



Indian Institute of Information Technology, Sri City, Chittoor

No.IIITS/PROC/2017-18/94

Dated: 12-01-2018

REQUEST FOR PROPOSALS

Indian Institute of Information Technology, Sri City, Chittoor is in the process of constructing Academic Block of 1,29,116 sq.ft (Stilt and three floors) in their upcoming campus at Sri City, A.P.

IIIT Sri City, Chittoor now invites **Request for Proposals (RFP) from reputed Architects** to provide professional design services to design, build and construct **interior fit out works and all relevant MEP services and coordination** for completion of Academic Block building.

Applicants who have successfully executed works of similar nature alone shall furnish all relevant information such as experience and constitution of the firm, Professional Design Services executed and Design Services on hand with value, necessary certificates regarding satisfactory completion, registration etc. Applications shall reach by email to “procurement.quotes@iiits.in” on or before 24-01-2018. (January 24, 2018).

Proposals that do not reach the address given below by the end of close of business hours on the last date of submission of applications will not be accepted.

A) SCOPE OF WORK

1. Modify preliminary designs, incorporating required changes, prepare drawings & design model (cost to client) and prepare report along with project cost estimates for client's approval if required.
2. To prepare working drawings including large scale details, detailed architectural specifications, schedules and necessary bill of quantities in order to invite the tenders. The Architect will ensure that Quantity estimates do not vary more than 10% + or – on actual completion within the decided scope of work. Although the tender stage will commence upon completion of architectural designs, in case of any revision, the architect shall provide the client with revised estimates.
3. To prepare Tender document along with tender drawings and assist the client with the tendering process.



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4. To prepare & complete detailed “Good for Construction” drawings to be issued to successful contractors.
5. To coordinate with other consultants appointed by Client and to check if drawings issued by them are in accordance with interior Architectural working drawings.
6. Visit the site of works on periodic basis to provide general inspection, to clarify any decision or interpretation of the drawings and specifications that may be necessary and attend conferences and meetings, as & when required, and so that the project proceeds generally in accordance with the drawings and specifications.
7. The Architect shall advise the client regarding work under execution during his visits to the site and submit periodic reports on their observations. The responsibilities for implementation of this advice shall be of client.
8. On completion of the work, the Architect will prepare & submit Architectural as built/ completion drawings as required by various authorities and assist the client in this regards and issue final certificate of completion.

B) PROPOSAL CONTENT & FORM

The Design Professional’s Proposal must include the following:

- **Firm Qualifications & Similar Projects:** A list of projects (not to exceed 5) which demonstrates the Design Firms capability to successfully complete work of similar type, scope and complexity to our current project. Limit to one page.
- **Understanding of Project & Design Considerations:** A review of your understanding of our project including: scope of work, schedule and coordination challenges, design considerations and other issues which you feel must be considered. We are also interested in any innovative approaches to design and construction which you feel we should consider. Limit to two pages.
- **Proposed Project Team Experience, Roles & Responsibilities:** A brief (one paragraph) summary of each team member’s relevant experience and proposed role on your team. Limit to two pages.

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- **Fee Proposal shall be submitted** in format to summarize your Fees and Reimbursable Expenses against professional design services as lump sum basis in phased manner for the scope.
 1. Interior design service (1,29,116 sq.ft Academic Building)
 2. MEP design Services & coordination. (1,29,116 sq.ft Academic Building)

C) THE SELECTION PROCESS :

- Qualification of the Design Firm: demonstrated capability to successfully complete work of similar type, scope and complexity.
- Experience of The Proposed Project Team: experience of each team member in their proposed roles and on similar projects
- Understanding of Our Project: demonstrates a clear understanding of the project scope, design issues and coordination requirements.
- Understanding of Coordination Requirements: understands the need to coordinate with key staff, departments and project team. Understands required internal review and governance requirements.

D) RFP RANKING CRITERIA WEIGHT:

Rank Criteria	Weightage
1. Successful planning and design	30 points
2. Staff experience and team qualifications	30 points
3. Understanding of the problem	10 points
4. Sensitivity to Indian culture	10 points
5. Bonding/Insurance capacity/history	10 points
6. Appropriateness of proposed timeline	10 points
TOTAL	100 points



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E) LICENSING AND APPLICABLE STANDARD OF CARE:

The Design Professional warrants and represents to the Owner that the Design Professional is fully licensed by the Statutory Board to perform the services designated in this proposal. The Design Professional, in performing each and every aspect of its work under this proposal, shall exercise the professional standard of care customarily provided in the performance of the types of services addressed (for a construction project similar in size, scope and complexity to the Project) by a firm having a stature comparable to the stature the Design Professional holds itself out as having, and shall accomplish all work in conformance with the codes, rules, laws and regulations applicable to the Project.

IIIT Sri City, Chittoor reserves the right to cancel / reject all / any Proposals without assigning any reason.

For further details, contact:
Mr S.Suresh, PMC, IIIT Sri City
iiit.pmc@iiits.in

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Chief Administrative Officer