

BRIEF INTRODUCTION TO PROJECT

Construction of office infrastructure comprising Chancery including Consular area and Cultural facilities with associated ancillary services for the High Commission of India, Nairobi, Kenya

1. BACKGROUND

1.1 The High Commission of India, Nairobi owns a plot of land having Land Reference no. 214/856(original L.R. number 214/593) at Limuru Road, Muthaiga, Nairobi, Kenya having an existing Residential Villa, servant quarter, a swimming pool, a temporary structure for shaded car parking. The Muthaiga zone is having Nairobi's most affluent neighborhood, surrounded by lush landscapes of the city's largest urban Karura forest. The Government of India's construction program envisages constructing State of Art office infrastructure comprising Chancery including Consular area and Cultural facilities with associated ancillary services by demolishing the existing old structures (henceforth referred to as "Project") as defined in the Press Notice.

1.2 The trapezoidal-shaped plot has an area of 4051 Sq. M. as per transfer deed land documents and topographical survey of the land. The south side of the plot is aligned along Limuru Road would require a larger setback of 9.0 m as per norms. The West side of the plot is facing a service road called Urafiki lane. The East side of the plot has a common boundary wall with India House, the residence of High Commissioner of India. The North side of the plot has a residential villa. The other surrounding entities are high-end residential properties, restaurants and shopping centre. The site consists of a mix of native and other trees. The covered area for the project will be around 3750 Sq. M. excluding parking and services which needs to be provided as per local norms.



Site plan

1.3 The project area will include (i) Main Chancery having access-controlled offices for the officials (ii) Consular area with independent public entry and controlled access yet connected to the main building (iii) Cultural facilities comprising Multipurpose Hall, business centre, etc. (iv) Associated services or any other facilities as per local norms. The access and functioning of proposed facilities would be independent of each other but connected to Chancery keeping in view the functional, spatial efficacy and maintenance ease.

1.4 The complex is expected to function efficiently with the help of modern security systems, heating/cooling systems, smooth circulation, integration of open and built-up spaces and functional segregation of spaces.

2. CLIMATIC CONDITIONS

2.1 Nairobi has a subtropical highland climate. Evenings may be cool, especially in the June/July season, when the temperature can drop to 9 °C. The sunniest and warmest part of the year is from December to March, when temperatures average in the mid-twenties Celsius during the day. The mean maximum temperature for this period is 24 °C.

2.2 There are two rainy seasons but rainfall can be moderate. The cloudiest part of the year is just after the first rainy season, when, until September, conditions are usually overcast with drizzle. As Nairobi is situated close to the equator, the differences between the seasons are minimal. The seasons are referred to as the wet season and dry season. The building services may be planned accordingly for Energy Efficiency.

3. DEVELOPMENT NORMS

3.1 The property falls in the prestigious Muthaiga zone having diplomatic properties and high-end villas. The NOC from Muthaiga Residents' Association has been obtained.

3.2 The Land use change of the plot from '*Single Dwelling Unit*' to '*Office*' (Indian High Commission) has been approved by County Planning Committee vide Form P.P.A. – 2 under the *Physical Planning Act* (No. 6 of 1996, dated 25 September 2018) of Nairobi City County (NCC).

3.3 Total Plot area: 4050 Sq. M. (***web link of topographical plan to be provided***)

3.4 Applicable development regulations on plot of land: Ground coverage/foot print of buildings up to 35% of the plot, maximum permissible height is up to Ground plus two storied/one and a half storied subject to maintaining the urban residential character, statutory setbacks, physical planning act norms of NCC, etc. The basement is allowed for parking and all the parking requirement shall be planned within the perimeter of the plot. The outline design of the proposed development and functional traffic management plan with entry/exits will be subject to the acceptance of Nairobi City County. However, Zoning regulations or any other development norms applicable to this plot may be enquired by participants, on their own, from concerned local urban authorities as per land use plan before submitting the proposal.

3.5 Total built-up area required: 3750 Sq. M. (Envisaged area to use urban potential of plot as per requirements of the HCI (excluding service parking) but Architect may do urban study of surrounding structures, settlement plan and may suggest maximum urban potential of the plot before submitting proposal)

4. FUNCTIONAL REQUIREMENTS

The Area Program envisages building Chancery including Consular area and Cultural facilities with associated ancillary services. Approximate space requirements of two main components of the design proposal shall be as under;

4.1.1 Chancery including consular area : 2050 Sq. M.

4.1.2 Cultural facilities : 1700 Sq. M.

4.1.3 Total envisage area : *3750 Sq. M.

(The above areas exclude areas for building services, basement, and parking which shall be provided as per Local Regulations & Technical Standards. The approval of the total planned area shall be subject to the approval of local urban authorities.)*

5. GENERAL INSTRUCTIONS

5.1 Selection of the Architect/Architectural firm shall be as per the selection process described in this document. Decision of the Government of India regarding the selection will be final.

5.2 Applicants must fully acquaint themselves about the scope of the Project and local conditions, planning procedures/approvals as per *Nairobi City County* or other local agencies as per Kenyan Law, before submitting the 'Expression of Interest' (EOI). They may visit the site with prior appointment and with permission of the High Commission of India. (Contact details : Email ID : adm.nairobi@mea.gov.in/ Contact no. +254 731900071/701464838 during office hours.)

5.3 No further queries will be entertained at the EOI stage. Short listed applicants may seek clarifications within two weeks of receipt of Design Brief.

5.4 References and certificates from the respective Institutes should be signed by an officer not below the rank of Head of Administration in case of Government department or General Manager in case of Private bodies.

5.5 Even though an applicant may satisfy the qualification criteria/eligibility requirements, he/she/they would be liable for disqualification, if any misleading or false representation or deliberately suppressed information related to technical eligibility is noted during design assessment including record of poor performance such as abandoning work, not properly completing the projects or not fulfilling the contractual obligations or financial failures/weaknesses etc.

5.6 The High Commission of India, Nairobi may appoint a separate company/consultant for rendering Project Management Services during the construction stage of the project. The selected Architect/Architectural firms shall be required to co-ordinate with and work along

with that firm(s) during the project execution period for the successful implementation of the project in all respect.

5.7 The Terms and Conditions of appointment of Architect and draft Agreement shall be provided to all short-listed applicants.

6. ELIGIBILITY CRITERIA

6.1 To be eligible for pre-qualification, the applicant should be an Architect or Architectural firm. This would include a Joint Venture company as well, meeting all other eligibility criteria. The applicant (or joint venture, in the case of JV firms) must have his/its headquarters or a branch office in Nairobi/Kenya and must have provided architectural services for executed projects in the past 10 years for at least one of the following:

At least **ONE** Embassy building/ State of Art office building/ project of a group of office buildings of built up area of 3200 Sq. M. or more having similar scope of works/services

OR

At least **TWO** Embassy buildings/ State of Art office buildings/ project of a group of office buildings of built up area of 2400 Sq. M. or more having similar scope of works/services;

OR

At least **THREE** Embassy buildings/ State of Art office buildings/ project of a group office of built up area of 1600 Sq. M. or more having similar scope of works/services

6.2 In the above criteria for the architectural services, similar project means having the scope of work similar to the scope of this project i.e. providing comprehensive services for urban planning, architectural design & local body approvals, and related services (including civil, electro-mechanical, plumbing, HVAC, security, landscaping, external services, complete interior-designing, furniture (to include both fixed and movable furniture, cupboards & cabinets) etc. and other consultancy services as would be required to be provided, as per local regulations. Eligible project(s) should be on contiguous piece(s) of land.

6.3 The applicant must be registered with the appropriate statutory authorities and permitted to practice as an Architect/ Architectural firm in Kenya as per Kenyan Law. They should also have at least 10 years post registration experience providing urban planning and architectural services for executed projects.

7. DESIRABLE CRITERIA

7.1 National or International level competitions and awards won during the architectural practice.

7.2 Experience in use of green technologies with standard ratings (e.g. LEEDS, or international certification for energy efficiency, global practices like use of solar power, green building features, sustainable practices adopted in executed projects etc. – any three similar projects implemented by the applicant.

7.3 Experience of having executed work based on single stage two envelope (two bids) systems of tendering and familiarity conversant with FIDIC conditions of contract.

8. SELECTION PROCESS

8.1 The selection of the Architect/Architectural firm is through a two-step selection process:

- (i) Short listing of eligible EOI applicants based on ranking on additional desirable criteria, and
- (ii) Technical and financial evaluation of proposals submitted by the short-listed applicants.

8.2 Each Applicant will submit an EOI, structure of which is given later in Section 9, 10 & 11, along with a suitable covering letter. There will be a screening of EOI based on which eligible architectural firms shall be short-listed.

8.3 Short-listed applicants will be given a Design Brief detailing the design parameters. They will be required to submit Technical and Financial Proposals in two separate sealed envelopes and make a presentation of their capability and the technical proposal before a Selection Committee.

8.4 The Selection Committee will evaluate the proposals for grading in order of their cumulative scores on the technical and financial weightage (technical as 80% and financial as 20%).

8.5 The applicant with maximum cumulative score will be invited for selection and required to enter into an agreement with the Mission.

9. SUBMISSION OF DOCUMENTS FOR SHORT LISTING

9.1 For Eligibility Criteria: Applicants are required to provide certified or self attested documents for the following:

- a) Copy of Registration certificate from the appropriate statutory authorities permitting Applicant to practice as an Architect/ Architectural firm in Kenya.
- b) Address of the company headquarters or branch office, as given in the Company registration document (copy to be attached).
- c) Applicants are required to provide information of the projects completed in the last 10 years and which are similar to the proposed Chancery project. Only those projects will be considered which satisfy the eligibility criteria (as prescribed in Section 6 above) determined from the following data duly certified by the client.
 - (i) Project summary with photographs
 - (ii) Project name, location and brief description
 - (iii) Project owner/ Name of Client

- (iv) Date of Commencement and Completion of the Project
- (v) Total plot area and total covered area (in Sq. M.)
- (vi) List the key buildings in the project, their height (in number of storeys), and area
- (vii) Scope of work handled by the applicant in this project
- (viii) References (name, title, telephone number/ email)

9.2 For Desirable Criteria:

- a) Attach certified copy of citation/ award received or copy of official announcement in press. Details of the projects which were awarded.
- b) Copy of certificate received for use of Green Technologies in respect of buildings or projects/buildings .Write up on a single page A4.
- c) Details of projects executed based on single stage two envelope (two bid) system of tendering and FIDIC conditions of contract.

9.3 Conditions of eligibility for Joint Venture firms: A certified copy of MOU between the firms having a joint venture shall be provided. The joint venture firm shall meet all the laid down criteria of registration, experience, turnover, awards etc. as a single entity.

10. NOTE

10.1 Please provide sufficient information and valid proof for each parameter/factor assigned for calculating scores against each Desirable Criteria. If sufficient information and valid proof is not available about some parameter/factor during evaluation, Zero (0) score may be assigned to that parameter/factor.

10.2 Information, as sought for each Desirable Criteria, is to be given by individual applicant or each member of the consortium including lead member separately as attached annexure.

10.3 Length of experience will be counted as on the date of publication of Press Notice.

11. DECLARATION

I hereby submit the following documents:

11.1 Copy of Registration Certificate from appropriate Statutory Authorities to practice as an Architect / Architectural firm: Yes/No

11.2 Address of the company / branch offices, as given in the Company registration document: Yes/No

11.3 Project summary with photographs:

Project-I: Yes/No

Project-II: Yes/No

Project-III: Yes/No

11.4 Project name, location & brief description

Project-I: Yes/No

Project-II: Yes/No

Project-III: Yes/No

11.5 Project owner / Name of Client

Project-I: Yes/No

Project-II: Yes/No

Project-III: Yes/No

11.6 Date of commencement and completion of the projects

Project-I: Yes/No

Project-II: Yes/No

Project-III: Yes/No

11.7 Total plot area and total covered area (in sq. M.)

Project-I: Yes/No

Project-II: Yes/No

Project-III: Yes/No

11.8 List of the key buildings in the project, Height & and Covered Area

Project-I: Yes/No

Project-II: Yes/No

Project-III: Yes/No

11.9 Scope of Services in these projects

Project-I: Yes/No

Project-II: Yes/No

Project-III: Yes/No

11.10 References, if any (name, title, telephone number / email)

11.11 I have also enclosed the following documents:

- 11.11.1** Certified Copy of Citation / Award / Copy of official announcement in press: Yes/No
- 11.11.2** Copy of Certificate for use of Green Technologies, energy efficient features, etc. along with write-up: Yes/No
- 11.11.3** Details of projects executed on the basis of single stage two envelopes / FIDIC conditions of contract: Yes/No
- 11.11.4** Certified copy of MOU between Joint Venture Firms as per laid down criteria of registration, experience, turnover, awards etc. as a single entity: Yes/No

11.12 I confirm that each statement and/or contents of this submission and /or documents, certificates submitted herewith are absolutely true, correct and authentic. In the event of any statement/document subsequently turning out to be incorrect or false it is understood and accepted that the undersigned is liable to disqualification from this selection process.

NAME OF THE APPLICANT:

ADDRESS:

CONTACT DETAILS: