

Terms of Reference (ToR)

INTRODUCTION

C3 is planning to relocate its office premise by the end of Feb 2024

C3 intends to hire an Architecture / Engineering firm under Service Contract modality to develop, design and layout of the office premise as required.

Area:

A - Plot Area -89.19 Sqmt - Consisting of basement + ground+3 floors (full building)

B - Plot Area - 89.19 Sqmt - 2 Floors (only 2 top floors of the building)

(both buildings are next to each other)

VENDOR RESPONSIBILITIES

Scope of Work:

- Checking of structural strengthening of the Building
- Prepare the office layout and suggest any internal civil work etc. that needs to be done
- Prepare various options for floor layout plans for each floor/workstation, conference /meeting room, reception/ pantry, hang out area, studio etc. and all other necessary facilities, after discussion with C3 Team.
- Review the existing workstations and furniture, in C3's present office, to make best use of those, if its properly fits in the design of new office.
- Provide standard security requirement maintaining modern space efficient concepts and aesthetic view
- Provide interior solutions for the new office design.
- Provide proper working drawings for all construction works.

1. Required tasks and responsibilities

In order to achieve the above-stated objective, the firm shall perform, inter-alia, the following tasks.

Phase 1 Design:

a) Schematic Designs:

- Site visit and meeting with the C3 team to finalize the overall concept, layout, functional requirements and furniture of workstations.
- Prepare at least two (2) alternative concept plans/drawings/views and 3D animations etc.
- The firm/ consultant shall prepare drawings and details for the interior of these rooms in consideration of all necessary components such as lighting, airflow, storage and cabling needed for electricity, communication, computers, and etc.

b) Detailed Drawings:

Based on the approved design, prepare the detailed working and construction drawings, including large scale and full-size details. This would include detailed interior designs for electrical, storage, lighting systems, ceilings, air conditioning, and various other facilities.

- Design/as-built drawings
- Technical specification of materials and furniture to be used.
- Proposed work plan and delivery schedule.

c) The consultant shall be responsible to get clearance/ approval from any government department to execute the work.

d) Budget and Costs:

Prepare the cost estimates and budget breakdown for each element. The Bill of Quantities shall be explicit covering all items of work. It should be as exhaustive as possible to avoid changes, additions, deletions and substitutions during execution and therefore the undesired disputes and claims. The detailed technical and materials specifications should be part of the Bill of Quantities.

SCHEDULE AND REPORTING

- The firm must submit progress reports and invoice for receipt of payment as per schedule.
- The firm must provide Completion report that includes Executive summary, all finalized design and layouts in Hard / Soft copy

COMPLETION CRITERIA

- The firm will submit a completion report with all finalized design and layouts in Hard / Soft copy, within the agreed timeline

MISCELLANEOUS

Minimum Eligibility criteria for Firm:

- The firm must have valid License for such work
- The firm must have at-least 3-5 years of experience in similar exercise
- The firm must have at-least 5 Assignments in the Office premise design

Evaluation and Award Criteria:

The evaluation will be made for both phases whereas order may be given for Phase-1 or both as decided by the C3 Management. Cumulative Evaluation Method will used for this procurement exercise and Contract will be awarded to the highest scorer in cumulative analysis considering Technical and Financial Evaluation. The technical proposal will contain 70% and financial proposal will contain 30% weight whereas

Technical Evaluation passing score is 70%. Any firm scores less than 70% in technical evaluation, the financial proposal of the firm shall not be considered for financial evaluation

Selection: The firm will be selected through evaluation of previous work, Qualified Key Personnel, realistic work plan. The team Leaders of the technically qualified firm will be called for a short interview where s/he will share the concept how would they do the work, their resource availability, past experience, work plan etc. The panel might be interested to know details and evaluation will be done accordingly.

Interested firms should submit the required documents to substantiate the quality and experience as required.

Interested parties may submit/ email their EOI at procurement@c3india.org by Nov 26, 2023. Please mention "EOI for Office Makeover" in the subject line of email.