

# **TECHNOLOGY DEVELOPMENT BOARD**

[A Statutory Body of Department of Science & Technology]  
Government of India

Wing A, Ground Floor, Vishwakarma Bhawan, Shaheed Jeet Singh Marg, New Delhi-110016

Tender No: TDB/Sec-15/Office Space/2016

Dated: 27 Mar 17

## **TENDER NOTICE FOR HIRING OF SERVICES OF ARCHITECT / ARCHITECTURAL FIRM FOR INTERIOR DESIGNING**

Technology Development Board (TDB), Wing A, Vishwakarma Bhawan, Shaheed Jeet Singh Marg, New Delhi invites tenders to hire the services of Architect / Architectural and interior Designing Firm for interior designing of its office at Fertilizer Association of India (FAI), building situated at Shaheed Jeet Singh Marg, New Delhi. The Carpet area of the space is 2429 Sq. ft.

Registered firms may download the tender details from the official website [www.tdb.gov.in](http://www.tdb.gov.in). The tender, complete in all respects should be placed in a sealed cover super scribed as “**tenders for hiring the services of Architect / Architectural firms for designing of TDB office at FAI**” may be submitted in person and shall be received in the inward receipt counter of the office or by post/ courier etc., on or before **17 Apr, 2017(till 5.00 pm)**. Offers received beyond the specified date / time shall not be entertained and this office shall not be responsible for any delay in receipt or loss of documents sent by post/ courier etc.

Enclosures:-

- (i) Terms of References

**HIRING THE SERVICES OF AN ARCHITECT / ARCHITECTURAL & INTERIOR  
DESIGNING FIRM FOR INTERIOR DESIGNING WORK OF THE TDB OFFICE AT FAI  
BUILDING**

**TERMS OF REFERENCE**

**A.1 PREAMBLE**

Technology Development Board intends to hire the services of Architect / Architectural and interior Designing Firm for interior designing of its office at Fertilizer Association of India (FAI), building situated at ShaheedJeet Singh Marg, New Delhi. In this regard, Architect / Architectural & Interior Designing Firms having their office or proper set up in Delhi and Delhi NCR 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 will have to provide services of Interior designing for office of TDB having approximate Carpet area of 2429 Sq. ft. at the Fertilizer Association of India (FAI), ShaheedJeet Singh Marg, New Delhi – 110 016. The scope of work will include following:-

- (a) Interior Designing of cabins / workstations for staff, partitioned rooms for executives, file cabinets/ compactors, venetian blinds, furniture with allied Civil Works (including flooring & false ceiling) etc.
- (b) Sanitary and plumbing, water supply, waste disposal system, pantry and other service zones.
- (c) Fire detection, fire protection / safety (alarm) and security system.
- (d) HVAC / Ventilation system.
- (e) Centralized AC/Heater system design.
- (f) Fittings - Electrical system, telephone lines & Wi-Fi fittings design.
- (g) Any other drawings as required by the contracting authority.

The services comprise the following:

## **1) Design Phase**

- (a) Collection of Project requirements and information from the TDB.
- (b) Preparation of detailed Architectural & Engineering Design pertaining to Architecture, Structure, Electrical, Plumbing and other services after interaction with the TDB with all necessary changes as desired by the TDB.
- (c) Preparation of Tender Drawings, Specifications and Schedule of Quantities along with Engineer's cost Estimates. Tender Documents should include instruction to Tenderers, Conditions of contract, Tender Drawings, and other essential specifications etc.
- (d) Prepare Working Drawing including full size details, sufficient to commence work at the site and for the proper execution during construction.

## **2) Construction Supervision**

- (a) Construction Supervision of the project shall be carried out by CONSULTANTS along with TDB personnel upto completion period & CONSULTANTS shall deploy fully competent, qualified and experience staff at Site with prior approval of the TDB.
- (b) Any redeployment of above staff, if required, shall also be carried out with prior approval of the TDB with similar credentials.

## **3) Services to be provided during the Construction Period**

- (a) Visit the site of work and provide periodic supervision as and when necessary to clarify any decision or interpretation of the drawings and specifications that may be necessary and attend meeting as and when required and to ensure that the project proceeds generally in accordance with the conditions of contract.
- (b) To supervise the construction in accordance with the Working Drawings and Contract Documents.
- (c) To undertake Quality Assurance of entire Work.
- (d) To check the Quality Control Procedures of the Contractor and ensure that the selection and use of materials is in accordance with the Project Specifications.

- (e) To check and verify all running and final bills of the contractor for payment.
- (f) To monitor and report to the TDB about the status of the progress with reference to the scheduled progress of works.
- (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 prepare Project Completion Report.
- (j) To issue Certificate of Satisfactory Completion of Work in consultation with TDB as per the provision of the Contract.
- (k) 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. The tender shall be acceptable only from the registered firm
- (c) Name and Signature of Authorized person for dealing with TDB and making correspondence on behalf of Firm / Architect / Company.
- (d) Memorandum and Articles of Association of the Firm / Company / Partnership Deed in case of Partnership Firm.
- (e) Details of Major Projects / Work carried out during the last three (03) years, having the experience of Interior Designing Works of Government organisation, etc.
- (f) List of major projects under progress.
- (g) Income Tax and Sales Tax Certificates for the last three (03) years with TIN Number and PAN number.
- (h) Affidavit that the firm has never been blacklisted from any Government, Semi-Government and Autonomous Bodies.

- (i) Any additional information, which may help to establish selection.