

National Handicapped Finance and Development Corporation
(Dept. of Empowerment of PWDs, Ministry of Social Justice & Empowerment)
3rd Floor, PHD House, 4/2, Siri Institutional Area, August Kranti Marg, New Delhi-110 016
(Telephone no.-45803730, 40541355- Extn-204 and 218)

TENDER FOR HIRING OF SERVICES OF ARCHITECT/INTERIOR DESIGNER

Sealed quotations are invited from reputed firms/architect/Companies engaged with the Interior designing for interior designing of Office premises at Unit-11 & 12 at DLF Prime Tower, F-79-80, DLF, Okhla Industrial Phase –I, New Delhi-110020 . Interested firms/architects/companies, having experience in interior office designing are required to submit their rates on percentage basis (of project cost) in sealed envelopes (financial & technical in separate envelopes) including all taxes/charges and other terms & conditions.

The details/selection criteria/TORs can be obtained from the undersigned or downloaded from our website www.nhfdc.nic.in The single stage (02 envelopes) procedure will be adopted. One envelope containing technical details etc. of tenderers shall clearly be marked “TECHNICAL BIDS” and the other envelope containing the cost/fee structure shall clearly be marked as “FINANCIAL BIDS”. The financial bids of tenderers, who fail to qualify in technical bids, shall be returned unopened. However, the financial bids/proposals of qualified tenderers will be opened on the date & time to be intimated in due course of time.

The offers should reach this office latest by **06.12.2016 (1700 Hrs.)**. The technical proposals will be opened on the next day (i.e.07.12.2016) at 12OOHrs. noon in the presence of firm/architect/company’s representatives, who wish to be present. Incomplete applications/quotations received after due date will not be entertained / considered.

NHFDC reserves the right to accept or reject any or all offers/quotations

Technical Qualification of Architect:

1. Qualification: Bachelor of Architect.
2. Experience: 10 years in Interior designing for office/commercial space and have completed interior designing for 10 PSUs/Govt. Offices/Institutions.
3. He must have registered with Council of Architect and also have upto date renewal.
4. His annual turnover should be more than 25 lakh in the last 03 years.
- 5.** He has to deposit an earnest money Rs.25,000/- to NHFDC.

HIRING THE SERVICES OF AN ARCHITECT/ARCHITECTURAL & INTERIOR
DESIGNING FRIM FOR INTERIOR DESIGNING WORK OF OFFICE PREMISE OF
NHFDC AT UNIT-11 & 12 AT DLF PRIME TOWER, F-79-80, DLF, OKHLA INDUSTRIAL
PHASE -1, NEW DELHI

TERMS OF REFERENCE

A.1 PREAMBLE

National Handicapped Finance & Development Corporation (NHFDC) intends to hire the services of Architect/Architectural & interior Designing Firm for interior Designing of its office at DLF Prime Tower, F-79-80, DLF, Okhla Industrial Phase -I, New Delhi-110020. In this regard, Architect/Architectural & Interior Designing Firms having their office or proper setup in Delhi/NCRs are invited to submit their proposals as per the scope of services described hereafter.

A.2 SCOPE OF SERVICES

The Architect/Architectural & Interior Designing Firms have to provide services of interior Designing of an area of approximately 11161 sq. ft. (Super buildup area). The scope of work will include designing of cabins/workstations for staff, partitioned rooms for executives, file cabinets, furniture & other allied works.

The services comprise the following.

1) Design Phase

- a) Collection of Project requirements and information from the NHFDC and their review.
- b) Preparation of detailed Architectural & Engineering Design pertaining to Architecture, Structure, Electrical, Plumbing & Other Services.
- c) Preparation of Tender Documents along with Engineer's Cost Estimates. Tender Documents include instruction to Tenderers, Conditions of Contract, Tender Drawing, Bill of Quantities, Technical Specifications and Appendices, etc.
- d) Guiding the officials of NHFDC to invite Tenders from Pre-Qualified Contracting Firms, Scrutiny of Bids & Submission of Bid Evaluation Report.
- e) Preparation of Working Drawings for issuance to successful bidder for execution of works.

2) Construction Supervision

- a) Construction Supervision of the Project shall be carried out by CONSULTANTS up to Completion Periods & CONSULTANTS shall deploy fully competent, qualified & experienced staff at Site with prior approval of the NHFDC.
- b) Any redeployment of above staff, if required, shall also be carried out with prior approval of the NHFDC with similar credentials.

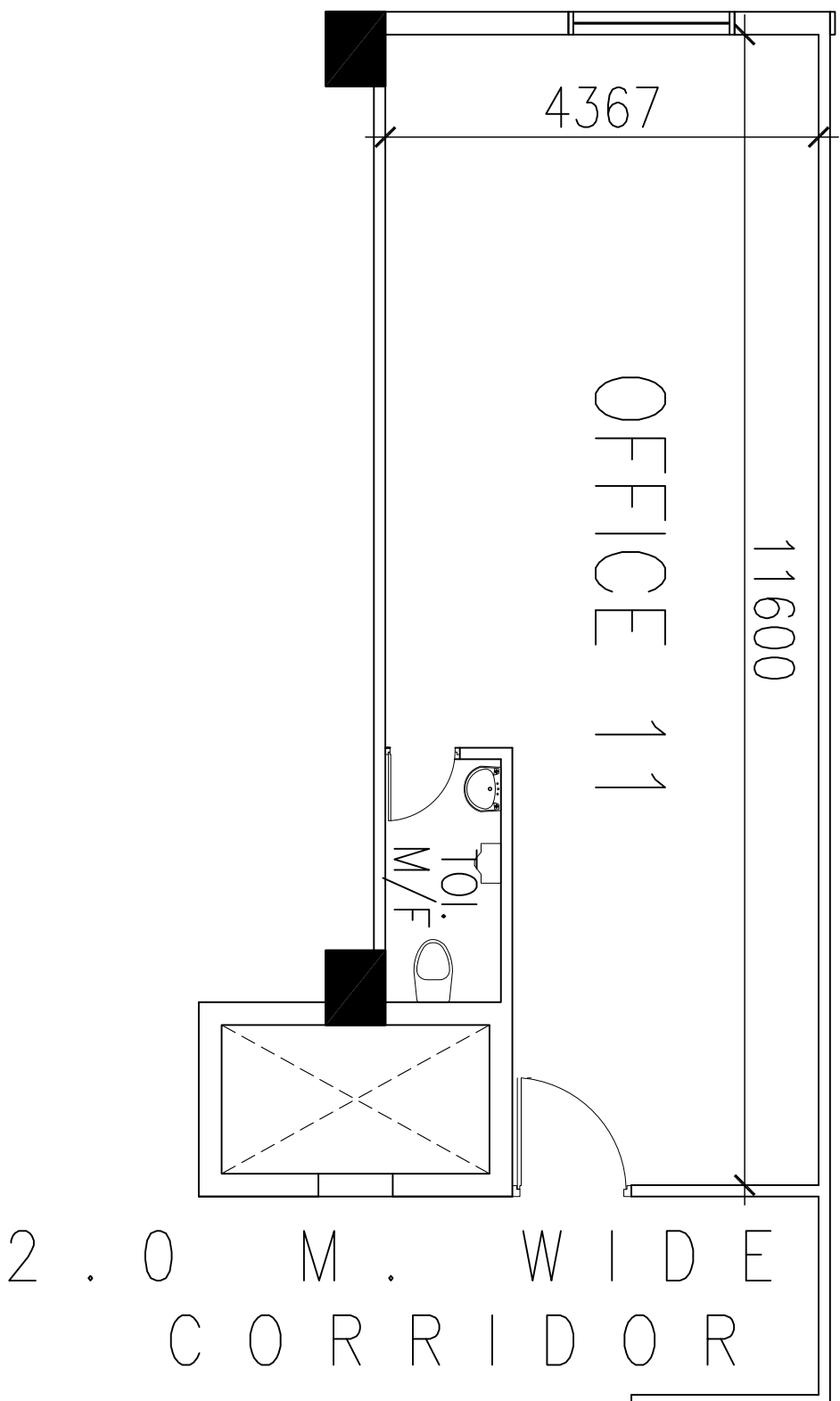
3) Services to be provided during the Construction Period

- a) To supervise the construction of cabins/partitions in accordance with the Working Drawing and Contract Documents.
- b) To undertake Quality Assurance of entire Construction Work.
- c) To check the Quality Control Procedures of the Contractor and ensure the selection and use of Materials in accordance the Project Specifications.
- d) To check and verify all running and final bills of the Contractor for payment.
- e) To monitor and report to the NHFDC about the status of the progress with reference to the scheduled progress of works on weekly basis.
- f) To review the weekly Progress Report to be prepared and submitted by the Contractor.
- g) To prepare variation orders and instructions relating to the works.
- h) To give written intimation to the Contractor about defects and deficiencies found in the work observed during its supervision.
- i) To review and approve Drawing and other submissions of the Contractor(s).
- j) To review the "As Built" Drawing submitted by the Contractor.
- k) To prepare Project Completion Report.
- l) To issue Certificate of Satisfactory Completion of Work in consultation with NHFDC as per the provision of the Contract.
- m) To provide adequate Technical Staff at Site and make sure that the works are executed according to the specifications and drawings of the Project.

4) Documents/Detail to be submitted by Architect/Architectural & Interior Designing Firms

- a) Applications must be submitted on Official Letter Head.
- b) Full Name, Address of Registered Office and Office receiving the correspondence.
- c) Detail of Branches/Sub Offices across the country.
- d) Name & Signature of Authorized Persons for dealing with NHFDC and making correspondence on behalf of Firm/Architect/Company.
- e) Particulars of registration with Government, Semi-Government and Autonomous Bodies.
- f) Memorandum and Articles of Association of the Firm/Company/Partnership Deed in case of Partnership Firm.
- g) Registration with Indian Council of Architects & Town Planners and Indian Engineering Council.
- h) Details of Major Projects / Work carried out during the last three (03) years, having the experience of Interior Designing Works of Banks/Financial Institutions, etc.
- i) List of major Projects under progress.
- j) List of key Technical Personnel with their qualification.
- k) Bank Statement along with Bank Certificate.
- l) Income Tax and Sales Tax Certificates for the last three (03) years with NTN Number.
- m) Affidavit that the firm has never been blacklisted from any Government, Semi-Government and Autonomous Bodies.
- n) Any additional information, which may help to establish selection.

Sl. No.	Description of Chamber/cabins/ partitions (in Sq. ft.)	Area
1.	CMD	360
2.	Officers (E0 and above) cabin	Total 2800 Sq ft. (@ 200 for 14 officers.)
3.	Staffs (Group-B &C) of NHFDC	Total 880 sq. ft. (@44 for 20 staffs)
4.	Group D (incl. Drivers Room)	120 Sq. ft.
6.	Records Room /Compactor	1000 Sq. ft.
7.	Conference room	474 Sq. ft.
8.	Store room	400 Sq. ft.
9.	Outsource employees	400 Sq. ft.
10.	Common Room	200 Sq. ft.
11.	Library	200 Sq. ft.
12.	Recreation area	200 Sq. ft.
13.	Reception & visitors room	120 Sq. ft.
14.	Server Room	100 Sq. ft.
15.	Despatch Section (Inward/Outward)	60 Sq. ft.
16.	Canteen/Pantry	60 Sq. ft.
17.	Security desk (Near reception area)	60 Sq. ft.
	Total	7434 Sq. ft.
18.	10% of 7434 Sq. ft. Carpet area	743.4 Sq. ft.
	Total	8177 Sq. ft. of carpet Area.



OFFICE NO. -11
PRIME TOWER
OKHLA

OWNERS
 M/S DLF LTD.
 Sansad Marg, New Delhi - 110 001

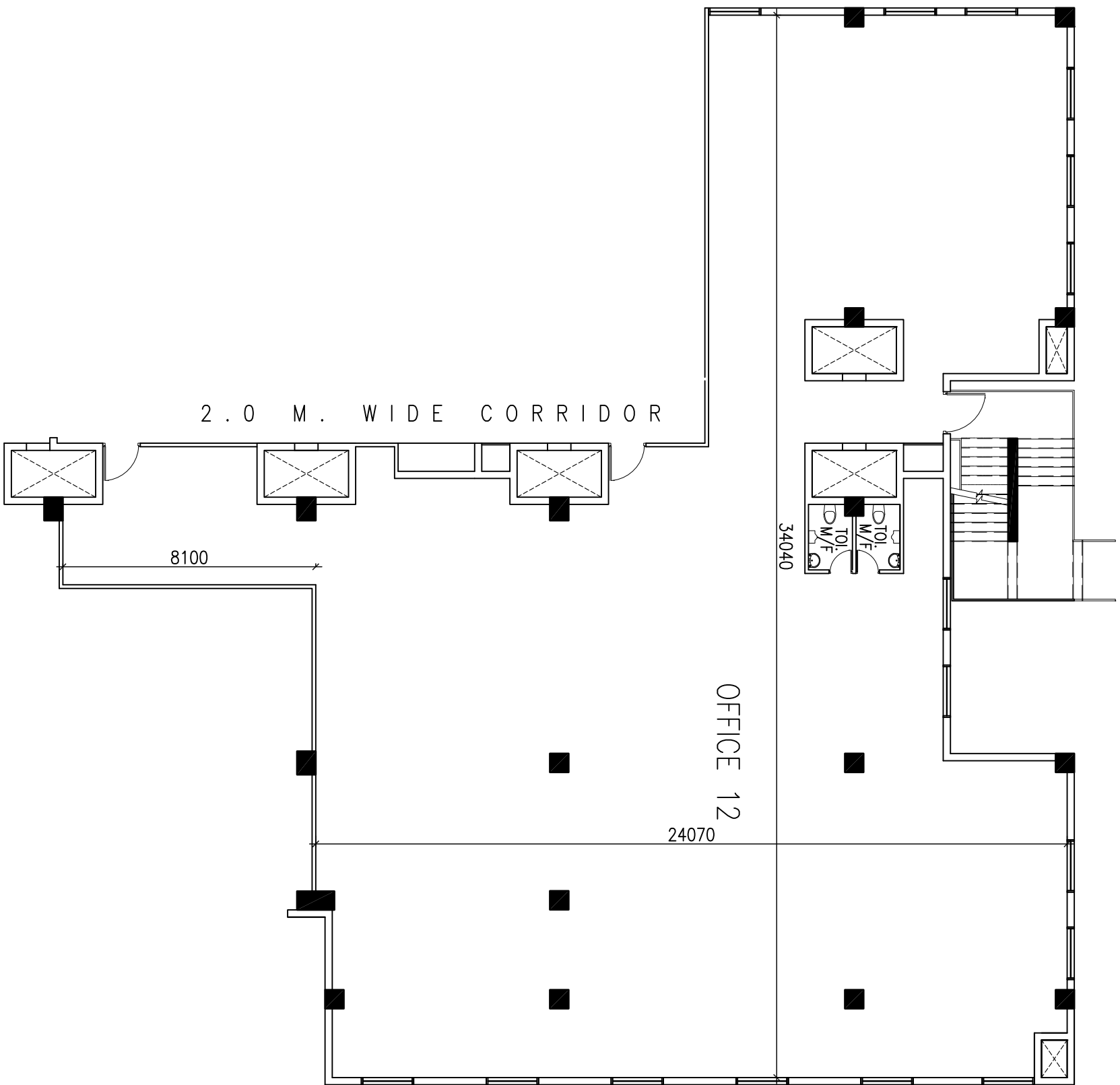
PROJECT TITLE:
 DLF PRIME TOWER

DRAWING TITLE:
 OFFICE NO. -11

SCALE: NOT TO SCALE

DATE:
 DRAWING NO:
PT-0-11

SUBJECT TO FINAL CLEARANCE OF COMPLETION DRAWING BY MCD.



**OFFICE NO. -12
PRIME TOWER
OKHLA**

OWNERS
M/S DLF LTD.
Sansad Marg, New Delhi - 110 001

PROJECT TITLE:
DLF PRIME TOWER

DRAWING TITLE:
OFFICE NO. -12

SCALE: NOT TO SCALE

DATE:
DRAWING NO.:
PT-0-12

SUBJECT TO FINAL CLEARANCE OF COMPLETION DRAWING BY MCD.