Quotation Invitation Letter

Subject: Sealed Quotations for Architectural Consultancy Services for library expansion and construction of Porta Cabins

Sealed quotations are invited by Principal, Ram Lal Anand College, University of Delhi, New Delhi - 110021 for providing Architectural Consultancy Services for

1) Internal addition/expansion/alteration, renovation and remodeling of existing library building at Ram Lal Anand College, New Delhi

2) Construction of two Porta Cabins to be used as class rooms under capacity building plan of Ram Lal Anand College, New Delhi

from Registered & Experienced Architects/Architectural firms who are registered with Council of Architecture and having experience of not less than five years in building projects of Colleges/Universities.

The consultancy services are required to cover the below listed works to be carried out in consultation with college authorities:

1) Preparation of as built drawing of the existing library building after taking full site measurements

2) Studying and reporting the structural feasibility of construction of porta cabins at second floor of the building

3) Taking the design requirements from the college authorities for library and porta cabins.

4) Preparation of concept drawings (floor plans, cross sections and 3 Dimensional views) and rough estimates for presentation and approval of college authorities

5) Preparation of detailed drawings and detailed estimates

6) Preparation of Tender Document and Press Notice for calling bids from contractors

7) Verification of contractors bids and Preparation of comparative statement of bids received from contractors

8) Negotiation with L1 Contractor and award of work

9) Issue of 3 sets of working drawings at the site. Working drawings shall include all required relevant details of:

   a. Architecture Design

   b. Interior Design
c. Structure Design

d. Plumbing (water supply and drainage) Design

e. Fire Fighting Design

f. Electrical Design

g. HVAC Design

2) Periodical Supervision of the site during progress of work

3) Promptly issuing revised drawings/ details as per site requirement during progress of work at site

4) Contractor Bill verification and issue of Certificate of Payment

5) Issue of 3 sets of final as-built drawings of the works executed at site.

Consultants financial bid shall include all services as required for the successful completion of the work at the site. Service tax as applicable shall be payable extra. Nothing extra shall be payable on any other account. A certificate from the bidder regarding the acceptance of all terms and conditions (Annexure-I) must be included. The bidder must not be disqualified by University of Delhi/Colleges at any point of time.

Bids shall be quoted as **percentage of value of the work (annexure –II)**, which shall include all fees of all specialized consultancy services like civil, structural, plumbing, sanitary, fire Fighting detection work, Electrical & Air-conditioning work, interior or furniture work, etc. Stages of the payments are also to be mentioned in the Bid (Annexure –II).

Sealed Bids superscripted with "**Quotations for Architectural Consultancy Services**" can be submitted in the Office of the Principal, Ram Lal Anand College, Benito Juarez Road, New Delhi - 110021 on or before 28.01.2016 up to 3 PM which shall be opened on the same day at 3.30 PM in presence of intending bidders who may wish to be present.

[Signature]
Member/Courten
High Power Purchase Committee

[Signature]
Principal