



**High Commission of India, Gaborone, Botswana**

No.Gab/Estt./861/5/2015-Vol-II

Date: 11/01/2023

**SUBJECT: TENDER FOR UNDERTAKING GEOTECHNICAL SURVEY IN CONNECTION WITH CHANCERY PROJECT AT PLOT 54383, CENTRAL BUSINESS DISTRICT, GABORONE, BOTSWANA.**

High Commission of India, Gaborone invites bids from established firms/company's for undertaking Geotechnical survey in connection with CHANCERY PROJECT at Plot 54383 Central Business District, Gaborone, Botswana.

Bid Document Download start date	11/01/2023
Clarification start date	11/01/2023
Date of site visit and meeting for clarifications (if any)	11/01/2023
Clarification end date	19/01/2023
Bid submission start date (offline by sealed envelope)	19/01/2023
Bid submission end date (offline by sealed envelope)	<b>10/02/2023</b>
Date of technical bid opening at High Commission of India, Gaborone.	13/02/2023

Interested firms to submit their bids in two bids system (Technical and Financial bids in separate sealed covers) super scribed as 'Tender for undertaking Geotechnical survey in connection with CHANCERY PROJECT at Plot 54383, Central Business District, Gaborone, Botswana.

The competent Authority of the High Commission reserves the right to reject any or all the bids or to modify any terms and conditions of the tender without assigning any reason and the decision of the Competent Authority of the High Commission shall be final and binding. This notice inviting tender/ e-tender is not an offer or an agreement by High Commission of India, Gaborone.

Any tender delivered after the above stipulated time, from whatever cause arising, will not be considered. The lowest, or any, or any portion of any tender submitted will not necessarily be considered. In no case will expenses incurred by the tenderer in preparation of their tenders be reimbursed.

Sd/

(Anandamay Baidya)

Second Secretary, High Commission of India

Plot 5375, President's Drive, Gaborone, Botswana.



**High Commission of India  
Gaborone**

**REQUEST FOR TECHNICAL PROPOSAL**

**FOR**

**GEOTECHNICAL SURVEY**

**FOR**

**CHANCERY PROJECT**

**ON**

**PLOT 54383, CENTRAL BUSINESS DISTRICT, GABORONE,  
BOTSWANA**

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TENDER FOR UNDERTAKING GEOTECHNICAL SURVEY IN CONNECTION WITH CHANCERY PROJECT AT PLOT 54383, CENTRAL BUSINESS DISTRICT, GABORONE, BOTSWANA.

**1.0 GENERAL**

Sealed tenders in the form of two bid systems (Technical and Financial) are invited by High Commission of India, Gaborone from reputed companies for undertaking Geotechnical survey in connection with CHANCERY PROJECT at Plot 54383, Central Business District, Gaborone, Botswana.

The tender should be submitted in prescribed format as laid down in the tender document. The tender documents duly filled in and complete in all respect should be addressed to the Head of Chancery Gaborone and are to be submitted offline only before **1200 hrs of 10/02/2023** Tenders or their representatives, who wish to be present during the tender opening, may do so. Tender documents can be obtained from the Attache (Admin), Gaborone on any working day between 1100 hrs to 1500 hrs from 11/01/2023.

Alternatively the tender document can be downloaded from the HCI, Gaborone website([www.hcigaborone.gov.in](http://www.hcigaborone.gov.in)) and from the Central Public Procurement Portal (CPPP) of Govt of India at <https://eprocure.gov.in/epublish/app> and <https://eprocure.gov.in/cpppp/>.

## CHAPTER 1

### 1. Instructions to bidders

High Commission of India, Gaborone invites tender for undertaking Geotechnical survey in connection with CHANCERY PROJECT at Plot 54383, Central Business District, Gaborone, Botswana.

The details of terms and conditions, schedule of work/ specifications and format for Technical and Financial bid are available in the tender documents. The bidders are instructed to go through tender form thoroughly before quoting their rates.

- 1.1 The tender is liable to be ignored if complete information is not given therein.
- 1.2 All bidders and/or representatives, if they so desire, may be present at the opening of the tender by the constituted committee at the time and date as specified in the schedule. It may be noted that under no circumstances tender received late shall be entertained.
- 1.3 Bidder are requested to submit their quotations/rates on one-time basis.

Price quoted should be in BWP (Botswana Pula) and should be inclusive of all costs except VAT. In no case any enhancement in approved rate will be entertained by the High Commission during the currency period of contract. Tenders not complete in this respect are liable to be ignored. The quotations shall be furnished in two covers i.e. Technical bids should be sealed in a separate cover while Financial bids be sealed in other over and super scribed as tender "Tender for undertaking Geotechnical survey in connection with CHANCERY PROJECT at Plot 54383, Central Business District, Gaborone, Botswana" Two separate covers will be sealed in the following manner: -

- (i) One cover containing the Technical documents (i.e. Annexure I duly filled in) includes documentary proof etc. (technical bid)
  - (ii) Second cover containing rates and duration (i.e. Annexure II dully filled in) of this offer (Financial bid)
- 1.6 The agency, while submitting their tender form shall enclose self-attested photocopies of registration, surveying license and experiences essential for carrying out the activities under reference, and any other documents in support of permission from the Competent Authority for carrying out the activities under reference. Tender form incomplete in any respect and not supported with such requisite documents, will be rejected by this High Commission.

