

No. CGI/SFO/0872/01/2026
Consulate General of India
San Francisco

Request for Proposal (RFP)

For Architectural Consultancy Services for the Renovation of Consulate Property at 3435 Jackson Street, San Francisco

The President of India acting through Consul General of India, Consulate General of India, San Francisco requests proposals in sealed envelopes from appropriately qualified and adequately experienced Architect/Consultants for the Renovation of Consulate Property at 3435 Jackson Street, San Francisco, CA-94118.

The proposal (bids) duly completed in all respect, along with required enclosures, must reach in the office of:

- a. Mr. Raju Sharma, Head of Chancery, Consulate General of India, San Francisco.
- b. Address: Suite 2200, 71 Stevenson Street, San Francisco, CA-94105
- c. Email: hoc.sf@mea.gov.in
- d. Tele No.: +1 (415) 640 9561

Bid must reach on or before 29 June 2026 to the aforementioned address. The RFP document along with its annexure may be downloaded from the Central Public Procurement Portal <https://eprocure.gov.in/cppp/> and also from the official website of the Consulate General of India San Francisco, www.cgisf.gov.in.

1. Objective:

The objective of this RFP is to select an appropriately qualified and adequately experienced Architect/Consultant by the Consulate General of India San Francisco for Renovation of Consulate Property at 3435 Jackson Street, San Francisco.

2. Introduction and Background:

The Consulate General of India, San Francisco invites proposals from qualified and experienced architectural firms for undertaking renovation and conversion project of a government-owned property located at 3435 Jackson Street, San Francisco, CA 94118. The proposed project involves the renovation of the existing building.

The property comprises a 2 storied building with a build-up area of approximately 4356 sq. ft., excluding the parking area, located in the Presidio Heights of San Francisco, the premises require architectural redesign and interior refurbishment.

3. Scope of Work:

- a. Structural reinforcements and repairs to address long-term deterioration of foundation and framing.
- b. Upgrades to plumbing, electrical, and HVAC systems.
- c. Interior renovation of wooden flooring and walls.
- d. Roof repair, exterior waterproofing, repainting.
- e. Accessibility improvements and fire compliance retrofits.

4. Location and description of Property:

A. Plot details

Address: 3435 Jackson Street, San Francisco, CA-94118

A two-storey residential property with basement, constructed in 1927 and acquired by the GOI in May 1982 for use as the official residence of the Consul General. The built-up area is approx. 4,110 sq. ft. on as 4,356 sq. ft. plot. The two-storey structure with basement, constructed in 1927, stands on a plot measuring approximately 4,356 sq. ft. and comprises residential accommodation along with parking and backyard garden. The building is of wood-frame construction with concrete foundation and has been in continuous official residential use for over four decades.

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 Architect/Consultant. Interested firms can visit the site from 20 May 2026 to 26 June 2026 (10:00 AM to 05:00 PM) after prior appointment with Mr. Raju Sharma, Head of Chancery, Consulate General of India, San Francisco, Email: hoc.sf@mea.gov.in, Tele No: +1(415) 640-9561 on or before 26 June 2026.

6. Conditions of Eligibility. Architect/Consultant fulfilling the following conditions of eligibility and submitting the relevant documentary proof therein may only apply:

- a. Must have architectural as well as Project Management capability, registered with the Competent Local authorities/professional bodies for carrying out Consultancy services of this nature. A copy of such registration must be enclosed as **Exhibit-1**.

- b. Must have minimum 10 years experience in the profession and must be authorized to take up work i.e. Comprehensive Professional Services for Architectural, Landscaping, Engineering, and Project Management etc. in the USA. A certified copy of the registration certificate showing registration number, date of registration and its date of validity must be enclosed as **Exhibit-2**.
- c. Bidders must demonstrate past experience in successful execution of at least one contract worth USD 2.0 million, or two contracts worth USD 1.5 million each, or three contracts worth USD 1.0 million each, within the last two years. Projects should have included structural, MEP, and interior work.
- d. Experience in adaptive reuse of historic buildings, institutional design, interior remodeling, and regulatory compliance in historic districts is essential. Firms must provide evidence of having met tight schedules and budgetary constraints.
- e. The applicant should have a minimum annual turnover of USD 1.0 million over the last three years, supported by audited financials.
- f. The firm should have adequate technical and administrative staff. A list of key personnel with qualifications and experience to be enclosed.
- g. Copy of award letter and completion certificate for each such work must be enclosed as **Exhibit-3**.
- h. Must submit financial statement of the firm for last three years showing annual turnover of the company as **Exhibit-4**.
- i. The firm must not have suffered loss in more than two of the last immediate five years from the current financial year and must not have suffered loss in the immediate preceding financial year. Must submit balance-sheet for last 5 years as **Exhibit-5**.
- j. Should have sufficient number of Technical & Administrative Employees for proper execution of the project. Details of staff strength and organizational structure must be provided.
- k. The firm should demonstrate familiarity with local building codes, regulations, and approval processes in San Francisco, California.
- n. The firm should have experience in coordination with multiple stakeholders including government agencies, consultants, and contractors.
- o. The firm should be capable of delivering services within stipulated timelines and maintaining quality standards.

7. Stages of Consultancy Work

7.1 Stage 1 – Design:

The consultant shall submit feasibility reports, preliminary drawings, and detailed concept design based on input from the Post.

7.2 Stage 2 – Statutory Approvals:

The consultant shall seek and secure all necessary approvals and make modifications if mandated by local authorities.

7.3 Stage 3 – Construction Support:

The consultant shall assist in tender drafting, evaluate technical bids, and provide construction administration services post-award.

8. Payment Modalities

8.1 The total consultancy fee shall be quoted in three parts: 10% for Stage 1, 20% for Stage 2, and 60% for Stage 3.

8.2 Within these stages, the following milestone-based payments will apply:

- Draft: 5%
- Basic Design: 5%
- Construction Permit: 10%
- Detailed Project Drawings: 10%
- Bid Documentation: 5%
- Construction Monitoring (stage at 25%, 50%, 75%, 100% of completion): 48%
- Final Certification and Handover: 7%

8.3 A retention amount of 10% of the total fee shall be held as performance security, to be released in two tranches-50% one month after project completion, and 50% after one year.

9. Design Alterations and Modifications

The post reserves the right to seek modifications, additions, or deletions in the design. No extra fee may be claimed without written consent, unless for reasons of structural safety or emergency.

10. Timeline

The consultant shall execute the project according to an agreed schedule. Timely performance is of the essence.

11. Compensation for Delay

In case of delay attributable to the consultant, a penalty of 0.5% of the total consultancy fee per week shall apply, capped at 10%.

12. Abandonment of Work

If the consultant abandons the work, the Consulate may use completed drawings and documents without additional compensation. In such cases, consultancy and management fees may be withheld.

13. Suspension of Services

The Post may suspend the consultant's services by issuing a written notice. Upon resumption within six months, prior payments shall be deemed as advances against the fee.

14. Termination

The agreement may be terminated if the consultant fails to discharge obligations. A 21-day notice followed by a final 14-day notice shall precede termination.

15. Arbitration

Disputes will be resolved under UNCITRAL arbitration rules. Proceedings shall be held in San Francisco.

16. Remedies

The consultant shall, at their own cost, rectify any design flaws discovered within in year of project handover. Access shall be granted for inspection.

17. Bidding Process and Timeline

Questions from bidders must be submitted by 26 June 2026. The final submission deadline is 29 June 2026. Technical bids will be opened at Consulate General of India, San Francisco on 30 June 2026 at 1500 hrs.

18. Selection Criteria

Technical and financial bids will be evaluated in a 75:25 ratio.

Evaluation parameters include:

- Efficiency and economy of the design: 50 marks
- Relevant experience: 30 marks
- Heritage building experience: 20 marks

19. Earnest Money Deposit

All bids must be accompanied by a refundable EMD of USD 1,000 via cheque in favour of the **Consulate General of India, San Francisco**.

20. Submission instructions

Proposals must be submitted in two separate sealed envelopes for technical and financial bids addressed to:

- a. Mr. Raju Sharma, Head of Chancery
- b. Consulate General of India, 71 Stevenson Street, Suite-2200, San Francisco, CA 94105
- c. Email: hoc.sf@mea.gov.in
- d. Tele No. : +1 (415) 640-9561

Technical Bid, which should contain the documents establishing the technical eligibility of the applicant and other documents required to establish sound financial condition, as per terms & conditions of this RFP; and

Financial Bid (Offer of Fee), which should be as per the format given at enclosed Annexure (Form of Tender) of 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 **29 June 2026** in the office of:

Mr. Raju Sharma, Head of Chancery, HOC, Consulate General of India, San Francisco

Email: hoc.sf@mea.gov.in

Tele No: **4158914080**

Technical bids will be opened on **30 June 2026** (1500 hrs) in the Consulate General of India, San Francisco.

19. Earnest Money Deposit (EMD) & Bank Guarantee for Performance Security

(i) The bidder shall submit a Demand draft or Banker's cheque or Bank Guarantee as per the format attached as **Annexure 1 (Page Nos. 24-25)** or Online payment (CITI Bank, Consulate General of India, San Francisco, Current Account No. **20788031053** amounting to **\$1000.00 (One Thousand Dollars only)**).

Bank Guarantee for Performance Security (5% of the consultancy fees) is to be submitted by the selected Architect/Consultant only at the time of signing of the contract agreement as per the format attached as **Annexure 2**.

(ii) It is to be mentioned here that **50% of EMD will be forfeited if the bid is withdrawn before completion of tender process and 100% of EMD be forfeited if L1 bidder denies to start the work by stipulated time.**

20. Validity of Bids

The bids shall remain valid for a period of **180 days** from the opening of bids or upto any mutually agreed extended period.

Head of Chancery
Consulate General of India
Ste 2200, 71 Stevenson Street
San Francisco, CA 94105

**TIME SCHEDULE FOR THE TENDER FOR SELECTION OF
ARCHITECT/CONSULTANT**

S. No.	Activity	Date / Time
1.	Uploading of RFP on Post website and CPP Portal	20 May 2026
2.	Site Visit to 3435 Jackson Street, San Francisco, CA-94118	20 May 2026 to 29 June 2026 (1000 Hours to 1700 Hours)
3.	Last date of submission of bids at Head of Chancery, Consulate General of India, St 2200, 71 Stevenson Street, San Francisco, CA 94105	29 June 2026 1600 hours
4.	Opening of Technical bids at Consulate General of India, San Francisco	30 June 2026
5.	Opening of financial bids	To be intimated later (only to technically qualified bidders)

**No. CGI/SFO/872/01/2025
Consulate General of India
San Francisco**

REQUEST FOR PROPOSAL (RFP)

**For Architectural Consultancy Services for the Renovation and Conversion of
Consulate Property at 3435 Jackson Street, San Francisco into residential
accommodation.**

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 **Consulate General of India, San Francisco** after site visit, to the entire satisfaction of the Consulate General of India, San Francisco for the sum stated below:

____ % **(to be written in words)** percentage of the project cost which will be either the estimated cost or the tendered cost whichever is lower, for providing Consultancy Services for the entire consultancy period for providing consultancy services including all works mentioned in the Stages of the Work mentioned in this tender document (excluding taxes, duties, etc.) to the satisfaction of **Consulate General of India, San Francisco**.

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/FACSIMILE:

EMAIL ADDRESS:

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Consulate General of India
San Francisco

REQUEST FOR PROPOSAL (RFP)

Bank Guarantee Proforma for Earnest Money Deposit/Tender Security

Bank Guarantee No.: _____

Brief description of contract: **Selection of Architectural Consultancy Services for the Renovation of 3435 Jackson Street, San Francisco, 94118** into residential accommodation.

Name and Address of Beneficiary:

Consulate General of India
Suite 2200, 71 Stevenson Street, San Francisco-94105

Date: _____

Whereas M/s (Name of Consultant with address) have submitted their tender for **SELECTION OF ARCHITECT/CONSULTANT FOR RENOVATION OF Consulate property at 3435 Jackson Street, San Francisco into residential accommodation**, and one of the tender conditions is for the M/s _____ (Consultant with address) to submit a Bank Guarantee for Earnest Money Deposit amounting to _____ (amount in words) or equivalent in US\$,

In fulfillment of the tender conditions, we _____ (Name of Bank) 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 _____ (amount in words) or equivalent in US\$.

2. This guarantee is valid for a period of **180 (One hundred and eighty) Days** and any claim and statement hereunder must be received at the above mentioned bank on or before 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 _____ (amount in words).

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. Disputes will be resolved under UNCITRAL arbitration rules. Proceedings shall be held in **San Francisco**.

Date: _____

Place: _____

Name: _____

Signature: _____

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