

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 540 Arguello Blvd, San Francisco into residential accommodation.

The President of India acting through the **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 and Conversion of Consulate Property at 540 Arguello Blvd, San Francisco-94118 into a residential accommodation.**

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

- a. **Mr. Chittyreddy Sripal, 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 : 415 891 4080.**

Bid must reach on or before 18th July 2025 to the aforementioned address. The detailed RFP document along with its annexure may be downloaded from the Central 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 and Conversion of Consulate Property at 540 Arguello Blvd, San Francisco into a residential accommodation.**

Introduction and Background

The Consulate General of India, San Francisco invites proposals from qualified and experienced architectural firms for undertaking a renovation and conversion project of a government-owned property located at 540 Arguello Boulevard, San Francisco, CA 94118. The proposed project involves the transformation of the existing building into a functional residential complex, inclusive of all associated ancillary services, to cater to the accommodation needs of consulate personnel.

The property comprises a 3 storied building with a built-up area of approximately 9,000 square feet, excluding the parking area. Located in the Inner Richmond district of San Francisco, the premises require architectural redesign and interior refurbishment to suit the intended residential use.

1. Scope of Work :

The selected firm referred as Consultant herein shall:

Provide comprehensive consultancy services in **Renovation and Conversion project of Consulate Property at 540 Arguello Blvd, San Francisco into a residential accommodation** including conceptualization, space utilization, functional aspects, obtaining statutory as per law of the land and all local bodies approvals required, preliminary project report, preliminary estimate, detailed architectural drawings, detailed structural analysis, design and drawings, detailed designs and detailing of all services, their drawings, vetting & approval, external development works, landscaping, detailed project report and preparation of all bid/Tender documents including removal of hazardous materials (if any) & disposal of hazardous material as per local applicable norms. Consultant shall prepare and supply all the coordinated services (all civil & E&M services), Good for Construction drawings.

- The Consultant shall carry out a 3-D laser cloud scan of the existing building to assess the structural soundness and to check any deficiencies in the existing building services (including plumbing, drainage, heating system, electrical and mechanical services etc.)
- The Consultant shall identify the location of various defects/problems inclusive of and will prepare a preliminary project report (PPR) based on the assessment done through 3-D laser cloud scan and in consultation with the Consulate General of India, San Francisco.

The PPR shall include the following:

- Analysis of the 3-D laser cloud scan.
 - Details of the defects/problems with their location.
 - The Roadmap ahead including Methodology and time schedule.
 - Any other relevant inputs.
- Consultant shall also prepare schematic design proposal for approval of the Post and the Ministry in India. The design proposal shall encompass the following key areas of work:

Floor	Existing Layout	Proposed Residential Layout (Accommodation Plan)
Ground Floor	Former office area with partitions, corridors, basic toilet facility, obsolete carpeting, and deteriorated ceilings.	Three compact residential units of approximately 600 sqft each for three small units. Three separate bedrooms, 1 common kitchenette and living room.
First Floor	Office cabins, common workspaces, damaged ceiling panels, no residential provisions.	One approx. 2800 sqft residential unit. Includes 3 bedrooms, 1 living room, 1 kitchen, 1 dining area, 1 walk-in closet, and 3 bathrooms.
Second Floor	Semi-open layout with partitions, used as formal office space, with visible ceiling damage and worn flooring.	One approx. 2200 sqft residential unit. Includes 3 bedrooms, 1 living room, 1 kitchen, 1 dining area, 1 walk-in closet, 1 storage room, and 2 bathrooms.

Common Work Across All Floors shall include asbestos removal, installation of false ceilings, floor replacement, waterproofing, internal modifications, and the installation of separate utility meters for gas, water, and electricity.

Important Points to note:

- The Consultant shall prepare preliminary design and preliminary estimates for the approval of the Post and the Ministry in India.
- The Consultant, shall obtain all local Municipal approvals including the heritage Board approvals, if any.
- Consultant shall prepare tender documents including the tender/working drawings (as per the local guidelines and instructions of the Ministry, GoI).

The Consultant will also prepare Bill of quantities etc. to invite bid from the construction agencies. Consultant shall also provide consultancy for shortlisting of bidders/contraction agencies for carrying out the construction/renovation work.

- The consultant shall also monitor the execution of work at site and will obtain necessary approvals from the local authorities, if required.
- Consultant shall also prepare schematic design proposal for approval of the Post and the Ministry in India. The design proposal will include the following:
- Remodeling/refurbishment of existing building services including HVAC

2. Location and description of Property:

A. Plot details

Address: 540 Arguello Blvd, San Francisco, CA 94118

- The present building at 540 Arguello Blvd, San Francisco was purchased by Government of India in the year 1981 which comprised of two floors (with a basement) with built up area of approx 6500 sq. feet.
- The building was built in the year 1969.
- An additional floor was added to the two-storied building in 1990
- Total built up area on ground floor, first floor and second floor of the building is about 9000 sq. feet.

3. 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 26 June 2025 to 17 July 2025 (10.00 am to 05.00 pm)** after prior appointment with **Mr. Chittyreddy Sripal, HOC, Consulate General of India, San Francisco, email : hoc.sf@mea.gov.in tele No :4158914080 on or before 18th July 2025.**

4. Conditions of Eligibility. Architect/Consultants fulfilling the following

conditions of eligibility and submitting the relevant documentary proof therein may only apply:

Must have architectural as well as Project Management capability, registered with 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 for taking up such consultancy works 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 works.

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

rendering the consultancy services. A list of employees with details of their technical qualification and experience stating clearly how they would be involved in this project must be submitted as **Exhibit-6**.

k. Additional information pertaining to association arrangement, if applicable, with other technical firms/professionals, commitment regarding adherence to professional Code of Ethics, liabilities, etc. may be submitted along with the application as **Misc. Exhibit**.

5. Stages of Consultancy Work

5.1 **Stage 1 – Design:** The consultant shall submit feasibility reports, preliminary drawings, and detailed concept design based on input from the Post.

5.2 **Stage 2 – Statutory Approvals:** The consultant shall seek and secure all necessary approvals and make modifications if mandated by local authorities.

5.3 **Stage 3 – Construction Support:** The consultant shall assist in tender drafting, evaluate technical bids, and provide construction administration services post-award.

6. Payment Modalities

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

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

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

6.3 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.

7. Design Alterations and Modifications

7.1 The Post reserves the right to seek modifications, additions, or deletions in the design. No material deviation may be undertaken without written consent, unless for reasons of structural safety or emergency.

8. Timeline

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

9. 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%.

10. 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.

11. 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.

12. 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.

13. Arbitration

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

14. Remedies

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

15. Bidding Process and Timeline

Questions from bidders must be submitted by **17th July 2025**.

The final submission deadline is **18th July 2025**. Technical bids will be opened at Consulate General of India, San Francisco on 21 July 2025 at 1500 hrs.

16. 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

17. Earnest Money Deposit

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

18. Submission Instructions

Proposals must be submitted in two sealed envelopes—technical and financial addressed to:

- a. **Mr. Chittyreddy Sripal, HOC,**
- b. **Consulate General of India, 71 Stevenson St, Suite-2200, San Francisco, CA 94105**
- c. **email :** hoc.sf@mea.gov.in
- d. **Tele No : 4158914080,**

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 18th July 2025 in the office of Mr. Chittyreddy Sripal, HOC, Consulate General of India, San Francisco, email : hoc.sf@mea.gov.in tele No : 4158914080 , on or before 18th July 2025. Technical bids will be opened on 21

July 2025 (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. 207881053 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**

1.	Uploading of RFP on Post website and CPP Portal	25 June 2025
2.	Site Visit to _____(address of property)	26 June 2025 to 17 July 2025 (0900 hours to 1700 hours)
3.	Last date of submission of bids at Head of Chancery Consulate General of India Ste 2200, 71 Stevenson Street San Francisco, CA 94105	18 July 2025 1600 hours
4.	Opening of Technical bids at Consulate General of India, San Francisco	21 July 2025 1500 hours
5.	Opening of financial bids	To be intimated later (only to technically qualified bidders)

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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 or tendered cost, whichever is lower**, shall be payable as Consultancy fees 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/FASCIMILE:

EMAIL ADDRESS:

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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 and Conversion of Consulate Property at 540 Arguello Blvd, San Francisco 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 540 Arguello Blvd, San Francisco into residential accommodation,** and one of the tender conditions is for the **M/s (Name of Consultant with address)** to submit a Bank Guarantee for Earnest Money Deposit **amounting to _____ (in words)** or equivalent in US\$). 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 _____ **(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 here under 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 _____ **(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:

No. **CGI/SFO/872/01/2025**

Consulate General of India, San Francisco.