

NOTING INVITING QUOTATIONS (NIQ)

IAHE/Admin./31/Auditorium Renovation/2018-19

Dated 17.07.2019

Name of the work: Preparation of concept plan, detailed interior design, detailed working drawings, detailed cost estimate and tender document for interior furnishing of Auditorium of IAHE Campus Noida.

IAHE invites the quotation for the subject consultancy work mentioned above. Your quotation may be submitted to Director, IAHE in sealed envelope so as to reach by **24.07.2019, 15:00 hrs** in the format as given at Annexure-1 (in the letter head of the agency) keeping in view of terms and conditions for the subject work. In the quotation, the letter number and date of this NIQ shall be mentioned.

1. Scope of Services:

In consideration of the fees required to be quoted, the consultant shall faithfully, expeditiously, economically and honestly perform the services in connection with the said work which includes but not be limited to the following:-

- (a) Undertaking site visits to collect details /data /information required for planning purpose, holding necessary discussions with client and presenting the details and attending meetings at site as and when required.
- (b) Preparation of detailed project report for renovation, interior repair and rehabilitation & furnishing of Auditorium along with all requisite drawings and specifications.
- (c) Preparation concept plan and submission of detailed design and working drawings of
 - (i) False ceiling,
 - (ii) Floor finish,
 - (iii) Acoustic wall Panels
 - (iv) Furniture layout
 - (v) Stage flooring and Lightning
 - (vi) Toilets/Green Rooms, Sanitary, Plumbing, Drainage, Water Supply And Sewerage Design
 - (vii) Electrical, Electronic, Communication Systems
 - (viii) Heating, Ventilation and Air Conditioning Design (Hvac) and Other Mechanical Systems
 - (ix) CCTV surveillance and security systems



- (x) Fire Detection, Fire Protection
- (xi) Acoustic Study, Sound system, Video recording system. Control And Isolation, Material Specification
- (xii) Graphic Design and Signage
- (xiii) Cabinet design,
- (xiv) interior elevations,
- (xv) Door Window Details,
- (xvi) 3D design and drawings

as per requirement of the project suitable for execution including necessary approvals from IAHE. The design and detailing of different component shall follow relevant IS /International standards. Before preparing the detailed design and drawings, the consultant will diligently examine and evaluate the existing facilities and explore the possibility of utilizing the same to the extent possible.

- (d) Preparation and submission of detailed estimates of quantities with cost based on prevailing market rates /SOR including analysis of rates, detailed calculation sheets.
- (e) Preparation and submission of proposal document/tender document for procurement of contractor.
- (f) Assistance to the client in administration of the contract with work contractor.
- (g) Periodic Inspection and Evaluation of Construction Works (Minimum 2 visits per month) and submission of compliance report keeping in view of tender document

2. Terms & conditions

- i. **Technical Eligibility:** The Agency submitting quotation should have valid PAN, GST registration & past experience of successful completion of at least single interior design consultancy work of worth Rs. 2,00,000/- in previous 5 years preceding from bid/quotation submission due date.
- ii. **Past experience:** Past experience should be supported by certificates issued by the client's organization. In the case, work experience is of private sector, the completion certificate shall be supported with copies of Letter of Award/Contract agreement and copies of corresponding TDS certificates. Value of work will be considered commensurate with the value of TDS certificates.
- iii. **Preparation and Submission of Quotation:** Agencies are required to submit proposals in 2 covers. The first cover shall contain a copy of PAN Card, GST Registration certificate, past experience certificate of consultancy work issued by the client and security deposit of Rs. 5000/- in the form of Demand Draft/ Bankers Cheque of a



scheduled bank drawn in favour of Indian Academy of Highway Engineers payable at Noida. The **second cover** shall contain the Financial Quote/ Quotation as given at **Annex-1** .The first cover shall be opened at first and agencies who have submitted PAN Card, GST Registration certificate, valid past experience certificate of consultancy work shall be eligible for opening of the second cover shall be eligible for opening of the second cover i.e. the cover containing the Financial Quote. Both the covers should be enclosed in a third cover with "Preparation of concept plan, detailed interior design, detailed working drawings, detailed cost estimate and tender document for interior furnishing of Auditorium of IAHE Campus Noida" in response to IAHE's NIQ bearing no. IAHE/Admin./31/Auditorium Renovation/2018-19 dated 17.07.2019.

- iv. **Award of Work:** The work shall be awarded to the firm submitting the **lowest Financial Quote (Grand total price)**.
3. Prospective bidders are encouraged to visit the site for proper understanding the scope of work before submitting the quotation. **A pre bid meeting will be held on 22.07.2019 at 15:00 hrs at IAHE, Noida.**
4. The rates quoted should be **exclusive of all taxes (GST etc.)**. GST shall be paid based on the receipt of the same.
5. The consultancy work till Stage-IV i.e submission and approval tender document of should be completed within Twenty (20) days after issue of work order.
6. Payment schedule shall be as below:

Sr. No.	Stage	Description/Activity	Cumulative Payment (% of quoted price)
1	Stage-I	Submission and approval of concept plan	20 %
2	Stage-II	Submission and approval of Detailed design and drawings	50 %
3	Stage-III	Submission of Cost estimates as per approved design and drawings	70 %
4	Stage-IV	Submission and approval of Tender documents	90%
5	Stage-V	Supervision of execution work by contractor as per direction of IAHE	100%

7. Payment shall be made through cheque or NEFT/RTGS. Details of Bank A/c (name of account holder, nature of account, account number, bank name/ branch) shall be specified in the quotation.



8. IAHE reserves the right to cancel the NIQ even after receipt of quotations without assigning any reason.
9. Quotation shall be submitted to IAHE in sealed envelope mentioning "Preparation of concept plan, detailed interior design, detailed working drawings, detailed cost estimate and tender document for interior furnishing of Auditorium of IAHE Campus Noida" in response to IAHE's NIQ bearing no. IAHE/Admin./31/Auditorium Renovation/2018-19 dated 17.07.2019.
10. This is issued with the approval of Director, IAHE.

Yours faithfully,



(Devender Kumar)
Deputy Director-3
For Director, IAHE

Format should be on the letter head of the agency submitting the quotation

To

The Director
Indian Academy of Highway Engineers (IAHE)
A-5, Sector-62, Noida-201309

Subject: Quotation for the work of "Preparation of concept plan, detailed interior design, detailed working drawings, detailed cost estimate and tender document for interior furnishing of Auditorium of IAHE Campus Noida."

Sir,

In reference of NIQ bearing No IAHE/Admin./31/Auditorium Renovation/2018-19 dated 15.07.2019, we,.....(name and address of Firm) submit the consultancy fee of Rs.....(in words) exclusive of all applicable taxes. Our proposal shall be valid for a period of 60 days. We accept all the terms and conditions stated in afore mentioned NIQ.

Signature of Authorized Signatory
Name of the firm with Stamp and Date

