata*).

10. Suspension

10.1. The (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata) 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.

10.2. On suspension of the Consultant's appointment, the Consultant shall be entitled to fees for all completed stages of work at that time.

10.3. 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.

11. Termination

11.1. If the Consultant, without good reasons, is not discharging his obligation, the (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata) may inform the Consultant by notice, stating the grounds for the notice.

11.2. If a satisfactory response is not received within 21 days, the (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata) may by a further notice, terminate the agreement provided that further notice is given within 35 days of the formal notice.

11.3. In the event of termination of the agreement by the (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata) 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.

11.4. 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 (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata) 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 (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata).

12. Arbitration

12.1. If any dispute, difference or question at any time arises between the Mission and the Consultant in respect of the agreement signed which cannot be settled mutually or in case of termination as described in clause 15, shall be referred to arbitration.

12.2. 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.

12.3. The Arbitration will have its sittings in (Kolkata)

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Instructions

A. 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 (11am to 4pm) on (27th and 28th December, 2018) after prior appointment with (Goutam De, Regional Director, ICCR, RTC, 9A Ho Chi Minh Sarani, Kolkata-700071, email ID: rokolkata.iccr@gov.in, telephone No.: 033 2282-0402)

B. Submission of bids: Consultants shall submit their credentials and the price bid in separate sealed envelopes.

Envelope A: Should contain the Exhibits 1 to 6 and Misc. Exhibit, as mentioned in Para-2 of the Tender Notice. This envelope is to be super-scribed as "**Technical Bid**".

Envelope B: Should contain the form of tender on which the bidder should quote their fees in percentage of estimated or actual project cost, whichever is lowest. This envelope should be super-scribed as "**Form of tender – Financial Bid**".

Envelope C: Should contain both the envelope A and envelope B super-scribed with (REPAIR/RENOVATION OF RTC, ICCR, KOLKATA BUILDING) for (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata).

C. Fees: Please note that the Offer of Fee (in sealed envelope B) must quote a percentage of the project cost, which will be either the estimated cost or the tendered cost, whichever is lower. The last date of submission of sealed bids is (Time) on (Date) in the office of (Goutam De, Regional Director, ICCR, RTC, 9A Ho Chi Minh Sarani, Kolkata-700071, email ID: rokolkata.iccr@gov.in, telephone No.: 033 2282-0402).

D. Selection process: Envelope A (Technical bids) will be opened on (Time) on (Date) in the (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata). Applicants may send their representative to be present during opening of bids after obtaining prior permission from the (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata). 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 (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata).

E. 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.

F. (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata) 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.

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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 (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata) after site visit, to the entire satisfaction of the (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata) for the sum stated below:

----- % (*to be written in words*) of the project cost, which will be either the estimated cost or the tendered cost, whichever is lower, 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 (Indian Council for Cultural Relations, Rabindranath Tagore Centre, Kolkata).

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: