



**Institute of Economic Growth,
University of Delhi Enclave, North Campus,
Delhi-110007**

F. No.: IEG/Admin/CO/Estab.-II/198

Dated:- 18th April 2023

Quotation Notice

Sub.: Hiring of a "Consultant Architect" for the renovation/up-gradation of Sri Ramakrishna Hall at Institute of Economic Growth (IEG).

The Institute of Economic Growth (IEG) is an autonomous, multidisciplinary Centre for advance research and training in the fields of economics, demography and sociology. IEG invites sealed quotations as per enclosed Quotation Form (**Annexure – 2**) for hiring a "Consultant Architect" to renovate/up-grade Sri Ramakrishna Hall at IEG as per the detailed Terms of Reference enclosed (**Annexure – 1**).

A. Broad Scope of Work:

- Space Planning & Concept Design
- Help in preparing tendering document
- Interior Architecture
- Material Selection
- Style Selection
- Site Supervision etc.

B. Eligibility Criteria/Qualifications:

Experience	<p>The Consultant Architect should:</p> <ul style="list-style-type: none">• Have minimum 5 years of professional experience in consultancy work in preparing layout designs, specifications, Tender Document/Bill of Quantity (BOQ) for refurbishment/construction works.• Advise for the best quality of services with best designs and better quality of materials to be used in the Tender Document/BoQ.• Have excellent presentation and communication skills.• Have the ability to work with deadlines in a challenging working environment.
Time schedule and reporting	<ul style="list-style-type: none">• The Consultant Architect shall complete the assigned scope of work within the defined time period and the specified deliverables shall be submitted to IEG, during and at the completion of the design work.
Administrative Control	<ul style="list-style-type: none">• Site supervision and routine meetings between IEG and the awarding firm/contractor.
Language Requirement	<ul style="list-style-type: none">• Must have fluency in written and spoken English and Hindi languages.
Other	<ul style="list-style-type: none">• IEG will be closely consulted and involved in the selection process of the awarding firm/contractor.

- C. Submission of Quotation:** Sealed envelope containing the duly filled quotation form (Annexure-2 & B) should bear the mark "Quotation for the Consultant Architect", must be addressed to the **Maintenance In-charge, Institute of Economic Growth, University of Delhi Enclave, North Campus, Delhi-110007**. The sealed envelopes complete in all respect with all the required self attested documents must be dropped-in the **Tender Box** kept in the Reception Counter of the Institute on or before **8.5.2023 by 3:00 pm**. For further query, please write email to parag@iegindia.org.


In-charge Maintenance

Terms of Reference (TOR) for hiring Consultant Architect for renovation/up-gradation of Sri Ramakrishna Hall at Institute of Economic Growth (IEG), Delhi

A. Scope (Pre-Bidding Work):

1. Part-1: Space Planning & Concept Design

- a. Spatial design as per drawings;
- b. Preparing furniture layout plans as per the inhabitant's preferences and requirements;
- c. Will try to avoid all/any structural changes, if possible;
- d. This shall include several options as desired or as possible;
- e. Concept Design with Colour Schemes and Coordinates;
- f. Suggesting reference imagery for the several spaces of the residence.
- g. 3-D visualization of spaces.

2. Part-2: Tendering Stage

- a. Preparation of Bill of Qualities (BOQ)/Tender Document in consultation with IEG Management compromising of all quantities for all types of works to be executed during the entire renovation work of Sri Ramakrishna Hall.
- b. The same shall also include detailed specifications for all the materials required and the desired quality.
- c. Will also provide suggested costing for the works defined in the BOQ.
- d. Pre-bid meeting with the bidders (as decided by Purchase Committee), to explain all necessary detail regarding the project.

3. Part-3: Interior Architecture

- a. Designs for flooring, false ceilings, wall cladding and finishes;
- b. Drawings for electrical points, power points & lighting scheme;
- c. Drawings for sanitary points, plumbing & fire sprinkler locations;
- d. Drawings for fixed woodwork/metal work if any;
- e. Design for internal doors, partitions, paneling, storage, etc.
- f. Designs for security camera, automation, etc.
- g. Liaison with selected vendors for the same.

4. Part-4: Material Selection

- a. Selection of Flooring & Tiling materials;
- b. Selection of Paneling & Ceiling Material/Finishes;
- c. Selection of Sanitary ware/fittings;
- d. Selection of Colour Scheme/Paint Shades;
- e. Selection of Fixed furniture like Kitchen, Wardrobe & Vanity.
- f. Selection of Light Fixtures & Fans
- g. Visits to stores for selection/purchases, and any visits to vendors within Delhi/NCR for the inspection of Furniture/Furnishings under manufacture.

5. Part-5: Styling Selection

- a. Furniture selection – design and/or drawings for all furniture that will be customized.
- b. Furnishing fabric selection.
- c. Wallpaper selection
- d. Accessories and Artwork Selection – selected art pieces, commissioned works of art, sculpture. Placement of existing art.
- e. Liaison with selected vendors for above, and inspection of the same will be undertaken by IEG.
- f. Visits to stores for selection/purchases, and any visits to vendors within Delhi/NCR for the inspection of Furniture/Furnishings under manufacture.

6. Part-6: Site Supervision

- a. Supervision of workers and contractors shall be limited to checking detailing/drawings only so as to ascertain the design intent is met.
- b. Keeping track of Time schedules, Project Costs or the Work Quality.
- c. In case of changes at site, Consultant Architect will inform to IEG management immediately to avoid delay in working drawings.
- d. Site Visit denotes visits to the project site only.

B. Deliverables from the Consultant Architect:

- 1. Ideas will be presented in the form of 2-D Drawings and Power Point Presentations.
- 2. Reference images would be provided to support the suggested interior scheme.

3. Drawing deliverables at each stage of work:

- **Conceptual Design**
 - Layout Plan option
 - Reference imagery
 - Schematic Design
 - Layout plan with furniture arrangement, all special features etc.
 - Schematic Elevations in correlation with the finalized imagery
 - Schematic Sections (to finalize internal details)
 - 3-D rendering to obtain consensus on design, if applicable.
- **Working Drawings Set-1:**
 - Civil Drawings (if necessary)
 - Service Drawings – Electrical with full details
 - Services Drawings – HVAC, if applicable
- **Working Drawing Set-2:**
 - Reflected Ceiling Plan with details
 - Flooring Plan
 - Flooring Accentuation Details
 - Toilet Drawings & Elevations with full details
 - Door & Window Drawings
 - Jamb & Shutter Details
 - Internal Elevations (where required)
- **Working Drawing Set-3:**
 - Fixed Furniture Drawings with full details
 - Lighting Plan & looping details
 - Sanitary fixture drawings
 - Wall finishes & details
- **Working Drawing Set-4:**
 - Loose Furniture Drawings with full details
 - Bought out furniture details
 - Furnishing details

4. Detailed Schedules:
 - a. Schedules of finalized material
 - b. Door & Window schedule
 - c. Schedule of Light Fixtures
 - d. Schedule of Furniture
 - e. Schedule of Fabric
 - f. Schedule of Artwork
 - g. Schedule of Wallpaper
 - h. Schedule of Wall Finishes
5. Selections of all material & styling (if applicable)
6. Site visits as per requirement.
7. 3D Views of Different Spaces as per the list above (if applicable)



In-charge Maintenance

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Quotation Form
(To be filled in Capital Letters in legible handwriting)

Sl. No.	Descriptions	Information to be filled by the bidder (if required separate sheet may be enclosed)
1.	Name of the Bidder with address and complete contact details	
2.	Name of the document enclosed for proof of address (self certified copy)	
3.	Details of Educational & Professional Qualifications (enclose self certified copies).	
4.	Aadhar No (Enclose self certified copy)	
5.	PAN No. (Enclose self certified copy)	
6.	Nos. of Years of Experience in execution of similar type of work (supported by Annexure-B enclosed)	
7.	Documents in support of 5 years of professional experience in consultancy work in preparing layout designs, specifications, Tender Document/Bill of Quantity (BOQ) for refurbishment/construction works.	

Sl. No.	Descriptions	Information to be filled by the bidder (if required separate sheet may be enclosed)	
8.	Complete package: for the Architectural Consultation for the Renovation/Up-gradation of Sri Ramakrishna Hall at the Institute of Economic Growth in Rupees:	In ₹: _____ In Words: RUPEES _____ _____	
9.	Stages of payment	Work Description	Fee in %
	1.	Advance after acceptance of the order/agreement	
	2.	On approval of Concepts & Interior Scheme	
	3.	On Tendering Stage	
	4.	On Submission of All Working Drawings	
	5.	Upon Handover	

Self Declaration/Undertaking

I hereby confirm submission of all the required documents.

I have not been blacklisted by any Government Agency.

Further, I confirm that each statement and/or contents of this submission and/or documents, certificates submitted herewith are absolutely true, correct and authentic. In the event of any statement/document subsequently turning out to be incorrect or false it is understood and accepted that the undersigned is liable to disqualification from this selection process.

**Signature of the Bidder
With Official Seal/ Stamp**

Date: _____

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Annexure-B

**Summary of information in support of 5 years of professional experience in consultancy work in
preparing layout designs, specifications, Tender Document/Bill of Quantity (BOQ) for
refurbishment/construction works of similar nature**

Sl. No.	Description (with name, title & contact number)	Period (From – To)	Contract Value	Photographs/ presentations Enclosed (Yes or No)
1.				
2.				
3.				
4.				
5.				

Note: Copies of relevant work order/ experience certificate are to be enclosed in support of above information.

**Signature of the Bidder
With Official Seal/ Stamp**

Date: _____