## CHAPTER 2

### 2.0 Conditions of Contract

- 2.1 The contract, if awarded, from the date of award and extendable for further period subject to continuous satisfactory performance. However, on failure on this aspect by the service provider, the High Commission will have the right to terminate the contract forthwith.
- 2.2 The service provider shall not subject, transfer or assign the contract or any part thereof. In the event of the service provider contravening this condition, the High Commission will have the right to terminate the contract forthwith and the firm can be blacklisted by this High Commission.
- 2.3 The High Commission may at any time, by notice in writing, summarily terminate the contract without compensation to the survey company in any form in case it is felt by this High Commission that the bidder's work has not been satisfactory or in any other event where the firm is facing some legal problems which may affect their performance working in this High Commission. The decision of this High Commission shall be final in this regard.
- 2.4 In the event of any dispute or difference relating to the interpretation and application of the provisions of the contracts, such dispute or difference shall be referred by either party to the Arbitration.
- 2.5 The Competent Authority reserves the right to reject any or all tender without assigning any reason whatsoever.
- 2.6 After evaluation of the Technical bids, the Financial bids of only the technically qualified bidders shall be opened for arriving at L 1 bidder.
- 2.7 In case of failure of the service provider/firm to comply with the provision of terms and conditions mentioned in this Tender documents or the agreement to be signed between High Commission and the successful Bidder, the Competent Authority of this High Commission reserves the right to terminate the contract and to blacklist the firm.
- 2.8 The survey company /agency shall be responsible for the specified undertaking Geotechnical survey in connection with CHANCERY PROJECT at Plot 54383, Central Business District, Gaborone, Botswana.
- 2.9 The survey company/ agency will be responsible for compliance of all laws, acts and rules made there under, statutory orders issued from time to time in relation to the environment and man-power deployed by them for performance of the job under reference and the High Commission will have a right to be indemnified in respect of any consequences resulting from any breach or violation by the survey company of such rules, statutory obligations etc.
- 2.10 In the event of any violation of the laws, rules. Statutory provisions by the survey company, this will amount to breach of contract and in such case, the High Commission will have the right for terminating the contract, forthwith, without giving any notice or assigning any reason.
- 2.11 This High Commission reserves the right to terminate this contract in any eventuality, without any notice and without explaining any reasons to the survey company. The survey company shall not have claim for any compensation in such event of discontinuation of the contract.

## **CHAPTER 3**

### **3.0 Eligibility Criteria**

- 3.1 The bidder should be a company/firm duly registered with the concerned authorities in Gaborone, Botswana. It should have a permanent place of business in Gaborone. The complete postal address, telephone/mobile/email address etc. should be provided, while submitting the completed tender form.
- 3.2 The survey company should have experience in having successfully completed similar works during the last 5 years

