Request for Quotation (RFQ) for Inviting quotations for architectural consulting firm for design and construction of new IBEF office

Request for Quotation [RFQ]

India Brand Equity Foundation,
Apparel House, 5th Floor,
# 519-22, Sector 44,
Gurgaon - 122003, Haryana.

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Inviting quotations for architectural consulting firm for design and construction of new IBEF office

We are in the process of relocating our office from Gurgaon to New Delhi. For the same, we have taken up a space of **2,195.20 Sq. ft.** on the 20th floor of STC building at Janpath. Through this mail, we invite your proposals for architectural, engineering, interior design and project management services for the interiors of the new office of IBEF.

The scope of work for the selected architect firm is as follows

1) Designing the Interior layout plans and preparing a detailed Bill of Materials (BOM) as per IBEF’s requirements and the existing space of 2,195.20 Sq.ft including flooring, ceiling, partitions and walls in accordance with the proposed theme/design layout. The following areas have to be incorporated within the layout:
   a) Reception and waiting lounge (PPT attached)
   b) CEO’s cabin (PPT attached)
   c) Cubicles/workstations – Space for 18 people
   d) Cafeteria (PPT attached)
   e) Conference room (PPT attached seating capacity should be 12 heads)
   f) Server room
   g) Recreation zone (PPT attached)
   h) Store room and storage capacity using various ways.
   i) Washroom (PPT attached)

2) Present office fixtures are to be optimally reused and adapted according to the new design theme.

3) Identifying, and finalizing with IBEF, electrical and communication cabling including internal distribution, internet cabling, heating/cooling systems and its vents inside the building in accordance with the local regulations that would apply to the office including security requirements, firefighting systems etc.

4) The Consultant shall also prepare the Bill of Materials (BOM) and the tender documents that are required to execute the approved design and shall be put in the public domain for inviting construction firms for execution of the Interior works in a comprehensive manner. Sealed tenders shall be invited in two parts i.e. Technical and Financial. The Consultant will assist in evaluation of the technical part only.

5) After appointment of a Contractor to carry out the dismantling, renovation, structural stabilization and interior decoration works, the Consultant will act as Construction Administrator with an objective that the works are carried out in a timely manner based on the scope defined and the approved design. The draft tender templates of the Government shall be provided to the Consultant for this purpose.

6) Assisting IBEF in setting up a fully functional office in all respects, in other relevant areas beyond the scope mentioned above, but pertaining to the renovation, structural stabilization and interiors in all respects.

The architect firm should be empaneled by the Government of India and have past experience of similar projects. We will select the architect firm based on their quotations and then work with the shortlisted firm on the BOM and subsequent steps.
You can visit for a recce of the new site at 20th Floor of STC building, Janpath as scheduled for **Friday, November 20, 2015 Between 12:00noon to 3:00pm.**

**Quotation:** - For handholding IBEF for the execution of the entire project (all the above mentioned points) as consultant. Total costs as well as break up are to be provided as applicable (exclusive of taxes).

**Deadline for submission:** Please note that the last date of submission for your quotation is Sunday, November 22, 2015 by 12:00 noon.

If any further clarification is required on the project please revert or else free to call.

Office Address:
Apparel House 5th Floor
519, 52, Sector-44
Gurgaon-122003, Haryana, India

Anindya Majumdar
Tel: - 0124-4499607,
Email: - anindya.majumdar@ibef.org