

**Ministry of External Affairs
Government of India**



सत्यमेव जयते

**Request
For
Expression of Interest**

**Procuring Architectural Consultancy Services
For
Demolition of Existing Chancery Building,
Construction of new Chancery Building, Cultural Centre and Residences**

High Commission of India, Colombo, Sri Lanka

Date of Issue: 27.10.2026

Last Date of Submission: 18.11.2026

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**Request for Expression of Interest for
Procuring Architectural Consultancy Services
For
Demolition of Existing Chancery Building,
Construction of new Chancery Building, Cultural Centre and Residences
High Commission of India, Colombo, Sri Lanka**

The President of India, acting through the High Commissioner of India in Colombo, Sri Lanka, requests Expressions of Interest (EOI) from eligible and qualified Architects / Architectural Firms for the **Demolition of existing Chancery building and Construction of new Chancery building, Cultural Centre and Residences including recreation, parking facilities and associated ancillary services** at 36–38 Galle Road, Colombo–03, Sri Lanka.

The REoI is intended to identify firms having the requisite statutory standing, relevant experience and demonstrated capability for a project of comparable scale, complexity and character. The shortlisting process constitutes the first stage of a two-stage consultancy procurement. Only shortlisted Consultants will subsequently be invited to submit Technical and Financial Proposals through a Request for Proposal (RFP). Shortlisting does not constitute an award or create any contractual right in favour of a shortlisted Consultant.

Following the REoI, eligible firms will be able to access the tender documents and their annexures from the Government of India Central Procurement Portal, and also from the official website of the High Commission of India, Colombo, Sri Lanka.

1. BACKGROUND

1.1. The High Commission of India in Colombo owns a plot of land at 36-38, Galle Road, Colombo-03, presently functioning as the Chancery premises of the High Commission of India. The Government of India's construction programme envisages demolition of existing Chancery building and Construction of new Chancery building, Cultural Centre and Residences including recreation, parking facilities and associated ancillary services (hereinafter referred to as the 'Project'), as defined in the Press Notice.

1.2. The plot has an area of approximately **3,388 sq. m.**, as per available land documents. It is rectangular in shape and slopes from the front side facing the main road towards the coastal side. The principal approach is from Galle Road. The adjoining Galle Face Hotel is a heritage building; the opposite side of the site is surrounded by prestigious Government buildings, hotels, banks and other private business establishments. The envisaged built up area is approximately **18,700 sq. m.**, excluding parking and ancillary services as required under local norms.

1.3. The Project area is envisaged to include the Chancery, Cultural centre comprising Multipurpose hall and its related spaces, residences for officers of Mission, parking, security and ancillary services. The recreation and community facilities would be available to both residences and office area. The access and functioning of proposed buildings would be independent of each other but connected to Main Chancery keeping in view the functional and climatic conditions.

1.4. The complex is expected to function efficiently through modern security systems, appropriate heating/cooling systems, smooth circulation, and integration of open and built-up spaces, functional segregation of spaces and suitable building services and external infrastructure.

2. CLIMATIC CONDITIONS

2.1. Colombo has a tropical monsoon climate and is generally warm and humid throughout the year. The major seasonal variation is associated with the monsoon periods, during which heavy rainfall may occur. From March to April, the average high temperature is around 31°C. The principal monsoon periods are generally from May to August and October to January.

2.2. The Architect shall verify the latest available rainfall, temperature, wind, coastal exposure and other relevant climatic data and shall incorporate the same into the planning, structural, façade, waterproofing, services and landscape design.

3. DEVELOPMENT NORMS AND DESIGN BRIEF

3.1. The property falls under the Concentrated Development Zone (CDZ) in which high-rise and high-density development with mixed land use is permitted as per the Colombo Zoning Plan, subject to confirmation and compliance with the latest applicable local laws, regulations and development controls.

3.2. Total plot area: **3,388 sq. m.** Ground coverage, building height, basement requirements, parking, fire and life-safety provisions, access, setbacks and other development parameters shall be as per applicable local norms and approvals.

3.3. The site is extremely close to the sea. The Architect shall assess the implications of coastal exposure, heavy rainfall, humidity, corrosion, wind, drainage and allied environmental conditions and propose suitable planning, material, structural and building-services strategies in accordance with applicable standards and local requirements.

3.4. The total envisaged **built-up area is approximately 18,700 sq. m.,** comprising:

- | | | |
|------|---|-----------------|
| i. | Residences | : 11,922 Sq. M. |
| ii. | Chancery/Consular /Cultural Centre area | : 5,700 Sq. M. |
| iii. | Business/multi-utility area | : 1,078 Sq. M. |
| iv. | Total envisage area | : 18,700 Sq. M. |

3.5. Areas for building services, public conveniences, basements, parking and other excluded/ancillary components shall be provided as required by local regulations and the functional requirements of the Mission.

3.6. The Architect shall undertake an urban and site context study, review the urban potential of the plot and surrounding development, verify planning and development controls with the concerned local bodies, and reconfirm the applicable norms before preparation of the concept design. The latest municipal guidelines and applicable laws shall govern the design and approvals.

3.7. The broad consultancy scope is expected to cover urban planning, architectural design, landscaping, interiors and furniture/furnishings, civil and structural coordination, electrical, electro-mechanical, plumbing, HVAC, fire and life safety, security systems, external development and utilities, sustainability measures, cost estimation, preparation of tender documents, assistance in tendering and obtaining statutory approvals/clearances, and other consultancy services as may be required for implementation of the Project.

4. GENERAL INSTRUCTIONS

4.1. This REoI is being issued for shortlisting of competent Architectural Consultancy firms for the Project. It is issued with reference to the applicable provisions of the General Financial Rules, 2017, the Manual for Procurement of Consultancy Services, Second Edition, 2025, and the applicable Government of India procurement instructions, as amended from time to time.

4.2. The REoI is only a shortlisting stage. No technical or financial proposal for the consultancy fee is required at this stage unless specifically asked for in the Press Notice. A detailed Design Brief / Terms of Reference and Request for Proposal (RFP) shall be issued subsequently only to shortlisted applicants.

4.3. Selection of Architect / Architectural Firm shall be as per the selection process described in **Para 9.** Decision of the Government of India (Ministry of External Affairs, New Delhi, India), in this regard will be final.

4.4. Applicants shall fully acquaint themselves with the Project scope, site, surrounding development, security considerations, local planning procedures, statutory approvals and professional practice requirements in Sri Lanka before submitting the EoI. Site visits may be undertaken with prior appointment and permission of the High Commission of India, Colombo.

4.5. No claim for additional time or cost arising from failure to acquaint itself with the site, local conditions, applicable approvals or statutory requirements shall be entertained on this account. Shortlisted applicants may seek clarifications during the ‘Concept Design Stage’.

4.6. References and completion/performance certificates submitted in support of experience should, as far as practicable, be issued or authenticated by an authorized officer of the client/owner, in the

manner indicated in **Annexure 5**. The High Commission reserves the right to verify any submitted information directly with the client.

4.7. The High Commission may appoint a separate Construction Management / Project Management consultant during the construction stage. The appointed Architect shall be required to coordinate fully with such consultant and with other consultants/contractors engaged by the Mission for successful implementation of the Project.

4.8. The detailed terms and conditions of appointment, scope, deliverables, professional fees, payment terms, performance security, insurance, liability, intellectual property, dispute resolution and other contractual matters shall be set out in the RFP and the eventual Agreement. Any negotiation, if permitted, shall be undertaken strictly in accordance with the applicable procurement rules.

4.9. The High Commission may reject an EOI or disqualify an applicant where any material false, misleading or suppressed information is discovered, including poor performance, abandonment of works, failure to fulfil contractual obligations, insolvency or other financial/technical weakness materially affecting capability. Such action shall be without prejudice to any further action permissible under applicable rules.

4.10. The High Commission reserves the right to issue corrigenda/addenda, modify the requirements, extend the submission deadline, cancel or withdraw the REoI, or re-invite the EoI, in accordance with applicable procurement rules. No applicant shall have any claim merely by reason of issue of this REoI or participation in the process.

4.11. The basic Terms and Conditions for appointment of Architect/Architectural Firm shall be provided to all shortlisted applicants. If required, The High Commission of India, Colombo may negotiate on the consolidated Consultancy Fee payable to the selected applicant for the architectural and other relevant consultancy services as required.

5. ELIGIBILITY CRITERIA

5.1. To be eligible for shortlisting, the applicant shall be an Architect or Architectural Consultancy Firm duly registered/incorporated and legally authorised to practise architecture and allied professional services in Sri Lanka under the applicable laws and regulations of Sri Lanka.

5.2. The Applicant shall have its registered/head office or a duly established branch office in Sri Lanka and shall be authorised to undertake the proposed consultancy services in Sri Lanka.

5.3. The Applicant shall not be insolvent, bankrupt, under liquidation, receivership or otherwise subject to any legal proceeding which materially affects its ability to perform the Consultancy Services.

5.4. The Applicant, its directors/proprietors, as applicable, shall not have been blacklisted, debarred, suspended or otherwise declared ineligible by the Government of India, High Commission of India,

Government of Sri Lanka or any competent statutory authority from participating in public procurement.

5.5. The Applicant shall not have any conflict of interest which materially affects fair competition in the present procurement and shall submit the prescribed declaration in **Annexure 3**.

5.6. In case of a Joint Venture/Consortium, all members shall individually satisfy the applicable eligibility requirements, and the Joint Venture/Consortium shall submit a duly executed Memorandum of Understanding/Joint Venture Agreement clearly identifying the Lead Member and respective responsibilities, as specified in **Annexure 2** and **Annexure 3**, as applicable.

5.7. The Applicant shall comply with all applicable restrictions and requirements relating to procurement from entities of countries sharing a land border with India, as prescribed under Rule 144(xi) of the General Financial Rules, 2017 and the prevailing Government of India orders/instructions.

NOTE: Applicants failing to satisfy any of the above eligibility conditions shall be treated as non-responsive and shall not be considered for evaluation under the Qualification Criteria.

6. QUALIFICATION CRITERIA

6.1. The Applicant shall have at least 10 (ten) years of post-registration experience in providing architectural/architectural consultancy services.

6.2. During the last 10 (ten) years, the Applicant shall have completed or substantially completed consultancy assignments, including the qualifying similar assignments specified below, with substantially completed assignments being those for which at least 80% of the payments under the assignment have been received.

6.3. The Applicant shall have successfully completed consultancy services for projects involving comprehensive architectural and allied services, including, as applicable, urban/site planning, architectural design, structural and building services coordination, civil, electrical, electro-mechanical, plumbing, HVAC, security systems, landscaping, external development, interiors, furniture/furnishings, statutory/local authority approvals and other related consultancy services.

6.4. For the purpose of determining **similar assignments**, the following shall be considered:

i. At least one (1) similar project having a minimum built-up area of 18,700 sq. m;

OR

ii. At least two (2) similar projects, each having a minimum built-up area of 14,025 sq. m;

OR

iii. At least three (3) similar projects, each having a minimum built-up area of 9,350 sq. m.

6.5. For the above purpose, a **similar project** shall mean a **completed architectural consultancy assignment** of comparable scale and complexity involving an integrated building/project development,

preferably including institutional, Government, diplomatic, office, cultural, high-end residential or mixed-use facilities, together with associated site development and statutory approvals.

6.6. The qualifying project(s) should have been undertaken on a contiguous site or an integrated development comprising contiguous/functional project components, and the Applicant shall clearly indicate the scope of services actually performed by it.

6.7. Experience shall be demonstrated through completion/substantial completion certificates or equivalent documentary evidence issued by the Client, and the details shall be furnished according to **Annexure 5**. The Procuring Entity reserves the right to seek original certificates during the subsequent RFP stage.

7. FINANCIAL CAPABILITY

7.1. The Applicant shall have a minimum average annual turnover of **USD 1.7 Million** during the **last five financial years**, of which at least **50% shall be from Consultancy Service Contracts**.

7.2. The financial capability shall be established on the basis of audited financial statements/certificates from the statutory auditor or Chartered Accountant, as applicable, and the information shall be furnished in **Annexure 6**, and the Procuring Entity may call for additional documentary evidence at the RFP stage to verify the continuing financial capacity of the Applicant.

7.3. In case of a Joint Venture/Consortium, the aggregate financial capability of all members shall be at least equivalent to USD 1.70 Million. The Lead Member shall meet at least 40% of the prescribed minimum financial capability and each substantial member shall meet at least 20% of the prescribed minimum financial capability, as detailed in **Annexure 6**.

NOTE: Where the financial statements of the Applicant are denominated in a currency other than USD, the turnover shall be converted into USD using the applicable exchange rate published by the Central Bank of the relevant country for the respective financial year.

8. DESIRABLE CRITERIA

In addition to the above minimum qualification requirements, the following shall be considered for shortlisting/ranking, where supported by documentary evidence:

8.1. National or international architectural awards/recognitions in recognised architectural competitions;

8.2. Experience in completed projects incorporating green building technologies, energy-efficient design, renewable energy, sustainable materials or recognised green-building/energy-efficiency certification;

8.3. Experience in projects tendered under a **single-stage two-envelope/two-bid system** and demonstrated familiarity with **FIDIC conditions of contract**.

*NOTE: Adequate documentary evidence shall be submitted for each claim under the above criteria, in accordance with **Annexure 7**. Where satisfactory documentary evidence is not furnished, the corresponding claim shall not be considered for evaluation.*

9. PROCESS OF SELECTION

9.1. The selection shall be undertaken in two stages in accordance with the applicable procurement framework:

- i.** Shortlisting of eligible and qualified applicants through this REoI, based on ranking as per eligibility, qualification and desirable criteria.
- ii.** Selection based on Technical and Financial Proposals after issue of an RFP to the shortlisted applicants for submission.

9.2. At the REoI stage, eligibility shall be examined on a **pass/fail** basis. Only substantively responsive and eligible EOIs shall be considered for shortlisting. Qualification shall be assessed on the basis of relevant organizational experience, similar assignments, financial capability and other criteria specifically stated in the REoI.

9.3. The shortlist shall consist of not more than eight (8) eligible firms.

9.4. Where **fewer than three (3)** applicants meet the prescribed criteria and the criteria cannot reasonably be relaxed without compromising the requirement, the procurement may proceed only with the approval of the Competent Authority, as applicable.

9.5. Where **more than eight (08)** Applicants satisfy all the minimum Eligibility and Qualification Criteria, the Procuring Entity shall restrict the shortlist to a maximum of eight (08) Applicants by **ranking the qualified Applicants on the basis of the Desirable Criteria specified in Para 8 and the information furnished in Annexure 7**, supported by documentary evidence. In the event of a tie, the Applicant having the **higher average annual turnover** from Consultancy Service Contracts during the prescribed period shall be ranked higher.

9.6. Shortlisted applicants shall subsequently be invited to submit Technical and Financial Proposals against a detailed Design Brief / Terms of Reference. The proposed RFP-stage selection is envisaged through Quality and Cost Based Selection (QCBS), with the technical and financial weightages to be specified in the RFP.

9.7. At the RFP stage, the shortlisted applicants will be required to prepare a presentation of their capability, approach and technical proposal before the duly constituted Evaluation/Selection Committee. The final selection shall be made in accordance with the evaluation criteria and procedure stated in the RFP.

NOTE: Shortlisting is an administrative process and does not confer any legal or contractual right on a shortlisted applicant. Original documents and supporting evidence may be called for verification at

the RFP stage. Failure to establish the authenticity or correctness of the submitted information may result in rejection and other action under applicable rules.

10. SUBMISSION OF DOCUMENTS FOR SHORTLISTING

Applicants shall submit duly signed/self-certified copies of the documents specified below along with their EOI. **The prescribed submission forms are provided in Annexures 1 to 8 and shall be duly completed and submitted along with the supporting documents indicated therein.** The documents shall be arranged in the same sequence as specified herein and shall clearly identify the Applicant/JV/Consortium member to whom the document relates.

10.1. Documents for ‘Eligibility Criteria’

- i.** Certificate of registration/incorporation and valid registration/licence from the appropriate statutory/professional authority in Sri Lanka permitting the Applicant to practise as an Architect/Architectural Consultancy Firm;
- ii.** Documentary proof of the registered/head office or branch office in Sri Lanka;
- iii.** Constitution/Articles of Association/Partnership Deed or equivalent constitutional document, as applicable;
- iv.** Details and authorisation of the person signing the EOI on behalf of the Applicant;
- v.** Duly signed declaration confirming compliance with the Eligibility Criteria specified in Para 5;
- vi.** In case of a Joint Venture/Consortium, duly executed Joint Venture/Consortium Agreement or Memorandum of Understanding, clearly identifying the Lead Member, members, percentage participation and respective responsibilities.

*NOTE: The prescribed Eligibility Declaration shall be submitted in **Annexure 3**.*

10.2. Documents for ‘Qualification Criteria’

- i.** Details of the Applicant's experience in architectural/architectural consultancy services, including number of years of post-registration experience;
- ii.** Details of similar completed or substantially completed consultancy assignments during the last ten years;
- iii.** For each qualifying similar assignment, the following information shall be furnished:
 - a)** Name and location of the project;
 - b)** Name and address of the Client/Project Owner;
 - c)** Brief description of the project;
 - d)** Date of commencement and completion;

- e) Total plot area and built-up/covered area in sq. m.;
- f) Details of the buildings/components and number of floors, where applicable;
- g) Scope of consultancy services performed by the Applicant;
- h) Status of completion;
- i) Value of consultancy services, where available; and
- j) Name, designation, telephone number and e-mail address of the Client's authorised representative for reference.
- iv. Completion certificate, substantial completion certificate, performance certificate or equivalent documentary evidence issued by the Client for each qualifying project.

*NOTE: The qualification information shall be furnished in **Annexure 4 and 5**, along with the supporting documents specified therein.*

10.3. Documents for 'Financial Capability'

- i. Audited financial statements for the prescribed financial years and/or a certificate from the statutory auditor/Chartered Accountant or equivalent authority establishing the Applicant's turnover and turnover from Consultancy Service Contracts;
- ii. Statement showing the Applicant's annual turnover and Consultancy Service turnover for each of the prescribed financial years and the average annual turnover;
- iii. In case of a Joint Venture/Consortium, financial statements and financial capability details of the Lead Member and substantial members in accordance with the requirements specified under Clause 7.3.

*NOTE: The financial capability information shall be furnished in **Annexure 6**, along with the supporting financial documents specified therein.*

10.4. Documents for 'Desirable Criteria'

- i. Copies of certificates/citations or other authentic documentary evidence in support of National/International awards or recognised architectural competition achievements;
- ii. Details and supporting certificates/documents for completed projects incorporating green building technologies, energy-efficient design, renewable energy, sustainable materials or recognised green-building/energy-efficiency certification;
- iii. Details of projects executed under a single-stage two-envelope/two-bid system and documentary evidence demonstrating familiarity with FIDIC conditions of contract.

*NOTE: The information relating to the Desirable Criteria shall be furnished in **Annexure 7**, together with the supporting documentary evidence specified therein.*

10.5. General Requirements

- i.** All documents submitted in support of eligibility, qualification and desirable criteria shall be legible and duly signed/self-certified by the authorised representative of the Applicant.
- ii.** Where a document is issued in a language other than English, an authenticated English translation shall accompany the document.
- iii.** The Applicant's relevant experience will be counted up to the date of publication of the Press Notice. Any experience gained after this date will not be considered for meeting the prescribed experience requirements.
- iv.** Experience of a parent company, subsidiary, affiliate or any other separate legal entity shall not be considered as the experience of the Applicant unless expressly permitted under the provisions of this REoI.
- v.** The Procuring Entity reserves the right to seek clarification or shortfall documents relating to historical information available as on the EOI submission date, provided that such clarification does not result in a change in the substance of the EOI or confer an unfair advantage on any Applicant.
- vi.** Original documents/certificates may be called for verification during the subsequent RFP process. Failure to produce the originals or discovery of any material discrepancy shall render the Applicant liable to rejection and such other action as may be permissible under the applicable procurement rules.
- vii.** Submission of incomplete, illegible, materially misleading or false information may result in rejection of the EOI and may attract further action under the applicable Code of Integrity and procurement rules.

11. DECLARATION

I/We hereby submit the following documents and confirm that the information furnished in the EOI and the documents enclosed therewith are true, correct and complete to the best of my/our knowledge and belief:

11.1. Joint Venture / Consortium Documents:

- i.** Certified copy of the Joint Venture/Consortium Agreement/Memorandum of Understanding, clearly identifying the Lead Member, members, percentage participation and respective responsibilities: **Yes / No**

- ii. Authorisation in favour of the representative signing the EOI on behalf of the Joint Venture/Consortium: **Yes / No**

11.2. Eligibility Criteria

- i. Copy of Registration/Certificate permitting the Applicant to practise as an Architect / Architectural Consultancy Firm in Sri Lanka: **Yes / No**
- ii. Proof of registered/head office or branch office in Sri Lanka: **Yes / No**
- iii. Eligibility Declaration confirming that the Applicant is not insolvent, bankrupt, blacklisted, debarred or otherwise ineligible to participate in public procurement: **Yes / No**
- iv. Conflict of Interest Declaration: **Yes / No**

11.3. Qualification Criteria

- i. Details of relevant post-registration experience: **Yes / No**
- ii. Details of consultancy assignments completed/substantially completed during the last 10 years: **Yes / No**

iii. Details of qualifying similar projects:

a) Project I : **Yes / No**

b) Project II : **Yes / No**

c) Project III : **Yes / No**

iv. Project summary with photographs:

a) Project I : **Yes / No**

b) Project II : **Yes / No**

c) Project III : **Yes / No**

v. Project name, location and brief description:

a) Project I : **Yes / No**

b) Project II : **Yes / No**

c) Project III : **Yes / No**

vi. Project Owner / Name of Client:

a) Project I : **Yes / No**

b) Project II : **Yes / No**

c) Project III : **Yes / No**

vii. Date of commencement and completion of the projects:

a) Project I : Yes / No

b) Project II : Yes / No

c) Project III : Yes / No

viii. Total plot area and total built-up/covered area (in sq. m.):

a) Project I : Yes / No

b) Project II : Yes / No

c) Project III : Yes / No

ix. Scope of consultancy services provided by the Applicant:

a) Project I : Yes / No

b) Project II : Yes / No

c) Project III : Yes / No

x. Completion / Substantial Completion / Performance Certificate or equivalent documentary evidence issued by the Client: Yes / No

xi. Client references, including name, designation, telephone number and e-mail: Yes / No

11.4. Financial Capability

i. Audited financial statements/certificates for the prescribed financial years: Yes / No

ii. Statement of annual turnover for the prescribed financial years: Yes / No

iii. Statement of turnover derived from Consultancy Service Contracts: Yes / No

iv. Certificate from Statutory Auditor/Chartered Accountant or equivalent competent authority confirming the average annual turnover: Yes / No

v. In case of Joint Venture/Consortium, financial capability statements of the Lead Member and substantial members as required under the REoI: Yes / No

11.5. Desirable Criteria

i. Certified copies of National/International awards, recognitions or architectural competition achievements: Yes / No

ii. Details and supporting certificates/documents relating to completed projects incorporating green building technologies, energy-efficient features, renewable energy, sustainable materials or recognised green-building/energy-efficiency certification: Yes / No

iii. Details of projects executed under a single-stage two-envelope/two-bid system and experience with FIDIC conditions of contract: Yes / No

11.6. Undertaking

- i. I/We confirm that all statements, information and documents submitted by me/us in this EOI are true, correct, complete and authentic.
- ii. I/We confirm that the Applicant satisfies all the minimum Eligibility, Qualification and Financial Capability requirements specified in this REoI.
- iii. I/We confirm that the experience claimed in respect of the qualifying projects relates to projects actually executed by the Applicant and that the scope of services stated against each project was performed by the Applicant.
- iv. I/We understand that the High Commission of India, Colombo reserves the right to verify any information, certificate or document submitted by the Applicant with the concerned Client, statutory authority or other competent authority.
- v. I/We understand that original documents and certificates may be called for verification during the subsequent RFP process and that failure to produce such documents or discovery of any material discrepancy may result in rejection and/or other action as per the applicable procurement rules.
- vi. I/We undertake to promptly inform the High Commission of India, Colombo of any material change in the information submitted in this EOI which may affect our eligibility, qualification or financial capability.
- vii. I/We understand that shortlisting does not constitute award of consultancy services and does not confer any contractual right upon the Applicant.
- viii. I/We hereby certify that each statement, document, certificate and information submitted with this EOI is true, correct and authentic. In the event that any statement, document or certificate submitted by us is subsequently found to be false, incorrect, misleading or unauthenticated, I/We understand and accept that the Applicant shall be liable for rejection/disqualification from the procurement process and for such further action as may be applicable under the relevant rules.

