1. INTRODUCTION

a) The Old Chancery at No 13, Amr Bin Masadah Street, Jabal Amman, 1st Circle, Amman- 11181, is a GOI owned property which was built in 1951 according to the building codes prevalent at that time. The building is a RCC structure with walls made of PCC (Plain Cement Concrete) with stone cladding. It is situated on a corner plot measuring 801 Sq m and has two floors with a built up area of 364 Sq m.

b) Since this Chancery building was located in a residential area and was much smaller in size than requirement, the Embassy of India has been shifted out from this building to a new location. This old Chancery building is lying vacant since May 2017.

c) The competent authority has decided to redevelop this Old Chancery building into a modern residential accommodation for the Diplomatic staff of Indian Embassy as per the latest space authorisation of MEA, Government of India and according to the building by laws of the concerned municipality of Amman. The process of selection of an Architect/Architectural Firm is hereby initiated by calling Expression of Interest from the eligible person/Firms.

2. CLIMATE

Amman’s position on the mountains near the Mediterranean climate zone places it under the semi-arid climate. Summers are mildly hot and breezy; however, one or two heat waves may occur during summer. Spring is brief and warm and usually starts between April and May. It lasts about a month with highest temperature reaching up to 28 °C (82 °F). Around the end of November the winter starts and continues till mid March. Temperatures are usually near or below 17 °C (63 °F), with snow occasionally falling once or twice a year. Rain averages about 300 mm (12 in) a year with most of the rainfall is between October and April. Difference in elevation plays a major role in the different weather conditions experienced in the city, snow may accumulate in the western and northern parts of Amman (an average altitude of 1,000 m (3,300 ft) above sea level) while at the same time it could be raining at the city centre (elevation of 776 m (2,546 ft)). Amman has extreme examples of microclimate, and almost every district exhibits its own weather.

3. FUNCTIONAL REQUIREMENTS-The detailed space requirements are as per the prescribed norms of Government of India as per entitlement norms of Ministry of External Affairs, New Delhi. Broadly the plinth area requirement is:

| Attaché/PS Residences (4) | : | 640 Sq m |
| Assistant/other staff (3) | : | 375 Sq m |
| **Total Plinth Area Required** | : | **1015 Sq m** |

Area for Balconies @10% of above : 100 Sq m
Total Plinth Area as per MEA Norms : 1115 Sq m
Area for circulation/lifts/staircases etc (@20% of above) : 225 Sq m

**Total Covered Area** : 1340 Sq m

(The above figure does not include areas for building services, garden, parking and .......)
-2-
recreational spaces etc which have to be provided as per Technical Standards & Local Regulations).

4. DEVELOPMENT NORMS

Government of India owns this existing Old Chancery building having a total plot area of 801Sq m with a built up area of 364 Sq m in the form of a double storey building which needs to be redeveloped into a modern and futuristic building within the conformity of the local development controls, standards and planning regulations of the City within the overall site parameters. The applicants are expected to check and verify all the permissible Development Norms.

Planning Guidelines- The following information has been collected from the office of the Mayor of Amman and needs to be verified by the desired applicants from the concerned authorities before applying. Also the detailed building by laws and urban planning guidelines will have to be obtained and referred to by the hired Consultant at the time of designing, however, for planning purposes following guidelines may be referred to:

a) Ground Coverage- 49 % (51% open space).
b) Permissible height of the building- 15 m.
c) Permissible number of Storeys- 4.
d) Setback rear and front- 4 m and side setback- 3 m.
e) Plans for construction approval will have to be submitted through Zahran District Office, Greater Amman Municipality for this Project.
f) No green building codes currently applicable but Government of India would like its building to be complying with International codes in this regard.
g) Modern building materials and construction techniques are allowed but they must respect the surrounding architectural fabric of the area.
h) Underground parking may be allowed to keep the building within the height control.
i) The location and capacity of water storage tank water storage tank may be planned keeping in view the water shortage in Amman.
j) The usage of the plot has been classified as ‘Residence C’ in the records of Amman Greater Municipality.