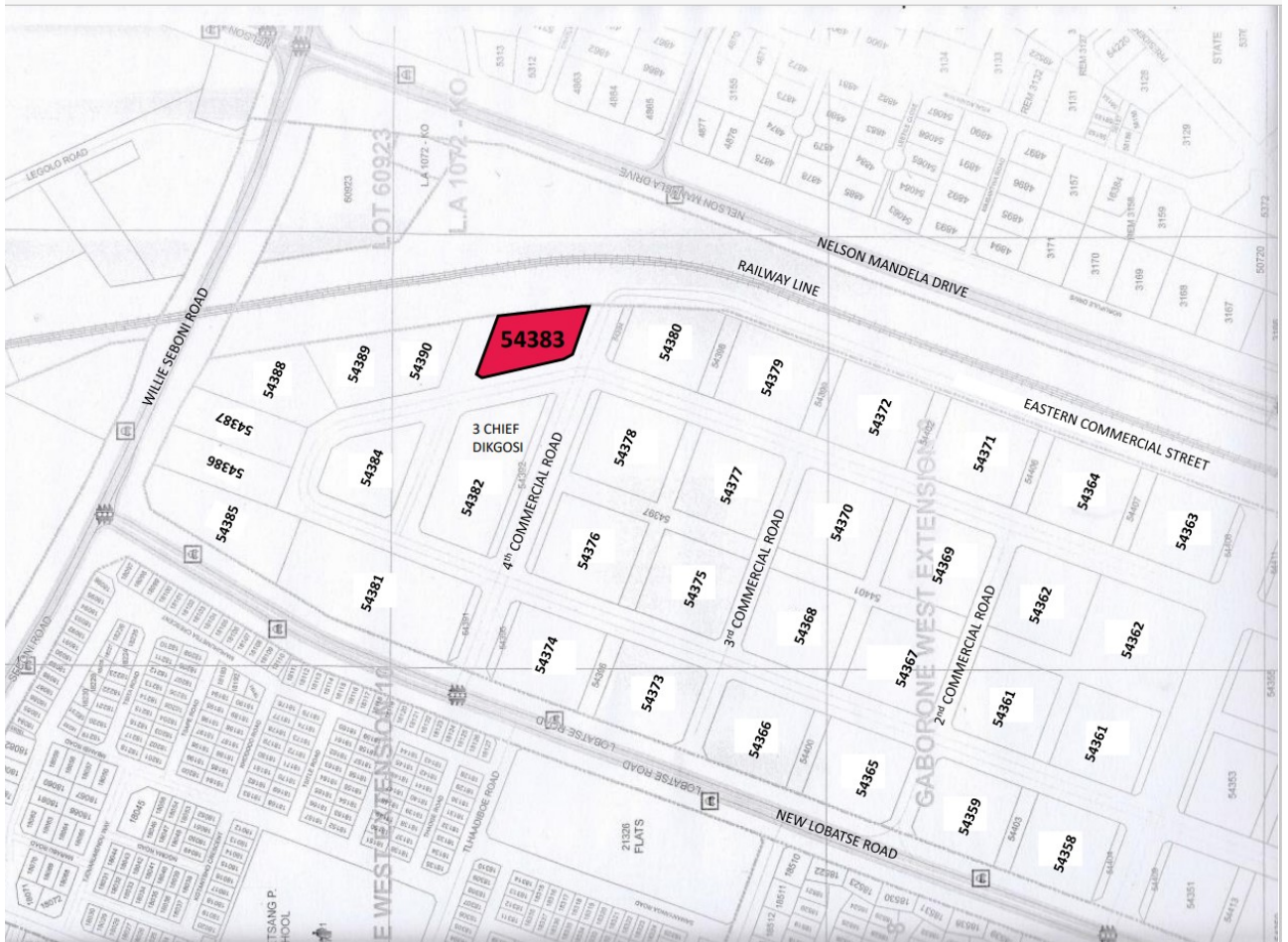
## **2.0 TERMS OF REFERENCE FOR SUBSOIL INVESTIGATIONS**

### **1. GENERAL**

There are plans to undertake a construction development on a property located at along Central Business District. The new project will consist primarily three main blocks. Facilities inside the development will include; auditoriums, halls, offices, stores, classrooms, and basement parking. A Geotechnical Investigation is required to determine the ground conditions.

#### **a. Location of the Site**

The site is located along Central Business District, across the road from monuments for three Chiefs in Gaborone, Botswana. See the attached image of the direction of the site in Central Business District, Gaborone.



**A formal Site visit shall be arranged or facilitated by the Client,**

**It is mandatory the Geotechnical Contractor visit the Site before submitting their bid.**

**b. Standards**

The work shall be carried out in conformity with the provision of the latest relevant British Standard (BS) Codes and Standards. Relevant American Society for Testing and Materials (ASTM) shall be followed where BS Codes and Standards are silent.

**2.2 OBJECTIVES OF THE INVESTIGATION**

The objectives of the investigation will include the following:

1. To determine the allowable bearing pressure across the site
2. To assess and propose the most appropriate foundation depth, type, and size
3. To assess the suitability of the site for the proposed engineering works

4. To foresee and provide against difficulties that may arise during construction owing to the ground and other local conditions
5. To enable an adequate and economical design to be prepared.

In addition, the requirements for

### **2.3 SCOPE OF WORKS & DESCRIPTION**

The Subsoil Investigation will include the following:

1. Sinking of 8N<sup>o</sup> Borehole and 2 N<sup>o</sup> Trial Pits to a depth of 30 meters and 2.5 meters to rock respectively. (See attached Site Plan Drawing for Proposed Boreholes and Trial Pits Locations).
2. Carry out SPT and/or DCP tests as per BS Standards and collect disturbed/undisturbed soil samples at specified intervals or as directed by the Consultant.
3. Collect rock core samples from the boreholes and determine the Rock Quality Designation (RQD), if, hard rock is encountered during drilling.
4. Conduct the following laboratory tests on samples recovered:
  - i. Particle size analysis.
  - ii. Atterberg Limits
  - iii. Determination of Natural Moisture Content
  - iv. Determination of Maximum Dry Density/Optimum Moisture Content.
  - v. Unconfined Compression Tests and density of rock
  - vi. Unconsolidated undrained Triaxial tests
  - vii. Chemical tests – Sulphate and chloride content and pH of soil
  - viii. California Bearing Ratio (CBR)
5. Monitor water regime.
6. Submit factual Geotechnical investigation reports along with borehole and trial pits location plan, detailed laboratory, and field test results with appropriate graphs/plots, and pertinent information required by this specification.

### **2.4 DETAILED REPORT**

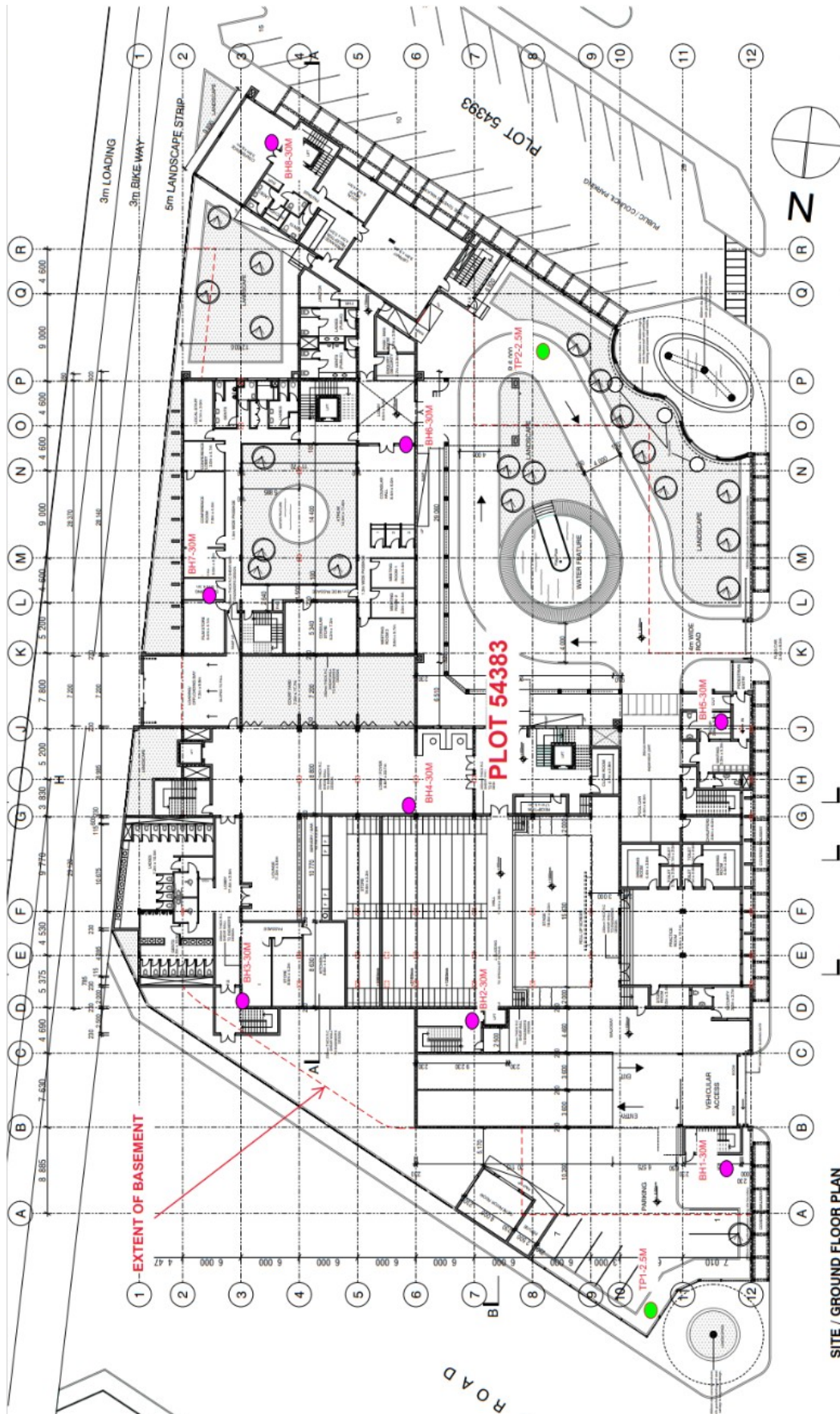
On completion of all field and laboratory testing, a detailed report shall be prepared and submitted to the Supervising Consultant and/or Client. The report shall include (but not by way of limitation):



1. A plan showing the position of all boreholes and trial pits at a particular location with georeferenced coordinates.
1. A description of the procedures of Investigation and testing employed and a list of equipment used.
1. Detailed borehole and trial pit logs, subsoil sections, laboratory, and field test results both in tabular as well as in graphical form, showing variations of each of the soil properties with depths in each borehole.
1. Field and laboratory test results along with graphs and tables used for computation.
1. The stress-strain diagrams as well as Mohr circle envelopes for unconfined compression tests, triaxial tests, and crushing strength of rock sample.
1. Modulus of elasticity calculated from the crushing strength of rock.
1. Recommendation regarding the type of cement to be used and any treatment to the concrete based on the chemical composition of soil and sub-soil water.
1. Any other Information of special significance encountered during the Investigation and likely to have a bearing on the design and construction of foundations.
1. Full colour photographs of field and laboratory activities and all the core boxes shall be included in each copy of the report.

A draft copy of the detailed report shall be submitted to the Supervising Consultant and/or Client for review and approval in soft copy and the final report shall be submitted thereafter in **three full colour copies**.

Boreholes & Trial Pits Location



SITE / GROUND FLOOR PLAN

### **3 TECHNICAL PROPOSAL SUBMISSION (60 MARKS)**

We are seeking from each interested party the following information:

#### **3.1.1 General**

**The technical proposal shall include the following:**

1. Company name
2. Company address
3. Contact name/details
4. Company profile and schedule of all services offered
5. Certificate of Incorporation
6. Copy of PI Insurance

#### **3.1.2 Experience and Qualifications**

1. Details of similar completed or ongoing projects including:
  - a) Project name and location
  - b) Project description
  - c) Client name and references
  - d) Dates engaged
  - e) Key staff engaged in the projects
2. Resources
  - a) CVs or proposed team
  - b) Details of any third collaboration or services that will be outsourced.
3. Schedule of current ongoing projects

#### **3.1.3 Methodologies and Approach**

A brief written description of how the project is intended to be undertaken should be included. The following should be specifically addressed:

1. An organization chart of the project team showing team structure with roles and responsibilities
2. Details of an internal quality management system
3. A description of how the drilling and sample collection process is to be managed.
4. Programming and Reporting format.
5. Sustainability and Environmental Health and Safety (EHS).

#### **4 TECHNICAL PROPOSAL SUBMISSION**

Note: Technical proposals to be submitted in separate envelope

Technical proposals should be:

1. Offline **no later than 1200Hrs 10/02/2023**.
2. Electronic copies of the Technical Proposal must be scanned copies of signed original proposals.



**High Commission of India**  
**Gaborone**

**REQUEST FOR FINANCIAL PROPOSAL**

**FOR**

**GEOTECHNICAL SURVEY**

**FOR**

**CHANCERY PROJECT**

**ON**

**PLOT 54383, CENTRAL BUSINESS DISTRICT, GABORONE,  
BOTSWANA**

**5.FINANCIAL PROPOSAL (40 MARKS)**

Note: Financial bids to be submitted in separate envelope

**5.0 Pricing**

5.1 The bidder(s) shall quote price in clear terms with a breakup of the quotes. The taxes applicable should be shown separately and clearly. Any change in taxes or levies made by

the Competent Authority after finalization of tender will be applicable at the time of billing. Bids having any hidden costs or conditional costs are liable to be rejected.

5.2 Prices quoted by the Bidder shall be fixed and no variation will be allowed under any circumstances except that of change in tax rates.

5.3 Prices shall be quoted in Botswana Pula - BWP

5.4 Payment will be released by the High Commission as per the terms & conditions agreed and shall remain unaltered throughout the period of contract

5.5 Important schedule and dates are enumerated below:

a) **Last day for submission of bids: 10/02/2023 by 1200 hrs.**

b) Date of opening of bids: 13/02/2023 at 1500 hrs.

c) Venue for opening of bids: High Commission of India, Gaborone.

**5.6 Bids may be submitted physically at the following address: Head of Chancery, High Commission of India, Gaborone.**

**5.7 For clarifications/ queries, if any prior to submission of bid, prospective bidders may contact Attache (Admin) at adm.gaborone@mea.gov.in or through telephone +267 397 2676 during office hours from 9 am to 5 pm on working days.**

## APPENDIX –A

2.	3. Schedule of Operations			
Item Description	UNIT	QTY	Rate (P)	TOTAL (P)
1. Establishment on site (establishment on site to include all requirements for working in Botswana where required)	Sum	Sum		

2. Excavate trial pits, marked TP1-2.5M to TP2-2.5M on the proposed sites to 2.5m depth or refusal and after carrying out the necessary tests, backfill the pits using the excavated material, with compaction.	No.	2.0		
3. Set out and drill boreholes, marked BH1-30m to BH8-30M on the proposed locations to 30.0m depth				
4. Drill a maximum of 3m into solid rock where solid rock is encountered before 30m depth	No	8		
5. Carry out Standard Penetration tests at 1.5m intervals on boreholes.( SPT N1 values to be given for all intervals)	m	2		
6. Carryout:				
a) Normal Indicators	No.	8		
b) CBR strength at 0.75m, 1.5m &2.5m (2.5m trial pits only)				
d) Collapse Potential				
f) Swell potential	No.	8		
g) Chemical Tests	No.	6		
h) Sieve analysis for each location (provisional)				
i) Liquid limit and plasticity index	No.	5		
j) Core Photography, logging and selection of samples for laboratory testing	No.	8		
k) Point load on cores	No	8		
l) UCS Tests on cores	No	8		

<p>m) Triaxial tests on cores</p> <p>n) Triaxial tests on soil samples from SPT tests</p> <p>j) Hydro chemical analysis of ground water</p> <p>h) Any other relevant tests not mentioned above but required under sections 2.3 and 2.4 of the TOR</p>	<p>Sum</p> <p>No</p> <p>No.</p> <p>No.</p> <p>No</p> <p>Sum</p> <p>Sum</p>	<p>Sum</p> <p>8</p> <p>8</p> <p>8</p> <p>8</p> <p>Sum</p> <p>Sum</p>		
<p>7. Prepare a detailed and comprehensive geotechnical report covering among others, methodology, interpretation of tests results, production of soil profile and graphic logs, ground bearing values at 1.5m depth intervals, conclusion and recommendations for building foundations and sub-grade preparations by a <u>Qualified Geotechnical Engineer</u>.</p>	<p>No of Copies</p>	<p>3</p>		



8.	SUB – TOTAL		
9.	12% VAT		
10.	GRAND TOTAL		

**Note: The quantities of the works and materials set forth in the above Bill of Quantities are an estimate only and are not to be considered as the limiting nor as extending the amount of work to be done. The payment shall be done on the actual quantity executed.**

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Company Name & Stamp: \_\_\_\_\_



**High Commission of India, Gaborone, Botswana**

No. Gab/Estt./861/5/2015-Vol-II

Date: 11/01/2023

SUBJECT: TENDER FOR UNDERTAKING TOPOGRAPHICAL SURVEY IN CONNECTION WITH CHANCERY PROJECT AT PLOT 54383, CENTRAL BUSINESS DISTRICT, GABORONE, BOTSWANA

High Commission of India, Gaborone invites bids from established firms/company's for undertaking Topographical survey in connection with Chancery project at Plot 54383, Central Business District, Gaborone, Botswana.

Bid Document Download start date	11/01/2023
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Date of technical bid opening at Chancery of India, Gaborone	13/02/2023

Interested firms to submit their bids in two bids system (Technical and Financial bids in separate sealed covers) superscribed as 'Tender for undertaking Topographical survey in connection with Chancery project at Plot 54383, Central Business District, Gaborone, Botswana.

The competent Authority of the High Commission reserves the right to reject any or all the bids or to modify any terms and conditions of the tender without assigning any reason and the decision of the Competent Authority of the Chancery shall be final and binding. This notice inviting tender/ e-tender is not an offer or an agreement by High Commission of India, Gaborone.

Any tender delivered after the above stipulated time, from whatever cause arising, will not be considered. The lowest, or any, or any portion of any tender submitted will not necessarily be considered. In no case will expenses incurred by the tenderers in preparation of their tenders be reimbursed.