NAME OF THE APPLICANT / JV / CONSORTIUM : _____
NAME OF AUTHORISED REPRESENTATIVE : _____
DESIGNATION : _____
ADDRESS : _____
CONTACT DETAILS : _____
SIGNATURE : _____
SEAL : _____
PLACE : _____
DATE : _____

Annexures

(Forms of Submission)

Annexure 1

Form 1: EOI Form (Covering Letter)

Ref: REoI Para 10 / 11

(To be submitted on the Applicant's Letter-head, wherever applicable)

Particulars	Details
REoI Document No.	REOI/HCI/Colombo/01/2026
Tender Title	Request for Expression of Interest (REoI) for Selection of Architect Consultant for Demolition of existing Chancery building and Construction of new Chancery building, Cultural Centre and Residences including recreation, parking facilities and associated ancillary services for High Commission of India, Colombo, Sri Lanka
Applicant's Name	
Applicant's Reference No.	
Date	

To,

The President of India acting through Head of Procurement Procuring Organization
Colombo, Sri Lanka

Ref: REoI Document No. REOI/HCI/Colombo/01/2026

Tender Title: Request for Expression of Interest (REoI) for Selection of Architect Consultant for Selection of Architect Consultant for Demolition of existing Chancery building and Construction of new Chancery building, Cultural Centre and Residences including recreation, parking facilities and associated ancillary services for High Commission of India, Colombo, Sri Lanka

Sir/Madam

Having examined the above-mentioned REoI document, we, the undersigned, hereby submit our Expression of Interest (EOI) for shortlisting for the performance of the Consultancy Services for the Project.

1. About us:

We, M/s _____, hereby certify that we are an established Architectural Consultancy Firm having the required experience, past performance and financial capability for the Project, with our principal/registered office at _____.

2. Eligibility and Qualification:

- a) We comply with all the Eligibility Criteria stipulated in Para 5 of the REoI and have submitted the required declarations and supporting documents.

- b) We meet the Qualification Criteria stipulated in Para 6 and the Financial Capability requirements stipulated in Para 7 of the REoI, and have submitted the required details and supporting documents.
- c) We have submitted the required information in respect of the Desirable Criteria specified in Para 8, wherever applicable.
- d) We confirm that we have no conflict of interest which materially affects fair competition in this procurement.

3. Acceptance of REoI conditions:

We have examined and understood the complete terms and conditions of the REoI and agree to comply with the same.

4. Authenticity of documents:

We confirm that the information and documents submitted with this EOI are true, correct and complete. We undertake to produce originals and/or additional documentary evidence for verification during the subsequent RFP process, if required.

5. Authority to sign:

We confirm that the person signing this EOI is duly authorised to represent and bind the Applicant/JV/Consortium.

6. Shortlisting:

We understand that shortlisting does not constitute an award of consultancy services or create any contractual right in favour of the Applicant.

7. Declaration:

We understand that any false, misleading or materially incorrect information or document may result in rejection/disqualification and such other action as may be permissible under the applicable procurement rules.

Yours faithfully,

Particulars	Details
Name of Applicant / JV / Consortium	
Name of Authorised Representative	
Designation	
Address	
Telephone / Mobile	
E-mail	
Signature	
Date	
Seal	

Form 1.1: Applicant Information and Authorisation

Ref: REoI Para 10 / 11

(To be submitted on the Applicant's Letter-head, wherever applicable)

Particulars	Details
REoI Document No.	REOI/HCI/Colombo/01/2026
Tender Title	Request for Expression of Interest (REoI) for Selection of Architect Consultant for Demolition of existing Chancery building and Construction of new Chancery building, Cultural Centre and Residences including recreation, parking facilities and associated ancillary services for High Commission of India, Colombo, Sri Lanka
Applicant's Name	
Applicant's Reference No.	
Date	

1. Applicant / Organization Particulars

Particular	Details
Name of Applicant / Organisation	
Type of Organisation (Company / Partnership / Sole Proprietorship / JV / Consortium / Other)	
Country of Registration / Incorporation	
Date of Registration / Incorporation / Commencement	
Registration / Incorporation Number	
Professional Registration / Licence in Sri Lanka	
Date of Professional Registration	
Registered / Principal Office Address	
Office Address in Sri Lanka	
Telephone / Mobile	
E-mail	
Website, if any	
Name and Designation of Contact Person	

2. Organization and Professional Profile

Provide a brief profile of the Applicant, including organisational structure, principal areas of architectural/consultancy practice, technical and managerial capabilities, and relevant experience. Attach additional sheets, if required.

Item	Response / Reference to Attached Document
Organisation structure	
Overall professional profile	
Number of years in architectural/consultancy services	
Number of professional offices / locations	
Relevant professional registrations / memberships	

3. Authorization of Person Signing the EOI

Particular	Details
Full Name	
Designation	
Capacity in which signing	
Basis of authority (Board Resolution / Power of Attorney / Partnership Authority / JV Agreement / other)	

Form 1.2: Eligibility Declarations

Ref: REoI Para 5

(To be submitted on the Applicant's Letter-head, wherever applicable)

Particulars	Details
REoI Document No.	REOI/HCI/Colombo/01/2026
Tender Title	Request for Expression of Interest (REoI) for Selection of Architect Consultant for Demolition of existing Chancery building and Construction of new Chancery building, Cultural Centre and Residences including recreation, parking facilities and associated ancillary services for High Commission of India, Colombo, Sri Lanka
Applicant's Name	
Applicant's Reference No.	
Date	

The Applicant shall answer (Yes / No / N.A.) in the appropriate box and attach documentary evidence wherever required.

Sl.	Eligibility Declaration	Response
1	The Applicant is duly registered/incorporated and legally authorised to practise architecture and allied professional services in Sri Lanka.	
2	The Applicant has its registered/head office or a duly established branch office in Sri Lanka and is authorised to undertake the proposed consultancy services in Sri Lanka.	
3	The Applicant is not insolvent, bankrupt, under liquidation, receivership or subject to legal proceedings materially affecting its ability to perform the Consultancy Services.	
4	The Applicant, its directors/proprietors, as applicable, have not been blacklisted, debarred, suspended or otherwise declared ineligible by the relevant authorities from participating in public procurement.	
5	The Applicant has no conflict of interest which materially affects fair competition in the present procurement.	
6	In case of a Joint Venture/Consortium, all members satisfy the applicable eligibility requirements and the JV/Consortium Agreement/MoU identifies the Lead Member and respective responsibilities.	
7	The Applicant complies with applicable restrictions under Rule 144(xi) of the GFR 2017 and prevailing Government of India orders/instructions.	

We hereby certify that the above declarations are true and correct. We undertake to provide evidence of continued eligibility whenever requested by the Procuring Entity.

Particular	Details
Name of Applicant / JV / Consortium	
Name of Authorised Representative	
Designation	
Signature with Date	
Seal	

Form 2: Qualification Criteria – Compliance

Ref: REoI Para 6 and Para 7

(To be submitted on the Applicant's Letter-head, wherever applicable)

Particulars	Details
REoI Document No.	REOI/HCI/Colombo/01/2026
Tender Title	Request for Expression of Interest (REoI) for Selection of Architect Consultant for Demolition of existing Chancery building and Construction of new Chancery building, Cultural Centre and Residences including recreation, parking facilities and associated ancillary services for High Commission of India, Colombo, Sri Lanka
Applicant's Name	
Applicant's Reference No.	
Date	

The Applicant shall indicate compliance with each minimum qualification criterion and cross-reference the supporting form/document.

Criterion	Minimum Requirement	Response (Yes/No)	Supporting Form / Document Ref.
1. General Experience	At least 10 years of post-registration experience in architectural/architectural consultancy services.		
2. Consultancy Experience	Consultancy assignments completed or substantially completed during the last 10 years, with substantially completed assignments having at least 80% of payments received.		
3. Similar Experience	At least one similar project of $\geq 7,400$ sq. m.; OR two similar projects each of $\geq 5,550$ sq. m.; OR three similar projects each of $\geq 3,700$ sq. m.		
4. Scope of Services	Experience in comprehensive architectural and allied consultancy services, including applicable planning, design, building services, external development, approvals and related services.		
5. Financial Capability	Minimum average annual turnover of USD 1.70 Million during the last five financial years, of which at least 50% shall be from Consultancy Service Contracts.		
6. JV/Consortium Financial Capability	Aggregate financial capability of members $\geq$ USD 1.70 Million; Lead Member $\geq 40\%$; each substantial member $\geq 20\%$ of the prescribed minimum.		

Note: Financial figures reported in currencies other than USD shall be converted in accordance with the exchange-rate provision in the REoI.

Form 2.1: Performance Capability Statement – General and Similar Experience

Ref: REoI Para 6

(To be submitted on the Applicant's Letter-head, wherever applicable)

Particulars	Details
REoI Document No.	REOI/HCI/Colombo/01/2026
Tender Title	Request for Expression of Interest (REoI) for Selection of Architect Consultant for Demolition of existing Chancery building and Construction of new Chancery building, Cultural Centre and Residences including recreation, parking facilities and associated ancillary services for High Commission of India, Colombo, Sri Lanka
Applicant's Name	
Applicant's Reference No.	
Date	

List the assignments used to demonstrate compliance with the Qualification Criteria. Additional sheets may be attached in the same format.

Sl.	Country / Client	Project Title / Ref.	Project Period	Project / Consultancy Value	Plot Area / Built-up Area (sq. m.)	Scope / Role	Completion Status	Similar Assignment (Y/N)
1								
2								
3								
4								
5								

For each qualifying similar project, provide the following additional information:

Particular	Project 1	Project 2	Project 3
Name and location			
Client / Project Owner			
Brief project description			
Date of commencement			
Date of completion / substantial completion			
Plot area (sq. m.)			
Built-up / covered area (sq. m.)			
No. of floors / principal components			

Scope of consultancy services performed by Applicant			
Consultancy assignment value			
Status of completion			
Client reference – name / designation			
Client telephone / e-mail			
Completion / performance certificate enclosed	Yes / No	Yes / No	Yes / No

The Applicant shall attach completion/substantial completion/performance certificates or equivalent documentary evidence for each qualifying project.

Form 2.2: Financial Capability Statement

Ref: REoI Para 7

(To be submitted on the Applicant's Letter-head, wherever applicable)

Particulars	Details
REoI Document No.	REOI/HCI/Colombo/01/2026
Tender Title	Request for Expression of Interest (REoI) for Selection of Architect Consultant for Demolition of existing Chancery building and Construction of new Chancery building, Cultural Centre and Residences including recreation, parking facilities and associated ancillary services for High Commission of India, Colombo, Sri Lanka
Applicant's Name	
Applicant's Reference No.	
Date	

This form shall be completed by the Applicant and, in case of a JV/Consortium, by each member whose financial capability is being relied upon for qualification.

1. Financial Data for Previous Five Financial Years

Financial Year	Reporting Currency	Total Turnover / Revenue	Turnover from Consultancy Services	USD Equivalent – Total	USD Equivalent – Consultancy
Year 1					
Year 2					
Year 3					
Year 4					
Year 5					
Average					

2. Summary of Financial Qualification

Particular	Amount / Details
Average annual total turnover (USD)	
Average annual turnover from Consultancy Services (USD)	
Consultancy Services turnover as % of total turnover	
Minimum required average annual turnover	USD 1.70 Million
Minimum required Consultancy Services component	50%
Requirement met	Yes / No

3. Currency Conversion

Particular	Details
Currency of financial statements	
Exchange-rate source used	Central Bank of relevant country / other permitted source
Basis / rate used for each financial year	

4. Joint Venture / Consortium – Financial Capability

JV/C Member	Role	Average Annual Turnover (USD)	Contribution to Aggregate	Minimum Requirement	Compliant?
Lead Member				≥40% of minimum	
Substantial Member 1				≥20% of minimum	
Substantial Member 2				≥20% of minimum	
Other Member(s), if applicable				Not counted unless permitted	
Aggregate				≥ USD 1.70 Million	

Attach audited financial statements and/or the certificate from the statutory auditor/Chartered Accountant or equivalent competent authority for the prescribed financial years.

Form 2.3: Desirable Criteria – Supporting Information

Ref: REoI Para 8

(To be submitted on the Applicant's Letter-head, wherever applicable)

Particulars	Details
REoI Document No.	REOI/HCI/Colombo/01/2026
Tender Title	Request for Expression of Interest (REoI) for Selection of Architect Consultant for Demolition of existing Chancery building and Construction of new Chancery building, Cultural Centre and Residences including recreation, parking facilities and associated ancillary services for High Commission of India, Colombo, Sri Lanka
Applicant's Name	
Applicant's Reference No.	
Date	

The following information may be used for shortlisting/ranking where more than eight Applicants meet the minimum Eligibility and Qualification Criteria. Documentary evidence shall be attached.

Sl.	Desirable Criterion	Project / Achievement Details	Year	Supporting Document Ref.	Applicable? (Y/N)
1	National / international architectural awards or recognitions in recognised architectural competitions.				
2	Completed projects incorporating green building technologies, energy-efficient design, renewable energy, sustainable materials or recognised green-building/energy-efficiency certification.				
3	Projects tendered under a single-stage two-envelope/two-bid system and demonstrated familiarity with FIDIC conditions of contract.				

For each claim, attach certificates, award citations, project completion documents, certification documents, tender/contract documents or other authentic evidence sufficient to substantiate the claim.

Form 3: Submission Checklist

Ref: REoI Para 10

(To be submitted on the Applicant's Letter-head, wherever applicable)

Particulars	Details
REoI Document No.	REOI/HCI/Colombo/01/2026
Tender Title	Request for Expression of Interest (REoI) for Selection of Architect Consultant for Demolition of existing Chancery building and Construction of new Chancery building, Cultural Centre and Residences including recreation, parking facilities and associated ancillary services for High Commission of India, Colombo, Sri Lanka
Applicant's Name	
Applicant's Reference No.	
Date	

The Applicant shall submit the forms and supporting documents in the sequence below and indicate Yes / No / N.A. as applicable.

Sl.	Form / Document	Submitted (Yes/No/N.A.)	Page / Annexure Ref.
1	Form 1 – EOI Form (Covering Letter)		
2	Form 1.1 – Applicant Information and Authorisation		
3	Form 1.2 – Eligibility Declarations with supporting documents		
4	Form 2 – Qualification Criteria – Compliance		
5	Form 2.1 – Performance Capability Statement / Similar Project Details		
6	Completion / Substantial Completion / Performance Certificates or equivalent evidence for qualifying projects		
7	Form 2.2 – Financial Capability Statement		
8	Audited Financial Statements / Auditor or CA Certificate		
9	Form 2.3 – Desirable Criteria – Supporting Information		
10	JV/Consortium Agreement / MoU and authorisation, where applicable		
11	Any other document expressly required under the REoI		

Declaration by Applicant

We confirm that the above checklist accurately reflects the documents submitted with our EOI and that all information and supporting documents submitted are true, correct and complete.

Particular	Details
Name of Applicant / JV / Consortium	
Name of Authorised Representative	
Designation	
Signature with Date	
Seal	

INSTRUCTIONS FOR SUBMISSION OF FORMS

The Applicant shall submit the completed forms together with the supporting documents in the order prescribed below:

Order	Document
1	Form 1 – EOI Form (Covering Letter)
2	Form 1.1 – Applicant Information and Authorisation
3	Form 1.2 – Eligibility Declarations
4	Form 2 – Qualification Criteria – Compliance
5	Form 2.1 – Performance Capability Statement
6	Form 2.2 – Financial Capability Statement
7	Form 2.3 – Desirable Criteria – Supporting Information
8	Form 3 – Submission Checklist
9	Supporting documents in the sequence referred to in the forms

All forms shall be duly signed by the authorised representative of the Applicant. In case of a Joint Venture/Consortium, the forms shall be completed and signed in accordance with the JV/Consortium arrangement and the requirements of the REoI.