

**Embassy of India
Helsinki**

**INVITATION FOR EXPRESSION OF INTEREST FOR SHORT-LISTING FOR
ARCHITECTS / ARCHITECTURAL FIRMS**

INTRODUCTION

1. BACKGROUND

1.1 The Embassy of India, located at **Kulosaarentie 32, 00570, Helsinki** owns plot of land at **[985 sqm] Kulosaarentie 30, 00570, Helsinki**. The Government of India's construction program envisages to develop/re-develop this plot/existing building for construction of **Multipurpose Hall/ Cultural Hall/Consular area (with provision/shifting of existing garage)** and associated ancillary services (henceforth referred to as "Project"), as defined in the Press Notice.

1.2 The plot is having an area of **[985 sqm]** square meters (approximately), as per available land documents. It is located on **Kulosaarentie 30, 00570, Helsinki**. The site consists of mix of native and other trees. The covered area for the project will be around **[450 sq m]** excluding parking and services as per local norms.

1.3 The project envisages design, planning and construction of Embassy of India complex along with ancillary areas.

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

SITE

1.5 The quadrilateral plot has an area of **[985 sq. m]** having sides **21.15m, 43.89m, 27.04m and 38.68m** as per transfer deed land documents. The site terrain is contoured site with higher elevation from access road. *Web link of topographical plan is <https://kartta.hel.fi/?setlanguage=en#>.*

1.6 The plot is located in Kulosaarentie 30, 00570, Helsinki.

1.7 The site is uneven terrain and has one garage.

2. CLIMATIC CONDITIONS

2.1 There are four distinct seasons. Temperatures vary from **-20° C. in mid-winter (January) to +26° C in summer (July) in Helsinki..**

2.2 Average precipitation of Helsinki for the period 1991-2020 as per available data is 645mm

2.3 Average Temperature of Helsinki for the period 1991-2020 as per available data is 6.3 degree C

3. DEVELOPMENT NORMS

3.1 The property falls in Kulosaarentie 30, 00570, Helsinki, getting FAR-0.3 (possibility of relaxation of **FAR-0.3 to FAR-0.75**) (Response received from City of Helsinki is enclosed). **This FAR data may be reconfirmed by the bidder with City of Helsinki.**

3.2 Total Plot area: **[985 sq. m]** (as per available land documents)

3.3 Ground coverage, building height, basement requirements and parking norms etc. : (As per applicable norms)

3.4 Total built-up area required: **[450 sq. m]**. (Envisaged area to use urban potential of plot as per requirements of the Embassy but Architect may do urban study of surrounding structures, settlement plan and may suggest maximum urban potential of the plot before submitting proposal)

3.5 Please also note that the applicable building regulations envisage Floor space Index (FSI/FAR) as 1. However, the selected bidder is required to prepare a proposal for the Embassy of India, Helsinki and submit the documents for obtaining relaxation of FSI/FAR as 2 from the Local Municipal Authorities. **This FAR/FSI data may be reconfirmed by the bidder with city of Helsinki.**

4. FUNCTIONAL REQUIREMENTS

4.1 The Area Program envisages **construction of Multipurpose Hall/ Cultural Hall/Consular Area**. Approximate space requirements of the design proposal shall be as under;

- 4.1.1** Multipurpose Hall : 230 Sq. M.
- 4.1.2** Office space : 150 Sq. M
- 4.1.3** Garage : 50
- 4.1.4** Total envisage area : 430 (+20)Sq. M.

(The above areas (450 sqm) excludes areas for building services, public conveniences, security, basement which shall be provided as per Local Regulations & Technical Standards .The approval of total planned area shall be subject to approval of local authorities. The*

participating Firms are requested to check and reconfirm the above development norms and planning guidelines from the concerned local body/municipality. The latest municipality guidelines and laws should be followed while preparing the concept design.)

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 (Ministry of External Affairs, India), in this regard, will be final.

5.2 Applicants must fully acquaint themselves about the scope of the Project and local conditions, planning procedures/approvals as per *Department of Urban Planning* or other local agencies as per **Finland** Law, before submitting the 'Expression of Interest' (EOI). They may visit the site with prior permission of the Head of Chancery, Helsinki. (E-mail: adm.helsinki@mea.gov.in, CC: cons.helsinki@mea.gov.in)

5.3 No queries will be entertained at the EOI stage. However, applicant may convey their comments and views as mentioned in para 10.1. Short listed applicants will be permitted to seek clarifications within two weeks of receipt of the 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 **Embassy of India, Helsinki** may appoint a separate company/consultant for rendering Project Management Services (PMC) 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 proprietor of 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 **Finland** and must have provided architectural services for executed projects in the past 10 years for at least one of the following:

At least **ONE** Diplomatic building/ State of Art energy-efficient office building/ project of a group of State of Art office buildings of built up area of 5900 Sq. M. or more having similar scope of works/services.

OR

At least **TWO** Diplomatic buildings/ State of Art energy-efficient office buildings/ project of a group of State of Art office buildings of built up area of 4400 Sq. M. or more having similar scope of works/services;

OR

At least **THREE** Diplomatic buildings/ State of Art energy-efficient office buildings/ project of a group state of Art office buildings of built up area of 2950 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, sustainable buildings & local body approvals, and related services including quantity survey, civil, electro-mechanical, plumbing, HVAC, acoustics, security, landscaping, external services, complete interior-designing (to include both fixed and movable furniture, cupboards & cabinets etc. and other specialized 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 *Architect Registration Board (ARB)* or appropriate statutory authorities and permitted to practice as an Architect/ Architectural firm in **Finland** as per **Finland** Law and should be eligible to submit the proposal to the Municipality and the other Local Authorities, mandated for issuing permissions/ approvals and licenses etc. as required for proper execution of the project. They should also have at least 20 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. in any or more similar projects implemented by the applicant.

7.3 Experience of providing consultancy services for executing work based on two stage two bid systems of tendering and conversant with FIDIC conditions of contract.

8. SELECTION PROCESS

8.1 The selection of the Architect/Architectural firm shall be done through QCBS method having two-step selection process comprising:

- (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 RFP including a Design Brief with design parameters. They will be assessed through QCBS method. 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 i.e. concept design 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 70% + financial as 30%).

8.5 The applicant with maximum cumulative score will be invited for selection and required to enter into an agreement with the **Embassy of India, Helsinki** for providing Architectural and other Consultancy Services as described in the Scope of services of the Consultancy Agreement.

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 **Finland**.

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 which are similar to the proposed 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

(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 two stage 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. OTHERS

10.1 The Applicants may send their comments on the objectives and scope of the work or service projected in the inquiry within 21 days from the date of publication of 'Expression of Interest'

10.2 Applicants may 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.

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

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

11. SUBMISSION

11.1 Applicants are required to submit their EOI with all enclosures including the 'Declaration', indexed and properly arranged. The scanned PDF format of the whole document is required to be submitted to **Embassy of India, Helsinki** along with the hard copy.

12. DECLARATION

I hereby submit the following documents:

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

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

12.3 Project summary with photographs:

Project-I: Yes/No

Project-II: Yes/No

Project-III: Yes/No

12.4 Project name, location & brief description

Project-I: Yes/No

Project-II: Yes/No

Project-III: Yes/No

12.5 Project owner / Name of Client

Project-I: Yes/No

Project-II: Yes/No

Project-III: Yes/No

12.6 Date of commencement and completion of the projects

Project-I: Yes/No

Project-II: Yes/No

Project-III: Yes/No

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

Project-I: Yes/No

Project-II: Yes/No

Project-III: Yes/No

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

Project-I: Yes/No

Project-II: Yes/No

Project-III: Yes/No

12.9 Scope of Services in these projects

Project-I: Yes/No

Project-II: Yes/No

Project-III: Yes/No

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

12.11 I have also enclosed the following documents:

12.11.1 Certified Copy of Citation / Award / Copy of official announcement in press:
Yes/No

12.11.2 Copy of Certificate for use of Green Technologies, energy efficient features, etc. along with write-up: Yes/No

12.11.2.1 Details of projects executed on the basis of two stage two bid system/ FIDIC conditions of contract: Yes/No

12.11.3 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

12.12 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:

Enclosure

Response received from City of Helsinki for description of plot Kulosaarentie 30:

Land area 985 m²

Plot efficiency $e = 0.3$ FAR; floor space ratio