Sd/

Anandamay Baidya

Second Secretary, High Commission of India

Plot 5375, President's Drive, Gaborone, Botswana.



**High Commission of India**  
**Gaborone**

**REQUEST FOR TECHNICAL PROPOSAL**  
**FOR**  
**TOPOGRAPHICAL SURVEY**  
**FOR**  
**CHANCERY PROJECT**  
**ON**  
**PLOT 54383, CENTRAL BUSINESS DISTRICT,**  
**GABORONE, BOTSWANA**

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TENDER FOR UNDERTAKING TOPOGRAPHICAL SURVEY IN CONNECTION WITH CHANCERY PROJECT AT ON PLOT 54383, CENTRAL BUSINESS DISTRICT, GABORONE, BOTSWANA

**GENERAL**

Sealed tenders in the form of two bid systems (Technical and Financial) are invited by High Commission of India, Gaborone from reputed companies for undertaking Topographical survey in connection with Chancery project at on Plot 54383, Central Business District, Gaborone, Botswana.

The tender should be submitted in prescribed format as laid down in the tender document. The tender documents duly filled in and complete in all respect should be addressed to the Head of Chancery Gaborone and are to be **submitted offline only before 1200 hrs of 10/02/2023**. Tenders or their representatives, who wish to be present during the tender opening, may do so. Tender documents can be obtained from the Attache (Admin), Gaborone on any working day between 0900 hrs to 1500 hrs from 11/01/2023.

Alternatively the tender document can be downloaded from the HCI, Gaborone website([www.hcigaborone.gov.in](http://www.hcigaborone.gov.in)) and from the Central Public Procurement Portal (CPPP) of Govt of India at <https://eprocure.gov.in/epublish/app> and <https://eprocure.gov.in/cpppp/>.

**CHAPTER 1**

ix. Instructions to bidders

High Commission of India, Gaborone invites tender for undertaking Topographical survey in connection with Chancery project at on Plot 54383, Central Business District, Gaborone, Botswana.

The details of terms and conditions, schedule of work/ specifications and format for Technical and Financial bid are available in the tender documents. The bidders are instructed to go through tender form thoroughly before quoting their rates.

- a. The tender is liable to be ignored if complete information is not given therein.
- b. All bidders and/or representatives, if they so desire, may be present at the opening of the tender by the constituted committee at the time and date as specified in the schedule. It

may be noted that under no circumstances tender received late shall be entertained.

- c. Bidder are requested to submit their quotations/rates on one-time basis.

Price quoted should be in BWP(Botswana Pula) and should be inclusive of all costs except VAT. In no case any enhancement in approved rate will be entertained by the High Commission during the currency period of contract. Tenders not complete in this respect are liable to be ignored. The quotations shall be furnished in two covers i.e., Technical bids should be sealed in a separate cover while Financial bids be sealed in other over and superscribed as tender "Tender for undertaking Topographical survey in connection with Chancery project at Plot 54383, Central Business District, Gaborone, Botswana" Two separate covers will be sealed in the following manner: -

2. One cover containing the Technical documents (i.e. Annexure I duly filled in) includes documentary proof etc. (technical bid)
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## **CHAPTER 2**

### **4.0 Conditions of Contract**

- 4.1 The contract, if awarded, from the date of award and extendable for further period subject to continuous satisfactory performance. However, on failure on this aspect by the service provider, the High Commission will have the right to terminate the contract forthwith.
- 4.2 The service provider shall not subject, transfer or assign the contract or any part thereof. In the event of the service provider contravening this condition, the High Commission will have the right to terminate the contract forthwith and the firm can be blacklisted by this High Commission.
- 4.3 The High Commission may at any time, by notice in writing, summarily terminate the contract without compensation to the survey company in any form in case it is felt by this High Commission that the bidder's work has not been satisfactory or in any other event where the firm is facing some legal problems which may affect their performance working in this High Commission. The decision of this High Commission shall be final in this regard.

- 4.4 In the event of any dispute or difference relating to the interpretation and application of the provisions of the contracts, such dispute or difference shall be referred by either party to the Arbitration.
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- 4.6 After evaluation of the Technical bids, the Financial bids of only the technically qualified bidders shall be opened for arriving at L 1 bidder.
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- 4.8 The survey company /agency shall be responsible for the specified undertaking Topographical survey in connection with Chancery project at Plot 54383, Central Business District, Gaborone, Botswana.
- 4.9 The survey company/ agency will be responsible for compliance of all laws, acts and rules made there under, statutory orders issued from time to time in relation to the environment and man-power deployed by them for performance of the job under reference and the High Commission will have a right to be indemnified in respect of any consequences resulting from any breach or violation by the survey company of such rules, statutory obligations etc.
- 4.10 In the event of any violation of the laws, rules. Statutory provisions by the survey company, this will amount to breach of contract and in such case, the High Commission will have the right for terminating the contract, forthwith, without giving any notice or assigning any reason.
- 4.11 This High Commission reserves the right to terminate this contract in any eventuality, without any notice and without explaining any reasons to the survey company. The survey company shall not have claim for any compensation in such event of discontinuation of the contract.

