

**Tender documents for the Interior Architectural Designing**

**For Project**

## **RAS OFFICERS' CLUB**

**At**

**Plot No. 2, Institutional Area, Near Dainik Bhaskar office,**

**Opp. Vidyasharam School, JLN Marg, JAIPUR**

<b>Date and Time of submission of Tender at Directorate of Local Bodies, 22 Godown, Near Civil Lines Railway Crossing, Jaipur</b>	<b>:</b>	<b>04<sup>th</sup> Dec, 2017 before 12.00 noon</b>
<b>Opening of Technical Bid</b>	<b>:</b>	<b>05<sup>th</sup> Dec, 2017 at 12.00 noon</b>
<b>Presentation &amp; Opening of Financial Bids (At DLB, Jaipur)</b>	<b>:</b>	<b>06<sup>th</sup> Dec, 2017 at 1.00 pm onwards</b>
<b>Time of Completion of Design Work</b>	<b>:</b>	<b>12 Months</b>

**REQUEST FOR PROPOSAL FOR ENGAGEMENT OF A INTERIOR DESIGNING FIRM FOR COMPLETE INTERIOR WORKS OF THE PROPOSED RAS OFFICERS' INSTITUTE (CLUB HOUSE) BUILDING AT P.NO. 2, INSTITUTIONAL AREA, NEAR DANIK BHASKAR, JLN MARG, JAIPUR**

**RAJASTHAN PRASHASHNIK SEVA PARISHAD**, a registered society having a land measuring around 3500 sqm at Plot No.2, Institutional Area, near DAINIK BHASKAR is developing a **RAS OFFICERS' INSTITUTE ( CLUB HOUSE)** building through **RAS Officers' Institute**(a registered society formed for the purpose of building and running this club house).

This **CLUB HOUSE** building comprising of 2 Basement floors and 6 over ground floors (with the total built up area of approx. 120, 000 sq.ft.) is supposed to house a number of facilities. It will be developed as a green complex with greenery around. The facilities include proper parking space at 2 basement and ground levels, coffee shop, indoor sports areas, outdoor sports areas ,swimming pool, banquet hall, conference rooms, mini theatre, guest rooms, restaurant, bar ,roof top structures , gym spa, lounges, etc.

**RAS Officers' Institute** invites offers from INTERIOR DESIGNING Firms of repute for Interior Designing of the proposed CLUB HOUSE. The selection of the INTERIOR DESIGNING Firm will be done through competitive bids.

**1. SCOPE OF WORK:**

The Interior Designer is required to provide services in respect of the following:

- 1.1 Site evaluation and assessment.
- 1.2 Interior design, space planning/ development & volumetric study.
- 1.3 Architectural additions and alterations.
- 1.4 Design of fixed items of work, loose furniture & interior related civil works.
- 1.5 Illumination design.
- 1.6 Sound and acoustic design.
- 1.7 Graphic design and signage.
- 1.8 Indoor plants cape.
- 1.9 Selection of materials, equipment and other interior related elements
- 1.10 Integration of all Engineering services.

1.11 Periodic inspection and evaluation of works at site.

1.12 Any other interior related work as per client's requirement for the project from time to time.

## **2. SCHEDULE OF SERVICES:**

The Architect shall, after taking instructions from the Client, render the following services:

### **CONCEPT DESIGN [STAGE 1]:**

2.1 Furnish a site evaluation and analysis report with basic approach to circulation, activity distribution, interaction and external linkages.

2.2 Analyse schedule of spaces in relation to activities and site potential.

2.3 Prepare conceptual designs with reference to requirements and prepare rough estimate of cost on area basis.

### **PRELIMINARY DESIGN [STAGE 2]:**

**2.4 Modify** the conceptual designs incorporating required changes, prepare the preliminary drawings, interior views and schedule of finishes for the Client's approval along with the preliminary estimate of cost on area basis.

### **DRAWINGS FOR CLIENT'S /STATUTORY APPROVAL [STAGE 3]:**

**2.5** Prepare drawings necessary for Client's/ statutory approvals and ensure compliance with codes, standards and legislation, as applicable and assist the Client in obtaining the statutory approvals thereof, if required.

### **WORKING DRAWINGS AND TENDER DOCUMENTS [STAGE 4]:**

**2.6** Prepare working drawings, specifications and schedule of quantities sufficient to prepare estimate of cost and tender documents including code of practice covering aspects like mode of measurement, method of payments, quality control procedures on materials & works and other conditions of contract.

These working drawings etc shall take into account the architectural drawings in the tendering and related works, the interior designing firm shall provide detailed BOQs etc and thereafter assist PMC in preparation of tender documents and further process.

### **APPOINTMENT OF CONTRACTORS [STAGE 5]:**

**2.7** Assist PMC in inviting, receiving and analyzing tenders and advice Client on appointment of contractors/ supplier as required.

### **CONSTRUCTION [STAGE 6]:**

**2.8** Prepare and issue working drawings and details for proper execution of works during construction.

**2.9** Approve samples of various elements and components.

**2.10** Check and approve shop drawings submitted by the contractor/ vendors

**2.11** Visit the site of work and fabrication workshop, at intervals and times mutually agreed upon, to inspect and evaluate the progress of works and where necessary clarify any decision, offer interpretation of the drawings/specifications, attend conferences and meetings to ensure that the project proceeds generally in

accordance with the conditions of contract and keep the Client informed and render advice on actions, if required.

**2.12** In order to ensure that the work at site proceeds in accordance with the contract documents/ drawings and to exercise time and quality controls, the day-to-day supervision will be carried out by an Interior Construction Manager who shall work under the guidance and direction of the Interior Architect and shall be appointed and paid by the Interior Architect.

**2.13** Issue Certificate of Virtual Completion of works as per decision of client.

#### **COMPLETION [STAGE 7]:**

**2.14 Prepare** and submit completion reports and drawings for the project as required and assist the Client in obtaining "Completion/ Occupancy Certificate" from statutory authorities, wherever required.

2.15 Issue two sets of 'As Built' drawings including services and structures.

#### **Eligibility Criteria:**

**a) Basic qualification:** Technically qualified and financially sound Interior Designing Firms having wide experience in Interior Designing having done a job of minimum **25,000 Sq.ft.** of office complex or shopping mall or similar other civil infrastructure or above for a single order AND minimum interior designing of 50000 Sq.ft. completed in last 5 years ending 31<sup>st</sup> March, 2017 and should have been in business as Interior Designer for **not less than 7 years**. The bidder will have to submit credentials and documents in support of their experience as also its PAN, Tax related and other financial documents of the previous three years.

**b) Requirements for Technical Bid:** Bidders, otherwise eligible and satisfying the basic qualifications will be required to furnish information and documents along with Methodology and Work Plan for the project for consideration under the Technical bid, which will include:

- Previous experience in similar projects.
- Interior Design Methodologies (a presentation, preferably **by the team leader**/ other key personnel to be deployed, shall be required to illustrate this).
- The presentation must take into account the existing architectural drawings (available on our website [www.rasassociation.com](http://www.rasassociation.com)) and must include conceptual design of Swimming pool and its surroundings areas along with 3-D images from different angles.

For any clarification pl feel free to contact Mr. Kulvinder Singh Mob No.- 9314480610

- Skill of Technical / architectural staff.

- Indicative details and the CVs of the Interior Designer exclusively deployed for the project and all senior personnel.
  - Interior Drawings & Detail submission plan.
  - Special methodology to be adopted to ensure timely completion of the project.
  - Security amount in favour of “**RAJASTHAN PRASHASNIK SEVA PARISHAD**” payable at **JAIPUR** for an amount of **Rs. 50,000/-**.

The bidder shall submit a technical bid in Envelope-I enclosing all the above mentioned documents. The intending bidder shall also put his signature and seal on each page of this NIT in token of his acceptance of the terms and conditions as set out hereinbefore or hereinafter and then put them in **Packet ‘A’**.

**c) Financial Bid:**

3.1 **The** financial bid shall be in terms of fees per Sq.ft. of area. The payment shall be done for areas to be calculated as per the carpet area interior designed by the Interior Design firm and not the total built-up area.

The client reserves the right to exclude or include any of the part of the project from the purview of the interior design by hiring/ leaving any other subject expert in this regard. The decision of the client in this regard shall be final.

3.2 GST to professional services rendered by the Architect, shall be payable by the Client, over and above the gross fees charged by the Architect in relation to the services provided. Any other taxes, etc if applicable shall be paid by the Interior Architect

3.3 A sum of 2 % of the gross amount of the bill shall be deducted from each payment to Architect to maintain performance Guarantee deposit.

The bidder shall submit a financial bid in **Packet ‘B’** enclosing all the above mentioned documents.

**d) Penal Clause:**

- a. The performance guarantee deposits will be released to Architect after two years from the date of successful completion of the project.
- b. If Interior Architect fails to provide drawings as per requirement of project as it progresses which causes delay in progress of work resulting in cost escalation and extra over heads etc on RASOI the losses will be recovered from Interior Architect fees.
- c. If Interiors Architect consultant makes any change in drawings or details for any activity which is already executed at site, causing extra cost to redo the job the losses will be recovered from architect fees.

**Other Information:**

- 1) The bid document can be downloaded from the RASO'I website [www.rasassociation.com](http://www.rasassociation.com) , free of cost.
- 2) Bidders shall have to submit their offers in two separate envelopes.
- 3) The sealed cover within the main cover should contain:
  - (a) Qualification, Credentials, EMD, superscribed "**Packet A**"
  - (b) Financial bid clearly superscribed "**Packet B**".
- 4) Bids not supported with EMD shall be summarily rejected.

**The "Packet A "should contain -**

- 5) Details of the Bidder, Contact Address, email, phone, Fax.
- 6) Documents in support of the eligibility criteria for this bid.
- 7) Bidders to provide indemnity bond stating that they are not blacklisted by any Govt. Authority/Agency.
- 8) Copies of PAN Card, GST Registration, PF/ESI Registration, etc.
- 9) EMD by way of Demand Draft drawn in favour of "**RAJASTHAN PRASHASNIK SEVA PARISHAD**" payable at JAIPUR for an amount of **Rs. 50,000/-**.

**The "Packet B "should contain -**

Only the financial bids of bidders eligible as mentioned above will be opened. Financial bids of the bidders failing to eligibility criteria will not be opened. The final evaluation shall be made by QCBS method.

The rates shall be written properly both in figures and the words, in case of any discrepancy will consider the lowest rate as the final

**Date for Submission of the Bid: 4<sup>th</sup> Dec, 2017 before 12.00 noon at the address given below.**

**Technical Bids will be opened on 5<sup>th</sup> Dec.2017 at 12.00 noon.**

**Presentation and opening of financial bid on 6<sup>th</sup> Dec. 2017 from 1.00pm onwards in presence of Building Construction & Maintenance Committee of RASO'I at the following address.**

**Directorate of Local Bodies (DLB),  
22 Godown, Near Civil lines Railway Crossing, Jaipur**

**RASO'I reserves the right to cancel any or all the offers or the bidding process without assigning any reason, whatsoever.**

**RASO'I reserved the right to change any of the above mentioned conditions in any changed circumstances.**