5. GENERAL CONDITIONS FOR DESIGN SUBMISSION

Selection of the Architect / Architectural Firms shall be as per the selection process described later (Para 7) in this document. Decision of the Government of India (Ministry of External Affairs, New Delhi), in this regard, will be final.

a) Applicants must fully acquaint themselves about the scope of the project and local conditions, building by-laws and planning guidelines of ‘Greater Amman Municipality (GAM)’, ‘Heritage Technical Advisory Committee, Amman’ and other relevant statutes (like article 77-2000) and guidelines before submitting their Expression for the project. They may visit the site with prior permission of Head of Chancery, Embassy of India, Jordan.

b) No further queries will be entertained at the EOI stage. However, Short-listed Applicants may seek clarifications when invited to submit Concept Design Proposals for the Project. Reply to such clarifications shall be posted on Mission's website. Applicants are advised to visit the website regularly.

....3/-
c) 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 fulfilling the contract agreements or financial failures / weaknesses etc.

d) The Embassy of India, Jordan, may appoint a separate company/ consultant for rendering Construction Management Services during the construction stages of the project. The selected architect/ architectural firms shall be required to co-ordinate with and work along with that firm(s) during project execution period for successful implementation of the project in all respect.

e) The basic Terms and Conditions of appointment of Consultant shall be provided to all short-listed applicants. If required, Embassy of India, Jordan may negotiate on the consolidated Consultancy Fee payable to the selected architect / architectural firm for the architectural and other relevant consultancy services as required as per agreement conditions from the architect/ architectural firms in the project.

6. ELIGIBILITY CRITERIA

a) Essential Criteria: To be eligible for pre-qualification, the applicant i.e. Architect / Proprietor of Architectural Firm must be a qualified Architect and shall have valid registration and permission for architectural practices in Amman/Jordan. The applicant should be eligible to submit the proposal to the Greater Amman Municipality and the other Local Authorities, mandated for issuing permissions/ approvals and licenses etc. as required for proper execution of the project. The applicant (or Joint Venture, in the case of JV firms) must have its Head Quarter or a branch office in Amman/Jordan and must have provided architectural services or executed Similar Projects in the past 7 years fulfilling at least one of the following conditions:

b) The applicant must have executed-

At least one residential building / project of group of buildings of a built-up area of 5000 Sq M having similar scope of work / services
OR
At least four residential villas / project of group of villas, of a built-up area of 2000 Sq M each having similar scope of work / services

(i) In the above criteria for the architectural services, Similar projects mean projects of having similar scope of work i.e. providing comprehensive service for planning & design for projects involving residential apartments/villas having Scope of Consultancy Services for architectural, quantity survey, structural, internal & external services, plumbing electrical, HVAC, acoustic, security, communication, landscape, interiors, furniture and other specialized disciplines etc. involved in the building project including obtaining Local Body Approvals for those projects.

(ii) The applicant or the JV Firm must be registered with the appropriate statutory authorities and permitted to practice as an Architect/ Architectural firm in Jordan. They should also have at least 7 years post registration experience of providing architectural services for executed projects.
7. **Desirable Criteria:**

a) National or International level competition and Award won for similar projects. The similar projects mean the residential/apartments projects executed by the Firm.

b) Experience in use of Green Technology complying International Standards like LEED, GRIHA etc. Experience in energy saving practices like use of energy efficient materials, solar power, solar passive architecture, recycle and reuse of water etc and any one of the three similar projects submitted as part of eligibility Criteria.

c) Experience of having executed work based on Single Stage 2-Envelope System of Tendering and familiar / conversant with FIDIC based tendering system.

8. **SELECTION PROCESS**

a) The selection of the Architect / Architectural Firm shall be done through a two-step selection process comprising of:

   (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.

b) Each applicant will be required to submit the EOI Application along with a suitable covering letter. All the EOI applications shall be examined / evaluated based on which eligible Architect / Architectural Firm shall be short-listed.

c) Short-listed applicants will be given a Design Brief with details on the design parameters. 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. their Concept Design Proposals before a Selection Committee. The Selection Committee will evaluate the proposals for ranking in order of their cumulative scores on the technical and financial weightage (technical 75 + financial 25)

d) The applicant with maximum cumulative score will be invited for selection and will be required to enter into an agreement with the Embassy of India in Jordan 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**

a) **For Eligibility Criteria:**

   (i) Applicants are requested to provide certified or self-attested documents for the following:

   aa) Copy of Registration Certificate from the appropriate statutory authorities permitting Applicant to practice as an Architect / Architectural firm in Amman, Jordan.

   ab) Address of the company or branch offices, as given in the Company registration document (copy to be attached).

   ac) Applicants are required to provide information of the projects completed in the last 7 years and which are similar to the proposed Chancery complex project. Only
those projects will be considered which satisfy the eligibility criteria (as prescribed in Section 6.1 above) determined from the following data duly certified by the client:

ii) Project summary with photographs  
iii) Project name, location and brief description  
iv) Project owner / Name of Client  
v) Date of commencement and completion of the projects  
vi) Total plot area and total covered area (in square meter)  
vii) List of the key buildings in the project, their height in number of storeys and area  
viii) Scope of work handled by the Applicant in these projects  
x) References (name, title, telephone number / email)

b) For Desirable Criteria:

(i) Attach Certified Copy of citation / Award received or copy of official announcement in press. Details of the project which were awarded provided in format given in Para 8.1 above.  
(ii) Copy of Certificate received for use of Green Technologies in respect of buildings of projects / buildings along with write-up on a single page A4.  
(iii) Details of projects executed based on single stage two envelopes (two bid) system of tendering and FIDIC conditions of contract, provided in format given in Para 8.1 above.

c) 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.

d) Others:

(i) Please 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 would be assigned to that parameter / factor.  
(ii) Information, as sought for each Desirable Criteria, is to be given by individual Applicant or each member of the consortium including lead member separately as attached annexure  
(iii) Length of experience will be counted as on the date of publication of Press Notice.

10. SUBMISSION

Applicants are required to submit their EOI will 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, Amman, Jordan along with the hard copy.
DECLARATION

I hereby submit the following documents:

1. Copy of Registration Certificate from appropriate Statutory Authorities to practice as an Architect / Architectural firm
2. Address of the company / branch offices, as given in the Company registration document
3. Project summary with photographs:
   (a) Project-I: Yes/No
   (b) Project-II: Yes/No
   (c) Project-III: Yes/No
4. Project name, location & brief description
   (a) Project-I: Yes/No
   (b) Project-II: Yes/No
   (c) Project-III: Yes/No
5. Project owner / Name of Client
   (a) Project-I: Yes/No
   (b) Project-II: Yes/No
   (c) Project-III: Yes/No
6. Date of commencement and completion of the projects
   (a) Project-I: Yes/No
   (b) Project-II: Yes/No
   (c) Project-III: Yes/No
7. Total plot area and total covered area (in sq. M.)
   (a) Project-I: Yes/No
   (b) Project-II: Yes/No
   (c) Project-III: Yes/No
8. List of the key buildings in the project, Height & and Covered Area
   (a) Project-I: Yes/No
   (b) Project-II: Yes/No
   (c) Project-III: Yes/No
9. Scope of Services in these projects
   (a) Project-I: Yes/No
   (b) Project-II: Yes/No
   (c) Project-III: Yes/No
10. References, if any (name, title, telephone number / email)

I have also enclosed the following documents:

11. Certified Copy of Citation / Award / Copy of official announcement in press (As per Para 8.1)
    Yes/No

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

13. Details of projects executed on the basis of single stage two envelopes / FIDIC conditions of contract (As per Para 8.1)
    Yes/No
14. 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

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: