



## EMBASSY OF INDIA, ATHENS

No. Ath/Prop/872/04/2024

Date: August 19, 2024

**Subject:** Tender for conducting a Topographical Survey at a plot of land at 58 Nikifoura Lytra, Paleo Psychiko, Athens in connection with a redevelopment project for the Embassy of India (Residence).

**Embassy of India, Athens** invites bids from established firms/companies for undertaking TOPOGRAPHICAL Survey in connection with Redevelopment of Embassy Residence, Athens

Bid Document Download start date	20.08.2024 – 1000 hrs
Clarification start date	20.08.2024 – 1000 hrs
Date of site visit and meeting for clarifications (if any)	21.08.2024 – 1100 hrs
Clarification end date	09.09.2024 – 1500 hrs
Bid submission start date (offline by sealed envelope)	20.08.2024 – 1000 hrs
Bid submission end date (offline by sealed envelope)	09.09.2024 – 1500 hrs
Date of technical bid opening at Embassy of India, Athens	09.09.2024 – 1530 hrs

Interested firms are invited to submit their bids under a two bids system (Technical and Financial bids separate sealed covers) placed in a common envelope superscribed as "Tender for undertaking TOPOGRAPHICAL survey in connection with **REDEVELOPMENT OF EMBASSY RESIDENCE, ATHENS**".

The **Embassy of India, Athens** reserves the right to reject any or all the bids or to modify any terms and conditions of the tender without assigning any reason and the decision of the Embassy of India, Athens shall be final and binding. This notice inviting tender/ e-tender is not an offer or an agreement by Embassy of India, Athens.

Any tender delivered after the stipulated date will not be considered. The lowest financial bid, or any technical bid or part thereof may not necessarily be considered. In no case will any expenses be reimbursed that are incurred by the bidders in preparation of their bids for this tender.

(Balji Nagrath)  
Head of Chancery



# **Embassy of India**

## **Athens**

REQUEST FOR TECHNICAL PROPOSAL

FOR

TOPOGRAPHICAL SURVEY

FOR

**REDEVELOPMENT OF EMBASSY RESIDENCE,  
ATHENS**

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## 1 GENERAL CONDITIONS

1.1 Sealed tenders in the form of two bid systems (Technical and Financial proposals in separate sealed envelopes) is invited by Embassy of India, Athens from reputed companies for undertaking Topographical survey in connection with redevelopment of the plot of land at 58 Nikifoura Lytra, Paleo Psychiko, Athens for the Residence of Ambassador of India.

1.2 The bids should be submitted in prescribed format as laid down in the tender document. The tender documents duly filled in and complete in all respect should be addressed to Mr. Balji Nagrath, Head of Chancery, Embassy of India, No. 3, Kleanthous Street, Athens, 10674 and submitted offline only before 1500 hrs of **September 9, 2024**. Bidding firms or their representatives who wish to be present during the tender opening may do so. Tender documents can be obtained from Mr. Gurpreet Singh, Embassy of India, Athens on any working day between **1000 hrs to 1730 hrs from 19.08.2024 to 09.09.2024**.

1.3 Alternatively the tender document can be downloaded from the Embassy of India, Athens website ([www.indiaingreece.gov.in](http://www.indiaingreece.gov.in)) and from the Central Public Procurement Portal (CPPP) of Govt of India at <https://eprocure.gov.in/epublish/app>.

## 2. INSTRUCTIONS TO BIDDERS

2.1 The details of terms and conditions of the job/works to be carried out, the scope of work, and the format in which bidding firms are expected to submit Technical and Financial bids is available in this document. The bidders are instructed to go through tender form thoroughly before submitting their rates. It may be noted that the bid document is liable to be ignored if incomplete information is provided.

2.2 All bidders and/or representatives, if they so desire, may be present at the opening of the Financial Bids by the Committee constituted by the Embassy at the time and date specified in the schedule above. Under no circumstances will bid documents received late be examined.

2.3 Bidding firms shall submit their quotations/rates as a one-time payment.

2.4 Prices/rates quoted should be in EURO and should be inclusive of all costs except VAT (i.e. VAT should be shown separately)

2.5 In no cases will any enhancement of the tendered rate be entertained by the Embassy of India after the selection of company/firm and award of job/work.

2.6 The bids shall be furnished in two **separate** covers clearly marked as "Technical Bid" and "Financial Bids", along with their respective enclosures. The two bids in separate sealed envelopes will be placed in a common envelope super scribed as "Tender for undertaking TOPOGRAPHICAL survey in connection with Redevelopment of Embassy Residence at Athens". Two separate cover will be sealed in the following manner:

(i) One cover containing the Technical documents (i.e. Annexure I duly filled in) includes documentary proof etc. (technical bid)

(ii) Sealed cover containing rates and duration (i.e. Annexure II duly filled in) of this offer (Financial bid)

2.7 **Please Note** In addition to the bid documents as described above, the bidding firm is expected to submit (a) self-attested photocopies of registration and/or survey license; (b) previous experience with references of previous clients that the Embassy may contact if required. ***(See Section 6 below)***

2.8 Bids that are incomplete in any respect and/or not supported with requisite documents, will be rejected by Embassy of India, Athens.

### **3. TERMS AND CONDITIONS**

3.1 The main terms and conditions of the job to be carried out by the successful firm shall be as follows:

- i. The time period of completion will be 60(sixty) days, within which the works, as specified in the scope of works, can be completed. The validity of this time period is subjected to the successful firm/selected bidder showing continuous satisfactory performance. The Embassy of India will have the right to terminate the works, if the selected firm fails to show continuous satisfactory performance.
- ii. The successful firm/selected bidder shall not subject, transfer or assign the job/works or any part thereof to another firm. In the event of the successful firm/selected bidder contravening this condition, the Embassy of India will have the right to terminate the job/works forthwith.
- iii. The Embassy of India may at any time, by notice in writing, summarily terminate the job/works awarded without compensation to the survey company in any form in case it is felt by this Embassy of India that the company's work has not been satisfactory or in any other event where the company is facing some legal problems which may affect their performance working in this Embassy of India. The decision of this Embassy of India shall be final in this regard without any subsequent liability.
- iv. In the event of any dispute or difference relating to the interpretation and application of the provisions of this tender, such dispute or difference shall be referred by either party to Arbitration.
- v. The Embassy of India, Athens reserves the right to reject any or all tender without assigning any reason whatsoever.
- vi. After evaluation of the Technical bids, Financial bids of only those technically qualified bidders shall be opened to identify the lowest or "L1" bidder.
- vii. In case of failure of the company/bidder to comply with the provision of terms and conditions mentioned in this tender document, the Embassy of India reserves the right to terminate job/works awarded.

- viii. The survey company will be responsible for compliance of all applicable local laws, acts, rules by relevant statutory authorities issued from time to time in relation to the environment and man-power deployed by them for performance of the job/works under reference. The Embassy of India will be indemnified in respect of any consequences resulting from any breach or violation by the survey company of such rules, statutory obligations etc.
- ix. In the event of any violation of the laws, rules, statutory provisions by the survey company, the Embassy of India will have the right to terminate the job/works forthwith, without giving any notice or assigning any reason. The survey company shall not have claim for any compensation in such event of discontinuation of the job/works.

#### **4. ELIGIBILITY CRITERIA**

4.1 The bidder should be a company/firm duly registered with the concerned authorities in Athens for conducting topographical surveys. It should have a permanent place of business in Athens. The complete postal address, telephone/ mobile/email address etc. should be provided, while submitting the completed tender form.

4.2 The survey company should have experience in having successfully completed similar works during the last 5 years.

#### **5. TERMS OF REFERENCE FOR TOPOGRAPHICAL SURVEY**

The following are the terms of reference but not limited to:

1. Installation of a pair of GPS pillars within a radius/grid of between 50-100 meters to the proposed site.
2. Establishment of northing and easting of each of above pillars using GPS equipment in Universal Transverse Mercator (UTM) reference system – tied to National Grid.
3. Fixation of intervisible Traverse (Secondary control) stations between each pair or GPS pillars.
4. Coordinating the secondary controls by traverse survey using total station (or any alternative equipment)
5. Heighting of all pillars and stations using Automatic level, referring their elevations to known bench mark / National Grid.
6. Computation and adjustment of raw field observations to derive final x, y and z of all pillars and stations.
7. Detailed Topographical Survey (using Total Station) to pick relevant and significant features including spot-heights in a grid of not more than 25m (guided by nature of terrain) in form of x,y and z to generate required DTM/DEM.
8. The Topographical survey will include but not limited to the following:
  - I. Ground contours
  - II. Topographical survey to be based on UTM coordinate system and not assumed TBM.
  - III. Re-establishment of plot boundary beacons.

- IV. Establishment of a permanent bench-mark level and location to be used in the design and execution of the project.
  - V. Location, girth and height to branches of all mature trees.
  - VI. Establishment of existing services (power, water, sewer) both within the plot and along the access roads adjacent to the site.
  - VII. Topographical survey should cover access roads adjacent to the plot.
  - VIII. Stormwater drainage along the existing roads adjacent to the plot. Invert levels along the fences.
  - IX. Existing fences, hedges & perimeter walling and their ground levels along the fences.
  - X. Footprints of all existing buildings with their floor levels.
  - XI. Any other physical entities within and adjacent to the property.
9. Plotting of the resulting plan drawing with contour lines using an appropriate computer software and scale.

## **6. ADDITIONAL INFORMATION TO BE PROVIDED ALONG WITH TECHNICAL AND FINANCIAL BIDS**

6.1 In addition to their Technical and Financial bids, bidding firms may also provide the following additional information:

1. Company name
2. Company address
3. Contact name/details
4. Company profile and schedule of all services offered
5. Certificate of Incorporation
6. Copy of PI Insurance

6.2 Details of similar completed or ongoing projects including may be provided with the following details:

1. Project name and location
2. Project description
3. Client name and references
4. Dates engaged
5. Key staff engaged in the projects

6.3 Human resources to be deployed (a) CVs of proposed team; (b) Details of any third collaboration or services that will be outsourced.

6.4 Methodologies and Approach: A brief written description of how the project is intended to be undertaken should be included covering in particular

- a) An organization chart of the project team showing team structure with roles and responsibilities
- b) Details of an internal quality management system
- c) A description of how the drilling and sample collection process is to be managed.
- d) Programming and Reporting format.
- e) Sustainability and Environmental Health and Safety (EHS).

## 6.5 Earnest Money Deposit (EMD) & Bid Security Declaration (BSD)

The bidder must submit Earnest Money Deposit (EMD) of **Euro 100** in the form of Bank Guarantee and Bid Security Declaration (BSD). The format of Bank Guarantee Proforma for EMD and BSD are attached as Annexure – III & IV respectively.

## 7. INSTRUCTIONS FOR TECHNICAL PROPOSAL SUBMISSION

7.1 Technical proposals are to be submitted in a separate envelope to the Financial Proposal

## 8. INSTRUCTIONS FOR FINANCIAL PROPOSAL SUBMISSION

- i. Financial Bids are to be submitted in a separate envelope to the Technical proposal.
- ii. The quote price should be provided in clear terms, with a breakup of the costing. Taxes applicable should be shown separately and clearly. Any change in taxes or levies made by the Competent Authority after finalization of tender will be applicable at the time of billing. Bids having any hidden costs or conditional costs are liable to be rejected.
- iii. Prices quoted by the Bidder shall be fixed and no variation will be allowed under any circumstances except that of change in tax rates.
- iv. Prices shall be quoted in EURO
- v. Payment: 100% amount of the accepted bid shall be released after the completion of job.

9. **Period of Completion** : 60 days

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## Technical Bid

1. Name of the firm:
2. Full Postal Address of office  
Mobile No.  
Telephone No.  
Email ID :
3. Date of Establishment of the firm:
4. Name of the contact person to whom all references shall be made regarding the tender.
5. VAT registration details.
6. License/Registration
7. Experience as required in the Tender Document (Proof to be enclosed)
8. Any other information which you consider necessary to furnish.
9. Bank Guarantee for Earnest Money Deposit & Bid Security Declaration.

### UNDERTAKING

- (a) I, the undersigned certify that, I have gone through the terms and condition mentioned in the tender document and undertake to comply with them.
- (b) The rates quoted by me are valid and binding upon me for the entire period of contract.
- (c) I hereby had undertaken to render the service as per direction given in the tender document.

Signature of the bidder:

Full Name :

Designation:

(Office Seal of the Bidder)

Place & Date:

## Financial Bid

### QUOTE YOUR RATES

**Price quoted should be in Euro and should be inclusive of all costs except VAT. VAT should be indicated separately.**

1. Detail of Scope of Work:
2. Total Price for the work in Euro with item-wise break-up:

Signature and Seal of the bidder/representative of Survey Company.

Date:

Place:

**Bank Guarantee Proforma for Earnest Money Deposit**

Bank Guarantee No.....

Brief description of contract: Tender for conducting Topographical Survey in connection with redevelopment of Embassy Residence, Athens

Name and Address of Beneficiary: 58 Nikifoura Lytra, Paleo Psychiko, Athens

Date:

Whereas M/s (***Name of the Firm with address***) have submitted their tender for conducting Topographical Survey in connection with redevelopment of Embassy Residence, Athens, and one of the tender conditions is for M/s (***Name of the Firm with address***) to submit a Bank Guarantee for Earnest Money Deposit amounting to Euros 100.00 (Euro One hundred only). In fulfillment of the tender conditions, we, (***Name of Bank with address***) hereby irrevocably and unconditionally undertake to pay to you within three working days of receipt of your first written demand, without any demur whatsoever and without seeking any reasons, whatsoever, up to the maximum aggregate amount of Euros 100.00 (Euro One hundred only).

2. This guarantee is valid for a period of 180 (One hundred 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 herein above, the maximum liability under this guarantee is restricted to Euros 100.00 (Euro One hundred only).

4. Notwithstanding anything to the contrary contained herein above, 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 Greece and is governed by the United Rule for Demand Guarantee(URDG) (ICC Publication No.758) and shall be subject to exclusive jurisdiction of Greece's Courts.

Date:

Place:

Name:

Signature:

(to be issued on bank's letterhead)

## Bid Security Declaration

I/ We accept that if I/ we withdraw or modify bids during the period of validity or if I/ we are awarded the Contract and I/ we fail to sign the Contract, or to submit a performance security before the deadline defined in the request for bids document, I/ we will be suspended for the period of time specified in the request for bid document (2 years if not specified) from being eligible to submit Bids for Contracts with the entity that invites the Bids.

Date:

Place:

Name:

Signature: