



international relations
& cooperation

Department:
International Relations and Cooperation
REPUBLIC OF SOUTH AFRICA



National Treasury
REPUBLIC OF SOUTH AFRICA

TERMS OF REFERENCE

APPOINTMENT OF A CONSTRUCTION COMPANY FOR THE PROPOSED CONSTRUCTION OF THE NEW CHANCERY AND OFFICIAL RESIDENCE IN NEW DELHI, INDIA

BACKGROUND INFORMATION

Contracting authority	Government Technical Advisory Centre (GTAC),
Name of project	CONSTRUCTION OF THE NEW CHANCERY AND OFFICIAL RESIDENCE IN NEW DELHI INDIA
Tender Number	GTAC 008-1-2025-26
Purpose	GTAC seeks to appoint qualified contractors based in India for the construction of the New Chancery and Official Residence in New Delhi, India.

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1. PROJECT BACKGROUND

The Government of the Republic of South Africa, represented by the Department of International Relations and Cooperation (DIRCO), owns and manages a portfolio of properties abroad to conduct its official business. This portfolio includes Embassies, Consulates-General, Official Residences for Ambassadors, High Commissioners, Consuls-General, Deputy Heads of Mission, and staff accommodation. The Government of South Africa has been allocated a parcel of land by the Government of India to construct a purpose-built Chancery (Office) and Official Residence (High Commissioner's Residence). The land is situated at Plot 28A, Chanakyapuri, Diplomatic Enclave, New Delhi.

2. PURPOSE

- 2.1. The purpose of the Terms of Reference is to facilitate the appointment of a service provider for the construction of New Chancery Offices and Official Residence in new Delhi on behalf of the South African government.

3. SCOPE OF WORK

- 3.1 To construct a world class, well secured chancery (Offices) with quality finishes approximately 2 850m² including all the services
- 3.2 To construct Official Residence that will house the high commissioner and his/her family with total lettable area of approximately $\pm$ 740 m² including all the services
- 3.3 External and/or civil works associated with the above such as roads, walkways, boundary walls, landscaping
- 3.4 Achieve an Indian Green Building Council (IGBC) Silver / Gold rating for the project as per norms specified in the rating system.

4. TENDER/PRESS NOTICE

4.1. As of the 24th October 2025, the tender documentation will be available for download on the following website - <https://www.gtac.gov.za>. or <https://www.gtac.gov.za/tenders/advertised-tenders/> alternatively tender documents can be purchased and collected at South African High Commission at a cost of Rs. 10,000/- To be paid in EFT. *NB:* The hard copies will be made available on request.

4.2. A scope clarification and site briefing session will be held on 31st October 2024 at 12:30 India time at the South African High Commission B-18, Vasant Marg, Vasant Vihar New Delhi. All prospective tenderers are to meet the project representatives available at the above address for the scope clarification and thereafter will proceed to the site. Please note that all prospective bidders will be required to sign two attendance registers, one (1) for the briefing at the Mission

and one (1) for site briefing.

4.3. All Enquiries and clarifications regarding this tender must be submitted to the following officials Ms Lebakang Mogale to the email:psp@gtac.gov.za and Mr Andre Lizamore to the email:LizamoreA@dirco.gov.za.

4.4. Tenders must only be submitted on the tender documentation that is issued. The retyping of the tender document is not permitted. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender document.

4.5. The closing time for receipt of tenders is 11h00 on the 14th of November 2025. Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted. The physical address for tender delivery is South African High Commission B-18, Vasant Marg, Vasant Vihar New Delhi.

5. ISSUANCE OF TENDER DOCUMENT

- 5.1. The Tenders/ bid proposals are to be submitted by 11h00 hrs India Time on 14th of November 2025 to the authorized person at the South African High Commission B-18, Vasant Marg, Vasant Vihar New Delhi, in sealed envelopes containing the technical and financial documents duly filled with the name of work and due date written on the envelope.
- 5.2. The tender documents will be opened at 11h00 at the South African High Commission B-18, Vasant Marg, Vasant Vihar New Delhi.

6. NOTICE INVITING BIDDERS

6.1. DESCRIPTION OF PROJECT:

Name of Project	: Construction of South African new Chancery and Official Residence in New Delhi India
Name of Owner	: South African Government
Type of Project	: Foreign Mission – Office and residence

6.2. SIZE OF PROJECT:

Chancery building

Built-Up Area	: 2850 sq.m
No. of Floors	: Basement, G+3
Total Height	: Approximately 15 m.
Structural system	: RCC frame structure with Isolated/Raft foundation
Masonry (External)	: AAC Blockwork

Residence Building

Built-Up Area	: 740 sq.m
No. of Floors	: G+1
Total Height	: Approximately 9 m.
Structural system	: RCC frame structure with Isolated/Raft foundation
Masonry (External)	: AAC Blockwork

6.3. LOCATION : Chanakya Puri

6.4 SCOPE OF WORK(S) : All civil works, finishes (interiors and exteriors), and services such as plumbing, firefighting, electrical, low-voltage, and security installations.

6.5. TIME PERIOD OF COMPLETION : 15 Months

7. **BRIEF PARTICULARS OF THE WORK**

Table 1: Salient details of the work

Item No.	Name of Work	Estimated Cost	Period of completion
1.	The construction of New Chancery Offices and Official Residence including all services in Chanakyapuri New Delhi for the South African Government. The scope of work is further detailed below and on the next page	Rs.2500 – 3500 lakh	15 months

- 7.1. The works are situated at **Plot No 28A in Chankya Puri Diplomatic Enclave New Delhi**
- 7.2. General features and major components of the work are listed below.
- 7.3. The buildings shall be designed to achieve an-Indian Green Building Council Rating (IGBC)

CHANCERY BUILDING

A) Civil works:

- | | | |
|-----------------------|---|---|
| (i) Building | – | Basement, G+3 |
| (ii) Foundation | – | Isolated / Raft Foundation |
| (iii) Super structure | – | RCC framed structure |
| (iv) Roof | – | RCC |
| (v) Walls | – | AAC block wall of appropriate thickness of desired U Value as per ECBC Norms (Energy Conservation Building Code) |
| (vi) Doors & Windows | – | Hermetically sealed Double-glazed water and airtight Aluminum windows / Curtain Glazing and door frames glazed/flush door shutters. |
| (vii) Flooring | – | Natural stones, vitrified tiles and ceramic tiles |

B) Plumbing and Fire Fighting works:

- | | | |
|------------------------|---|---|
| (i). External Sewerage | – | PVC and reinforced polypropylene pipes with masonry manholes. |
|------------------------|---|---|

- (ii). Internal – Low flow Sanitary fixtures, CPVC pipes and fittings for water supply and PVC pipes for drainage
- (iii) Downcomers & pumps - M.S. Pipes, Hose reel cabinets, Downcomer & pumps, Control panels
- (iv) Fire Extinguishers - Water, CO₂ gas, Mechanical Foam, ABC Dry powder

C) Electrical Works: – Copper Point wiring, power plug wiring, power outlets, installation of fixtures provided by client, Telephone and computer conduiting & wiring, MDBs & SDBs, etc.

RESIDENCE BUILDING

A) Civil works:

- (i) Building – G+1
- (ii) Foundation – Isolated Foundation
- (iii) Super structure – RCC framed structure
- (iv) Roof – RCC
- (v) Walls – AAC block wall of appropriate thickness of desired U Value as per ECBC Norms (Energy Conservation Building Code)
- (vi) Doors & Windows – Glazed Aluminium windows and wooden door frames flush door shutters.
- (vii) Flooring – Natural stones, vitrified tiles and ceramic tiles

B) Plumbing works:

- (i). External Sewerage – PVC pipes with masonry manholes.
- (ii). Internal – CPVC pipes and fittings for water supply and PVC for drainage pipes

C) Electrical Works: – Copper Point wiring, power plug wiring, power outlets, installation of fixtures provided by client, Telephone computer conduiting & wiring, MDBs & SDBs, etc.

7.4. Work shall be executed according to Central Public Works department / Bureau of Indian Standards (CPWD/BIS) Specifications as stated in this tender document.

8. INFORMATION & INSTRUCTIONS FOR BIDDERS

8.1. The tender process shall be carried out as a **Two-Envelope System**. Bidders are required to submit their proposal in two separate, sealed envelopes clearly marked as **Envelope 1 – Technical Proposal** and **Envelope 2 – Financial Proposal**.

8.1.1. Envelope 1: Technical Proposal

This envelope shall contain all documents related to the technical aspects of the bid, including:

8.1.1.1 Proof of eligibility and compliance with mandatory requirements (e.g. Solvency certificate, proof of turnover and proof of intent for performance guarantee)

8.1.1.2 Reference letters for company profile, and CVs of key personnel (completed as ***Annexure A-CV template***)

8.1.1.3 Details of Construction Plant and Equipment (***as attached Annexure B***)

8.1.1.4 Copy of Company Registration

8.1.1.5 GST certificate

8.1.1.6 Proposed methodology, work programme, and organogram.

8.1.1.7 SBD 1 Invitation to bid form

8.1.1.8 SBD 4 Declaration of Interest form.

8.1.2. Envelope 2: Financial Proposal

This envelope shall contain all documents related to the financial offer, including:

8.1.2.1. Signed Draft Contract

8.1.2.2. Bill of Quantities (BoQ)- ***as per the attached Annexure C***

8.1.2.3. Sanitary Fittings Schedule-***as per attached Annexure D***

8.1.2.4. MEP Specifications-***as per attached Annexure E***

8.1.2.5. Drawings- ***see attached Annexure F***

NB: Envelope 2 – Financial Proposal: Will only be opened if Technical Proposal is Qualified.

8.2. Bidders are cautioned that not giving complete information called for in this tender document or not giving it in clear terms or making any change in the prescribed forms/ annexures or deliberately suppressing the information may result in the proposal submitted being summarily disqualified. Bid documents submitted by telegram, e-mail or telex and those received late will not be entertained.

8.3. Overwriting should not be done. Correction, if any, should be made by neatly crossing out, initialling, and rewriting. Pages of the tender document are numbered. Additional sheets, if required shall be attached to the main document as Annexures. They should be submitted as a package with signed letter of transmittal/payments.

8.4. References, information and certificates from the respective clients certifying suitability, technical know-how or capability of the bidder should be signed by a senior company officer with authority.

8.5. The bidder may furnish any additional information which the bidder considers necessary to establish his capabilities to successfully complete the envisaged work. The bidder/s is, advised not to furnish superfluous information. No information shall be entertained after submission of the bid document unless it is called for by the Owner.

8.6. Any information furnished by the bidder found to be incorrect either initially or at a later date, would render him/her liable to be debarred from tendering/ taking up of work for Government Technical Advisory Centre or Department of International Relations and Cooperation.

9. DEFINITIONS AND ACRONYMS

In this document the following words and expressions have the meaning hereby assigned to them:

Bidder: Means the individual, proprietary firm, firm in partnership, limited company private or public or corporation

AOA: Articles of Association

BIS: Bureau of Indian Standards

CPWD: Central Public Works Department

DIRCO: Department of International Relations and Cooperation

Employer: Means Department of International Relations and Cooperation (DIRCO)

ECBC: Energy conservation building code.

GTAC: Government Technical Advisory Centre

GST: Goods and service tax

GCC: General Conditions of Contract

IGBC: Indian Green Building Council

MOA: Memorandum of Association

Year: Means "Financial Year" unless stated otherwise.

10. METHOD OF BIDDING

- 10.1. If the bidder is a proprietary firm, the tender documents or proposal shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address duly stamped.
- 10.2. If the bidder is a firm in partnership, the tender documents or proposal shall be signed by all the partners of the firms above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the tender documents or proposal. In both cases, a certified copy of the partnership deed and current address of all the partners of the firm should accompany the tender documents or proposal.
- 10.3. If the bidder is a company or a corporation, the tender documents or proposal shall be signed by a duly authorized person holding power of attorney for signing the tender documents or proposal accompanied by a copy of the power of attorney. The bidder should also furnish a copy of the Memorandum and Articles of Association duly attested by a Public Notary.

11. DECISION-MAKING AUTHORITY

- 11.1 The employer reserves the right to accept or reject any tender documents or proposals and to annul the tender process and reject all applications/proposals at any time, without assigning any reason or incurring any liability to the bidders.
- 11.2. DIRCO and GTAC reserve the right to request additional information, documentation, or clarification from bidders prior to making an award or appointment.

12. VISIT TO SITE OF WORK

- 12.1. The bidder shall attend a compulsory site briefing at his/her own cost to examine it and its surroundings including collecting all information that he/she considers necessary for proper assessment and estimation of the prospective assignment.

13. STAGE 1 - INITIAL CRITERIA FOR ELIGIBILITY

NB: ONLY INDIAN BASED CONSTRUCTION COMPANIES ARE INVITED TO SUBMIT PROPOSALS

- 13.1. The prospective bidders should be companies of repute with proven experience in executing

works of significant value in the last ten (10) years. They must have successfully completed at least one project valued above Rs. 4,500 lakh, or multiple projects of lower value, such as three projects each between Rs. 3,000–4,499 lakh, or four projects each between Rs. 2,000–2,999 lakh. Alternatively, bidders who have completed a minimum of two projects between Rs. 3,000–4,499 lakh, or three projects between Rs. 2,000–2,999 lakh, will also be considered. Companies with a track record of projects valued between Rs. 1,500–1,999 lakh may also qualify, provided they have completed at least three such works. For this purpose, 'cost of work' shall mean gross value of the completed work including the cost of materials supplied by the Client but excluding those supplied free of cost. This should be stamped by an Executive Engineer/Project Manager or Equivalent. The prospective bidders should attach an appointment letter and a completion certificate and reference letter for each completed project in the last ten (10) years.

13.2. The bidder should have had average annual financial turnover (gross) of not less than Rs.1260 lakh on Building and Civil construction works (including plumbing and electrical) during the last five years ending 31 March 2025. This should be duly audited by a Chartered Accountant. Year in which no turnover is shown will also be considered for working out the average.

13.3. The bidder should not have incurred any loss in more than two years during the last five years ending 31st March 2025 duly certified by a Chartered Accountant.

13.4. The bidder must demonstrate financial capacity to execute the project by providing proof of solvency of at least Rs.1260 lakh. For purposes of this tender, "solvency" shall mean the bidder's ability to meet its financial obligations, measured by a valid solvency certificate. Acceptable proof includes a solvency certificate issued by a scheduled bank confirming the firm's financial position. The proof submitted must not be older than 6 months from the bid closing date.

13.5. The bidder should own construction equipment, as per the specified list, for the proper and timely execution of the work. Else, he/she should certify that he would be able to manage the equipment by hiring etc. and submit the list of firms from whom he proposes to hire.

13.6. The bidder must provide proof of performance for each work completed in the last ten (10) years, as well as projects currently in hand, in the form of reference letters issued and signed by the Accounting Officer (or equivalent senior authorized official) of the client for whom the work was performed. Each reference letter must clearly state the project name, scope, contract value, start and completion dates, and confirmation of satisfactory performance.

13.7. The bidder is required to submit a copy of the Company Registration.

13.8. The bidder is required to submit a copy of the GST certificate

13.8. The bidder is required to complete and sign the work experience details of key personnel (as listed under the functionality criteria in Table 2 below) using the attached CV template. **This information is essential to assess the years of experience for scoring purposes.** Failure to submit a completed CV for any listed key personnel will result in a score of zero for that individual.

13.9. **One CV per expertise, one CV per individual.** An individual cannot be evaluated under more than one role (e.g., a Project Manager cannot also be submitted as a Civil Engineer). If a bidder assigns one individual to multiple expertise areas, only **one expertise** will be evaluated.

13.10. The bidder to submit the company's organisational structure (organogram).

13.11. The bidder to submit a Programme/ Schedule based on the Work Breakdown Structure to detail and demonstrate understanding of how the project is going to be carried out.

13.12. The bidder must submit a valid license applicable to this type of works/project. For example, Central Public Works Department (CPWD) Civil I(A) Contractor's License or an equivalent valid license issued by a recognized authority. The license must be valid at the time of submission and applicable to building and civil works of a similar scale and complexity.

13.13 For administrative compliance, bidders are required to complete and submit the attached SDB 1(Invitation to bid) and SBD 4 (Declaration of Interest) forms.

Tenderers who do not adhere to those criteria listed as **MANDATORY Requirements** will be **disqualified immediately.**

Table 2: Responsive Criteria

CRITERIA		Prequalifyin g Criteria	Applicable to this Tender (Y/N)
1	Attendance of Compulsory Tender Briefing at the Mission and on site	Mandatory	Y
2	The bidder should have had average annual financial turnover (gross) of not less than Rs.1260 lakh on Building and Civil construction works (including plumbing and electrical) during the last five years ending 31 March 2025. This should be duly audited by a Chartered Accountant. Year in which no turnover is shown would also be considered for working out the average.	Mandatory	Y
3	Solvency Certificate of Rs.1260 lakh certified by Bankers.	Mandatory	Y

4	Proof of Letter of Intent for Performance Guarantee to the value of 5% of the Contract Sum by Banks or any other financial institution.	Mandatory	Y
5.	Proof of Earnest Money in the form of Bank Guarantee – 25 lakh (fixed amount)	Mandatory	Y

14. STAGE 2 - FUNCTIONAL EVALUATION CRITERIA

Stage 2 of the evaluation process will be divided into two sub-stages:

- 14.1. Stage 2a – Evaluation of Functionality: This sub-stage will focus on assessing the relevant experience of the proposed team, as well as the bidder's technical capacity to undertake the project. Scoring will be allocated as per table 2 below (stage 2a: Functionality criteria).
- 14.2. Stage 2b – Site Evaluation: This sub-stage will involve a site inspection or evaluation to verify the bidder's operational capacity and infrastructure, as applicable. Scoring will be based on the points allocation as set in Table 3 (Stage 2b: Site Evaluation)

Table 2: Stage 2A: Functionality Criteria

No.	Criterion	Weight (out of 100)	Scoring Guidelines
1	Company Experience The bidder must demonstrate company experience in projects of a similar nature and scope completed within the last ten (10) years. Such experience must be evidenced through an appointment letter, completion certificate and reference letter for each project, signed and stamped by the client's Accounting Officer or another duly authorized official. Each project reference letter must include, at a minimum: -Project name and description (scope of works) - Contract value -Start and completion dates -Confirmation of successful and satisfactory performance -Contact details of the client representative for verification purposes.	15	5 Points for: • At least 1 project valued above Rs. 4,500 lakh; OR • At least 3 projects valued between Rs. 3,000 lakh– Rs. 4,499 lakh; OR • At least 4 projects valued between Rs. 2,000 lakh– Rs. 2,999 lakh. 4 Points for: • At least 2 completed projects valued between Rs. 3,000 lakh – Rs. 4,499 lakh; OR • At least 3 completed project valued between Rs. 2,000 lakh – Rs. 2,999 lakh. 3 Points for: • Only 1 completed project valued between Rs. 3,000 lakh – Rs. 4,499 lakh; OR • Exactly 2 completed projects valued between Rs.2,000 lakh – Rs. 2,999 lakh. 2 Points for: • Only 1 completed project valued between 2,000 – 2,999 or • At least 3 completed projects valued between Rs. 1,500 lakh – Rs. 1,999 lakh. 1 Point for: • At least 2 completed projects valued between Rs. 1,500 lakh – Rs. 1,999 lakh. 0 Points for: • All submitted projects valued below Rs.1,500 lakh.
2	Project Manager -Demonstrate proven experience in leading and successfully completing large-scale building and civil works projects of a similar nature. -Proven experience in project management and leading multidisciplinary teams. -Track record of leading complex construction projects -List of all relevant projects and roles played must be included in the CV. <i>(Refer to Annexure A – CV Template).</i>	15	15 years or more of experience = 5 points 10 to 14 years of experience = 4 points 7 to 9 years of experience = 3 points 5 to 6 years of experience = 2 points Less than 5 years of experience= 1 point No proof of relevant experience demonstrated= 0 points

3	Civil Engineer -Demonstrable experience in executing civil engineering works on construction projects. -Proven expertise in technical aspects of construction, including structural and site engineering components. - List of all relevant projects and role played must be included in the CV. <i>(Refer to Annexure A – CV Template).</i>	15	15 years or more of experience = 5 points 10 to 14 years of experience = 4 points 7 to 9 years of experience = 3 points 5 to 6 years of experience = 2 points Less than 5 years of experience= 1 point No proof of relevant experience demonstrated= 0 points
4	Site Agent (experience in building & civil works) -Demonstrable experience in supervising and coordinating building and civil works on construction sites. - Proven expertise in overseeing site activities, ensuring work is executed according to specifications, quality standards, and safety requirements. -Experience collaborating with engineers, contractors, and other construction professionals on site. - List of all relevant projects and role played must be included in the CV. <i>(Refer to Annexure A – CV Template).</i>	5	15 years or more of experience = 5 points 10 to 14 years of experience = 4 points 7 to 9 years of experience = 3 points 5 to 6 years of experience = 2 points Less than 5 years of experience= 1 point No proof of relevant experience demonstrated= 0 points
5	Electrical Engineer -Demonstrable experience in executing electrical engineering works on construction projects. -Proven expertise in electrical systems, installations, and site coordination. - List of all relevant projects and role played must be included in the CV. <i>(Refer to Annexure A – CV Template)</i>	5	15 years or more of experience = 5 points 10 to 14 years of experience = 4 points 7 to 9 years of experience = 3 points 5 to 6 years of experience = 2 points Less than 5 years of experience= 1 point No proof of relevant experience demonstrated= 0 points

6	Mechanical Engineer -Demonstrable experience in executing mechanical engineering works on construction projects. -Proven expertise in mechanical systems, installations, and site coordination. - List of all relevant projects and role played must be included in the CV. <i>(Refer to Annexure A – CV Template).</i>	5	15 years or more of experience = 5 points 10 to 14 years of experience = 4 points 7 to 9 years of experience = 3 points 5 to 6 years of experience = 2 points Less than 5 years of experience= 1 point No proof of relevant experience demonstrated= 0 points
7	Quantity Surveyor -Demonstrable experience in executing quantity surveying duties on construction projects. -Proven expertise in cost estimation, measurement, and preparing bills of quantities. - List of all relevant projects and role played must be included in the CV. <i>(Refer to Annexure A – CV Template).</i>	5	15 years or more of experience = 5 points 10 to 14 years of experience = 4 points 7 to 9 years of experience = 3 points 5 to 6 years of experience = 2 points Less than 5 years of experience= 1 point No proof of relevant experience demonstrated= 0 points
8	Green Building Consultant (with OHS knowledge preferred) -Demonstrable experience in providing green building consulting services on construction projects. - Proven expertise in sustainable building practices, energy efficiency, and environmental compliance. -Knowledge of Occupational Health and Safety (OHS) requirements is preferred. - List of all relevant projects and role played must be included in the CV. <i>(Refer to Annexure A – CV Template).</i>	5	15 years or more of experience = 5 points 10 to 14 years of experience = 4 points 7 to 9 years of experience = 3 points 5 to 6 years of experience = 2 points Less than 5 years of experience= 1 point No proof of relevant experience demonstrated= 0 points

9	Execution Methodology & Work Plan (programme, QA/QC, safety, risk management) The methodology must include, but is not limited to, the following elements: 1. Clear objectives and scope 2. Step-by-step process or approach 3. Timeline and milestones 4. Resource allocation (human, financial, technical) 5. Risk identification and mitigation strategies 6. Monitoring and evaluation framework 7. Quality Assurance/ Management	10	All elements included in the methodology= 5 points 4–5 elements included in the methodology= 4 points 3 elements included in the methodology= 3 points 2 elements included in the methodology= 2 points Only 1 element included in the methodology=1 points None of the elements included in the methodology=0 points
	Total	80	

14.3. Technical evaluation contributes 80% of the total functionality score. Bidders must score at least 60 points out of 80 for Technical (i.e. Threshold: 60% of 80) to be eligible for Stage 2b: Site Evaluation, which contributes 20% of the total functionality. Bidders must score **10 points** in Site Evaluation (out of 20) to be considered responsive.

Note: Shortlisted bidders will undergo a due diligence process and will be scored according to the table below. This process includes:

1. Site inspection of one (1) completed project — the project must be located in New Delhi, India, or within a 50-kilometre radius from the project site. The purpose is to verify the quality, scale, and completion status of the submitted reference project.
2. Site inspection of one (1) in-construction project - the project must be located in New Delhi, India, or within a 50-kilometre radius from the project site. The purpose is to verify the quality, compliance with specifications/drawings and compliance with occupational health and safety.

Table 3: Stage 2B-Site Evaluation

Completed Project		Weight	Score Points
1.	Quality of Workmanship	4	2.5
	Assess the final finishes, structural integrity, and overall aesthetic appeal. Check consistency, attention to detail, and evidence of high-quality construction standards. Assess plumbness, termination of materials and junction with other materials, Impact of natural wear and tear after building occupation. The bidder must provide independent inspection reports and certificates of compliance, for example electrical certificate compliance.		
2.	Site Health and Safety Management	2	2.5
	Assess how the site was handed over—cleanliness, finishing touches, and any signs of rushed or incomplete work. The bidder must provide health & safety close out report and a certificate for OHS compliance.		
3.	Compliance with Specifications and Designs	2	2.5
	Determine how well the project aligns with the approved design and client requirements. Assess functional use of space, integration of specified materials, and whether the final product meets the original scope. The bidder must provide completion certificate.		
4.	Responsiveness and Stakeholder Engagement	2	2.5
	Consider feedback from end-users or project stakeholders. Has the facility been functioning as intended? Were there any major complaints or necessary rework after handover? The bidder must provide client satisfaction letters or reference letters.		
In-Construction Project			
1.	Quality of Workmanship	4	2.5
	Observe the current work (e.g., Quality of concrete works, masonry, plastering, structural alignment). Evaluate the level of precision, neatness, and adherence to construction best practices. The bidder must provide site inspection notes and Quality Assurance/Quality Control checklists.		
2	Site Health and Safety Management	2	2.5
	Evaluate the layout and organization of the site. Check for proper signage, safety protocols (e.g., PPE usage, barriers), material storage, waste management, environmental compliance and general site orderliness. The bidder must provide safety induction records for staff; PPE usage logs; safety inspection reports; and waste management and environmental compliance records.		
3	Compliance with Specifications and Design	2	2.5
	Review works in progress against the design and construction drawings. Check if construction is following the approved specifications, drawings and whether any deviations are well-justified and documented. The bidder must provide construction drawings vs. works in progress; deviation logs / variation orders and consultant sign-offs on completed portions.		
4	Responsiveness and Stakeholder Engagement	2	2.5
	Evaluate how the contractor addresses challenges, changes, or client feedback. Are they responsive to site issues, variation orders, or delays? Is communication effective and professional? The bidder must provide records of addressing site issues or client feedback		
Total		20	

14.4. The minimum threshold for the Site Evaluation (Stage 2B) is 10 points. Scoring will be based on the criteria outlined in the Stage 2B evaluation table. Each criterion will be scored on a pass/fail

basis — full points will be awarded if the bidder meets the specified requirement, and zero points if the requirement is not met. For example, if the criterion “Quality of Workmanship” is allocated 2.5 points, a bidder will receive either the full 2.5 points or zero, depending on whether they meet the specified standard.

14.5. Bidders must achieve a minimum total functionality score of 70 points to progress to the price evaluation stage. This total is made up of 60 points from the technical evaluation and 10 points from the site evaluation.

14.6. Even though a bidder may satisfy the above requirements, the tenderer would be liable to disqualification if he /she has:

- 14.6.1. Made misleading or false representation or deliberately suppressed the information in the forms statements and enclosures required in the tender document
- 14.6.2. Record of poor performance such as abandoning work, not properly completing the contract, or financial failures/weaknesses etc.
- 14.6.3. Been blacklisted / debarred from tendering by agencies

15. POINTS AWARDED FOR PRICE

15.1. A maximum of 100 points is allocated for price on the following basis:

$$P_s = 100 \left[\frac{1 - P_t - P_{\min}}{P_{\min}} \right]$$

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- $P_{\min}$ = Price of lowest acceptable tender

15.2. Completed Bill of Quantities (BoQ) – Bidders must complete and submit the attached Bill of Quantities. Attached as Annexure C in Envelope 2.

15.3. Form of Offer– Total Price Inclusive of GST:

The Form of Offer in the draft contract must be completed, as it serves as a summary of the bidder’s financial offer. However, completion of this form does not constitute a binding agreement; it is provided for evaluation purposes only. A formal contract will be executed only with the successful bidder following the completion of the evaluation and selection process.

16. CONSTRUCTION PLANT & EQUIPMENT

The tenderer/bidder should furnish the list of construction plant and equipment including steel shuttering, centering and scaffolding likely to be used in carrying out the work (**Annexure B**). Details of any other plant & equipment required for the work (not included in **Annexure B**) and available with the bidder may also be indicated.

17. LETTER OF TRANSMITTAL

The tenderer/bidder should submit the letter of transmittal attached with the tender document.

18. EMPLOYER'S RIGHTS AND APPLICATION CONDITIONS

- 18.1 The employer reserves the right, without being liable for any damages or obligation to :
- (a) Modify the scope and value of contract.
 - (b) Reject any or all of the applications without assigning any reason.
- 18.2 Any effort on the part of the bidder or his agent to exercise influence or to pressurize the owner would result in rejection of his application. Canvassing of any kind is prohibited.