### **CHAPTER 3**

- (iii) Eligibility Criteria
  - a. The bidder should be a company/firm duly registered with the concerned authorities in Gaborone, Botswana. It should have a permanent place of business in Gaborone. The complete postal address, telephone/mobile/email address etc. should be provided, while submitting the completed tender form.
  - b. The survey company should have experience in having successfully completed similar works during the last 5 years

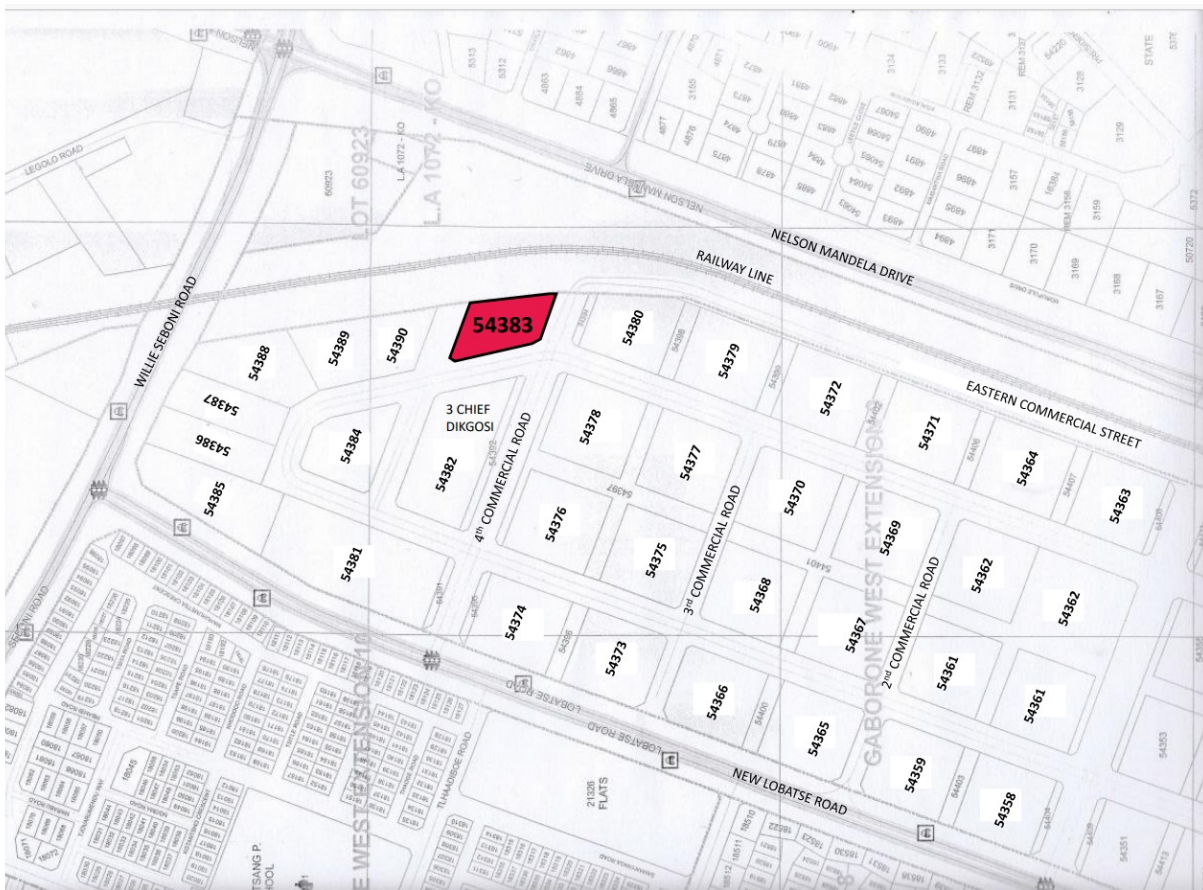
## 2.0 TERMS OF REFERENCE FOR TOPOGRAPHICAL SURVEY

### 4. GENERAL

There are plans to undertake a construction development on a property located at Plot 54383, Central Business District. The proposed development project consists primarily of three main blocks. Facilities inside the development will include; auditoriums, halls, offices, stores, classrooms, and basement parking . A Topographical survey is required for the site.

#### a. Location of the Site

The site is located in Central Business District, across the road from three Chiefs monument, Gaborone, Botswana. See the attached image of the direction of the site Central Business District.



**A formal Site visit shall be arranged or facilitated by the Client,**

**It is mandatory the Topographical Contractor visit the Site before submitting their bid.**

## **5. TERMS OF REFERENCE**

The following are the terms of reference but not limited to:

6. Installation of a pair of GPS pillars within a radius/grid of between 50-100 meters to the proposed site.
7. Establishment of northing and easting of each of above pillars using GPS equipment in Universal Transverse Mercator (UTM) reference system – tied to National Grid.
8. Fixation of intervisible Traverse (secondary control) stations between each pair of GPS pillars.
9. Coordinating the secondary controls by traverse survey using total station (or any alternative equipment)
10. Heighting of all pillars and stations using Automatic level, referring their elevations to known bench mark / National Grid.
11. Computation and adjustment of raw field observations to derive final x, y and z of all pillars and stations.
12. Detailed Topographical Survey (using Total Station) to pick relevant and significant features including spot-heights in a grid of not more than 25m (guided by nature of terrain) in form of x, y and z to generate required DTM / DEM.
13. The Topographical survey will include but not limited to the following:
  4. Ground contours
  5. Topographical survey to be based on UTM coordinate system and not assumed TBM.
  6. Re-establishment of plot boundary beacons.
  7. Establishment of a permanent bench-mark level and location to be used in the design and execution of the project.
  8. Location, girth and height to branches of all mature trees.
  9. Establishment of existing services (power, water, sewer) both within the plot and along the access roads adjacent to the site.
  10. Topographical survey should cover access roads adjacent to the plot. These includes all four roads surrounding the plot.
  11. Existing open and or covered stormwater drainage along all four roads adjacent to the plot, together with the invert levels at every 5m to be indicated.
  12. Footprints of all existing buildings with their floor levels
  13. Any other physical entities within and adjacent to the property



14. Plotting of the resulting plan drawing with contour lines using an appropriate computer software and scale.

## **6. TECHNICAL PROPOSAL SUBMISSION (60 MARKS)**

We are seeking from each interested party the following information:

### **Technical Proposal**

#### **3.1.1 General**

The technical proposal shall include the following:

6. Company name
7. Company address
8. Contact name/details
9. Company profile and schedule of all services offered
10. Certificate of Incorporation
11. Copy of PI Insurance

#### **3.1.2 Experience and Qualifications**

- f) Details of similar completed or ongoing projects including:
  7. Project name and location
  8. Project description
  9. Client name and references
  10. Dates engaged
  11. Key staff engaged in the projects
- g) Resources
  7. CVs or proposed team
  8. Details of any third collaboration or services that will be outsourced.
- h) Schedule of current ongoing projects



### **3.2 TECHNICAL PROPOSAL SUBMISSION**

Note: Technical proposals to be submitted in separate envelope

Technical proposals should be:

- c) **Offline before no later than 1200hrs. 10/02/2023.**
- d) Electronic copies of the Technical Proposal must be scanned copies of signed original proposals.



**High Commission of India  
Gaborone**

**REQUEST FOR FINANCIAL PROPOSAL**

**FOR**

**TOPOGRAPHICAL SURVEY**

**FOR**

**CHANCERY PROJECT**

**ON**

**PLOT 54383, CENTRAL BUSINESS DISTRICT,**

**GABORONE, BOTSWANA**

### **3. FINANCIAL PROPOSAL (40 MARKS)**

Note: Financial bids to be submitted in separate envelope

#### **SUBMISSION**

##### 4.0 Pricing

4.1 The bidder(s) shall quote price in clear terms with a breakup of the quotes. The taxes applicable should be shown separately and clearly. Any change in taxes or levies made by the Competent Authority after finalization of tender will be applicable at the time of billing. Bids having any hidden costs or conditional costs are liable to be rejected.

4.2 Prices quoted by the Bidder shall be fixed and no variation will be allowed under any circumstances except that of change in tax rates.

4.3 Prices shall be quoted in Botswana Pula, BWP.

4.4 Payment will be released by the High Commission as per the terms & conditions agreed and shall remain unaltered throughout the period of contract

4.5 Important schedule and dates are enumerated below:

**a) Last day for submission of bids: 10/02/2023 by 1200 hrs**

b) Date of opening of bids: 13/02/2023 at 1500 hrs

c) Venue for opening of bids: High Commission General of India, Gaborone

**4.6 Bids may be submitted physically at the following address: Head of Chancery, High Commission of India, Plot 54383, President Drive, Gaborone, Botswana.**

**4.7 For clarifications/ queries, if any prior to submission of bid, prospective bidders may contact Attache (Admin) at adm.gaborone@mea.gov.in or through telephone +267 397 2676 during office hours from 9am to 5 pm on working days.**

**Section-VIII**

**Bids Securing Declaration**

I/We accept that if I/We withdraw or modify Bids during the period of validity or if I/We are awarded the contract and I/We fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, I/We will be suspended for the period of time specified in the request for bids document (2 years if not specified) from being eligible to submit Bids for contracts with the entity that invited the Bids.

Date: \_\_\_\_\_

Signatures\_\_\_\_\_

**HIGH COMMISSION OF INDIA  
(GABORONE)**

**NOTICE INVITING TENDER FOR SELECTION CONTRACTOR  
FOR  
CHANCERY PROJECT**

**SECTION-**

**Bank Guarantee Proforma for Earnest Money Deposit**

Bank Guarantee No.....

Brief description of contract: Chancery Project

Name and address of Beneficiary High Commission of India, Gaborone  
Plot 5375, President's Drive, Private Bag 00249,  
Gaborone, Botswana.

Date:

Whereas M/s Pramod Patel, Contractor have submitted their tender for Chancery Project at CBD Gaborone for High Commission of India and one of the tender conditions is for the ***M/s Pramod Patel, Contractor, Plot 21549, Phakalane, Gaborone, Botswana, P. O. Box No.40983, Gaborone to submit a Bank Guarantee for Earnest Money Deposit amounting (BWP.....calculated as 2% of the estimated cost of Chancery Project)*** 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 ***(BWP.....or US\$ calculated as 2% of the estimated cost of project)***.

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 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 hereinabove, the maximum liability under this guarantee is restricted to **(BWP.....or US\$ by the High Commission of India, Gaborone calculated as 2% of the estimated cost of project).**

4. Notwithstanding anything to the contrary contained hereinabove, 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. This guarantee shall be governed and construed in accordance with the laws of the Republic of Botswana and is governed by the United Rule for Demand Guarantee (URGC) (ICC Publication No. 758) and shall be subject to exclusive Jurisdiction of the Republic of Botswana Courts.

Date:

Place:

Name:

Signature: