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**EXPRESSION OF INTEREST**

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**“EXPRESSION OF INTEREST (EOI)FOR RENOVATION & REFURBISHMENT  
WORKS FOR MAIN ENTRANCE LOBBY, CHECK POINT, BAGGAGE ROOM  
AND CIRCULATION AREAAT P. K. KELKAR LIBRARY”**



NOVEMBER, 28, 2024

**Indian Institute of Technology, Kanpur**

## REQUEST FOR PROPOSAL (RFP)

### **“EXPRESSION OF INTEREST (EOI) FOR RENOVATION & REFURBISHMENT WORKS FOR MAIN ENTRANCE LOBBY, CHECK POINT, BAGGAGE ROOM AND CIRCULATION AREA AT P. K. KELKAR LIBRARY”**

The bid forms and other details may be downloaded from Central Public Procurement Portal (<http://eprocure.gov.in/eprocure/app>). Aspiring bidders who have not enrolled / registered in e- procurement should enroll / register themselves before participating through web site <http://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at “Instructions for online bid submission.”

Bidders can access quotation / tender documents on the website (for searching in the NIC site), kindly go to quotation search option and type ‘IIT’. Thereafter, click on “GO” button to view all IIT quotations. Select the appropriate quotation / tender and fill them with all relevant information and submit the completed Quotation / Tender document online on the website <http://eprocure.gov.in/eprocure/app>. as per the schedule given in the next page.

**Note: No manual bids will be accepted. All bids (both Technical & Financial) should be submitted in the e-procurement portal.**

Applicants are advised to keep visiting the above-mentioned websites from time to time (till the deadline for bid submission) for any updates in respect of the tender documents, if any. Failure to do so shall not absolve the applicant of his liabilities to submit the applications complete in all respect including updates thereof, if any. An incomplete application may be liable for rejection.

**Dr. S. K. Pathy,**  
**Assistant Librarian,**  
**P. K. Kelkar Library IIT Kanpur**  
**Phone: 0512-259-7334,7707, 9451506855 (between 1000 hrs to 1700 hrs on working days)**  
**Email: [libper@iitk.ac.in](mailto:libper@iitk.ac.in)**

**EOI Reference No.: PKKL/EOI/2024/02**

## REQUEST FOR PROPOSAL (RFP)

### IMPORTANT INFORMATION:

Assistant Librarian, P. K. Kelkar Library, IIT Kanpur is requesting for proposal from eligible and competent experienced agencies for “EXPRESSION OF INTEREST (EOI) FOR RENOVATION & REFURBISHMENT WORKS FOR MAIN ENTRANCE LOBBY, CHECK POINT, BAGGAGE ROOM AND CIRCULATION AREA AT P. K. KELKAR LIBRARY”

**The single point of contact (SPOC) for this solicitation is:**

**Dr. S. K. Pathy,**  
Assistant Librarian,  
P. K. Kelkar Library IIT Kanpur  
Phone: 0512-259-7334,7707, 9451506855 (between 1000 hrs to 1700 hrs on working days)  
Email: [libper@iitk.ac.in](mailto:libper@iitk.ac.in)

Questions about this RFP must be submitted via e-mail [libper@iitk.ac.in](mailto:libper@iitk.ac.in). No additional project questions will be entertained after due date. A response addendum listing all question received and their responses will be posted on web site [www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app).

### TARGET SCHEDULE OF EVENTS

EVENT	DATE
Issue of RFP document	28.11.2024
Start date of downloading	28.11.2024
Last date of submission of bid	20.12.2024 upto 03.30 PM
Date of Pre-bid meeting along with site visit	09.12.2024 at 03.00 PM
Date of opening of technical bid	23.12.2024 at 03.30 PM
Venue of Pre-bid meeting	<b>P. K. Kelkar Library IIT Kanpur</b> <b>Phone: 0512-259-7334,7707, 9451506855</b> <b>(between 1000 hrs to 1700 hrs on working days)</b> <b>Email: <a href="mailto:libper@iitk.ac.in">libper@iitk.ac.in</a></b>
<b>RFP Questions responses</b>	<b>12.12.2024 upto 5.00 PM</b>
<b>Technical Presentation by qualified bidders</b>	<b>Date and time shall be informed</b>
<b>Estimated Cost Excluding GST</b>	<b>Rs. 50,00,000.00 (Approx.)</b>

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<p><b>Earnest Money Deposit</b></p>	<p>Rs.1,00,000.00 (The EMD shall be in the shape of FDR/ Bank Guarantee from the National Scheduled Bank. The scan copy of the same shall be attached along with the technical bid and original FDR shall be submitted to the office of the “Dr. S. K. Pathy, Assistant Librarian, P. K. Kelkar Library IIT Kanpur on or before opening of the technical bid i.e. 20.12.2024 upto 03.30 PM</p>
<p>Processing fee</p>	<p>Rs. 20,000/- for non MSME / NSIC / Startup Rs. 10,000/- having MSME/NSIC/Startup Registration <b>(The scan copy of the transaction slip (proof of payment of processing fee) shall be attached alongwith technical bid, without which the bid shall not be opened.</b></p>
<p>Details of Institute Account for submitting processing fees</p>	<p>Bank Name: SBI IIT Kanpur Beneficiary Name: The Registrar IIT Kanpur A/c No. 30632766814 IFSC Code: SBIN0001161</p>
<p>Performance Guarantee</p>	<p>5.00% of tender amount (in shape of FDR) in favour of <b>“The Director, IIT, Kanpur” shall be submitted</b> after the award of the work. The Performance Guarantee shall be released after the completion of the work.</p>
<p>Security Deposit</p>	<p>2.5 % of tender amount shall be deducted from the running bills. This shall be released after the satisfactorily completion of defect liability period of one year.</p>

## REQUEST FOR PROPOSAL (RFP)

### 1. Background Information

For the **P. K. Kelkar Library, IIT Kanpur, Renovation & Refurbishment Works** of **Main Entrance Lobby, Checkpoint, Baggage Room & Circulation Area** at **P. K. Kelkar Library, IIT Kanpur**.

### 2. Scope of Services

The assignment is to planning, designing and execution of Interior Works for Offices and Other Utility Spaces for **P. K. Kelkar Library, IIT Kanpur** in EPC Mode as detailed in Annexure A.

### 3. Schedule for completing the assignment

The time period of contract for planning, designing and execution shall be One-Hundred-Twenty (120) days from the date of issue of 'Letter of Intent' (LOI).

### 4. Eligibility criteria (minimum) requirement of specialized agencies and kind of expertise (Envelope -1)

The bidder should have the team of expert's agencies and supporting professionals as follows:

- 4.1. Lead agency should be contractor for interior works having minimum five years of experience. Should have completed minimum two interior works costing more than One-Crore each. The bidders have to submit the completion certificates of the interior works.
- 4.2. The Architect/ Architectural firm having experience of five years in interior designing.
- 4.3. The average financial turnover of the applicant of last 3 financial year should be minimum 1 cr.

Details to be furnished duly supported by figures in balance sheet/ profit & loss account for the last three financial years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached).

<b>Financial Years</b>	<b>2021-22</b>	<b>2022-23</b>	<b>2023-24</b>
Gross Annual turnover			
Profit/Loss			

- 4.4. Solvency Certificate- 40% of the estimated cost put to tender as per following format.

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### **FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK**

This is to certify that to the best of our knowledge and information that M/s. \_\_\_\_\_ Sh... having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement up to a limit of Rs.....(Rupees... . ) This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

(Signature) For the Bank)

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- 4.5. The bidder should have executed of similar nature of work in the last 5 years as follows:-
  - A- Minimum single work of 40 Lacs or two works of 30 Lacs each or three works of 20 Lacs
  - B- Minimum one work should be in Central Govt./PSU organizations.
- 4.6. The bidder should have upload scan copy of Earnest Money Deposit.
- 4.7. The bidder should have upload scan copy of proof of payment of the processing fee.
- 4.8. The bidder should have upload scan copy of the details required as per Annexure-C

### 5. General Services

- 5.1. All reports, drawings, 3D visual renderings, presentations and other documents to be submitted in fulfilment of the scope of services shall be in 1 set each of printed copies and soft copies in the formats and scales as required for the fulfilments of the scope. A walkthrough animation of the entire floor shall also be submitted to explicate the entire scheme.
- 5.2. All documents, drawings, reports and any other documents submitted in fulfilment of the scope of services shall be prepared with the best practices and codes as applicable to such development.
- 5.3. The contractor shall be responsible for rechecking all the architectural and MEP services plans and reports provided by the company to ensure that the ground conditions match with the plans and reports.
- 5.4. The contractor shall get the approval of samples of all the materials before procurement and execution from either from the **Prof. In-charge, Library** or their authorized representative.
- 5.5. The lead contractor shall maintain organizational/governance structure, between the various agencies to the satisfaction of the company, in order to ensure effective completion of the work within the scope of services of various agencies.
- 5.6. The contractor shall be required to participate in all meetings as and when sought by the company. The status/designation/qualifications of the representative(s) who will be allowed to deal/interact with the company and/or its representatives shall be a matter of discretion of the company; and the decision of the company in this regard shall be final and binding on the contractor.

### 6. Background material, data, reports and so on, available and to be provided to the Contractor:

The data, plans, materials, reports, survey-reports etc. required to fulfil the scope of work which are available with the company shall be provided to the contractor. It will be the responsibility of the appointed Contractor to verify it on the ground.

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Nothing shall be provided by the institute except the storage space & power points for execution of work. The contractor has to arrange at its own cost for proper completion of the work.

### **7. Institutional and organizational arrangement:**

Dr. S. K. Pathy, Assistant Librarian, P. K. Kelkar Library IIT Kanpur and its nominated officers shall administer the contract.

### **8. Procedure for review of the work of contractor after award of contract:**

The work shall be reviewed by Assistant Librarian, P. K. Kelkar Library IIT Kanpur and their authorised representatives.

### **9. Contact Information:**

**Dr. S. K. Pathy,**  
**Assistant Librarian,**  
**P. K. Kelkar Library IIT Kanpur**  
**Phone: 0512-259-7334,7707, 9451506855 (between 1000 hrs to 1700 hrs on working days)**  
**Email: [libper@iitk.ac.in](mailto:libper@iitk.ac.in)**



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### 10. Please note:

- 10.1. Incorrect, incomplete, inadequate information may lead to rejection of the application. Canvassing in any form may lead to summary rejection of application.
- 10.2. Applicants shall submit self-attested copies of certificates, work orders, appointment letters, agreements, references etc. as proof of eligibility.
- 10.3. **Assistant Librarian, P. K. Kelkar Library IIT Kanpur** reserves the right to reject any application without disclosing the reasons.
- 10.4. **Assistant Librarian, P. K. Kelkar Library IIT Kanpur** also will not provide any explanation to the applicants related to the short listing and selection process. The decision of **Assistant Librarian, P. K. Kelkar Library IIT Kanpur** in this respect shall be final and binding on all applicants.
- 10.5. Information contained in this document reflects various assumptions and assessment based on current understanding of the company. These don't necessarily contain all the information that each bidder may require to develop and submit technical and financial proposals.
- 10.6. Bidders are required to make their own assessment and satisfy themselves fully with all aspects of the site conditions, local environment, functional requirements that may be required for development of the design and its execution.

### 11. Schedule of Fees:

- 11.1. All prices as quoted and agreed under Contract, whether lumpsum or percentage, shall remain fixed for the define scope of work in the excepted technical bid excluding GST.
- 11.2. The quoted prices shall be inclusive of all expenses relating to the performance of the contract for the entire period of the contract.
- 11.3. Deductions because of Income tax and the statutory provisions shall be made by company, upon payment of work done or any other payments whatsoever to the contractor, as per prevalent rules/provisions.
- 11.4. All payments made by the company towards the contract for any purpose whatsoever shall be in Indian rupees only.
- 11.5. Schedule of payment shall be as per the attached Annexure B.

### 12. Requirements for proposals for selection process

Bidders shall submit their proposals in response to the RFP through only online mode as per tender, No physical copy (Technical & Financial) is accepted. Any violation tends to disqualified the tender.

# REQUEST FOR PROPOSAL (RFP)

Dr. S. K. Pathy,  
Assistant Librarian, P. K. Kelkar Library IIT Kanpur  
Phone: 0512-259-7334,7707, 9451506855 (between 1000 hrs to 1700 hrs on working days)  
**Email:** [libper@iitk.ac.in](mailto:libper@iitk.ac.in)

## 12.1. Technical Proposal

The technical proposal should demonstrate that the proposer has developed an understanding of the work and company's requirement with reference to the scope of work mentioned in Annexure A. The bidder has to submit the designs of interiors and furnishing etc. require to complete the scope of work for the enclosed floor plan of the P K Kelkar Library, IIT Kanpur.

The design should suitably explain the scope of services. The bidders shall submit a Power-point presentation including the entire contents of the technical proposal in a USB Drive along with the submission package for the technical proposal. All drawings, designs and layouts must be submitted in (.dwg) and (.pdf) format.

The evaluation of bidders shall be based on the response of RFP and presentation before the committee (jury). It will follow a two-tier system, with separate evaluation of technical capability and financial bid. A merit list shall be prepared of the technical score. The financial bid of the top three scorer shall be opened. The work will be awarded to the lowest financial bidder.

The technical proposal should include:

- A brief introduction of lead firm
- List of similar projects undertaken with their completion certificate
- Name and details of associate firm for architecture/ interior design work with their experience certificate, if any
- Name and details of associate firms of electrical and LV works
- Project plan and draft proposal for interior
- Work plan for the entire scope of work
- List of proposed make/brands for various material required for entire scope of work. At least three makes of every material should be provided. The client has right to select anyone of them.
- Turnover of the lead contractor in the last three financial years

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### 12.1.1. Evaluation of technical proposal:

The bidder will be expected to make a work presentation to the committee (constituted by the company). The technical proposal would be evaluated by the committee on the following parameters:

- Lead contractor firm's specific experience
- Methodology
  - Adaptability to site and response to context
  - Environmental consciousness
  - Sustainability and maximum use of spaces
- Approach to design including drawings, sketches, diagrams and any other information that can concisely and yet comprehensively explain the bidder's concept philosophy and design approach.
- Key professionals and associates firm proposed to be associated for the project with their experience and details.

Each bidder will be allowed maximum 20 minutes for the presentation followed by up to 10 minutes for further interaction with the committee.

### 12.2. Financial proposal

The bidders have to submit the complete financial proposal in all respect in the envelope -2 i.e. Financial Bid. The lowest bidder has to provide the cost wise breakup details as per Annexure-C before award of the work.

## 13. Evaluation of proposal

To review and evaluate the technical proposals submitted by the bidder, company will constitute a committee.

Each proposal shall be awarded a Technical Score (TS). The points commensurate to the evaluation criteria are:

Evaluation Criteria (Technical proposal)		Max. Points
i)	Consultancy Firm's specific experience	15
ii)	Methodology	
	a. Adaptability to site and response to context	15
	b. Environmental consciousness	15
	c. Sustainability and maximum use of spaces	15

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iii)	Approach to design including drawings, sketches, diagrams and any other information that can concisely and yet comprehensively explain the bidder's concept philosophy and design approach.	15
iv)	Key professionals and associates firm proposed to be associated for the project with their experience and details.	25

Based on the above evaluation criteria, the committee shall evaluate the detailed technical proposals and list them in order of merit.

The discretion and decision of the committee in respect of the Technical Score (TS) shall be final and binding on all without any right to appeal.

The Technical Score (TS) of the applicants shall be announced before opening of financial bids.

**The financial proposals of technically qualified contractors shall be opened.**

After opening of the financial proposals, the work will be awarded to the lowest bidder.

### 14. Award of Contract

- 15.1 The lowest bidder has to deposit the **Performance Guarantee @ 5% of the tender amount in the form of FDR/ Bank Guarantee from the National Scheduled Bank in favour of The Director, IIT, Kanpur.**
- 15.2 The selection as mentioned above, does not, in any way, automatically confer any right, whatsoever, on any bidder for award of work.
- 15.3 The Assistant Librarian, P. K. Kelkar Library IIT Kanpur reserves the right to award whole of the work to any other shortlisted bidder or its constituents or its contractors or sub-contractors as it may deem fit.
- 15.4 The Assistant Librarian, P. K. Kelkar Library IIT Kanpur will inform the contractor through a 'Letter of Acceptance of offer' by email/letter that it has been selected.
- 15.5 The contractor shall, thereafter, sign the contract agreement within 15 days of the issue of such letter.
- 15.6 The technical proposal as submitted by the successful applicant shall not be deemed to be the final design proposal. The contractor has to meet and discuss with authorized representative of the company, and prepare the final design as per the requirement of the company.

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### 15. General Conditions

- 16.1 Each proposal whether layouts or services system or policy or any other, must be duly supported by clearly referenced data presented in a logical and quantifiable format.
- 16.2 All proposals must be based on clearly referenced best-practices and technologies, and must respect clearly identified and listed local constraints, resources and skills.
- 16.3 The Assistant Librarian, P. K. Kelkar Library IIT Kanpur reserves the right to seek more details regarding the proof of qualifications, experience and capabilities of the key personnel/associated firms.
- 16.4 The Assistant Librarian, P. K. Kelkar Library IIT Kanpur reserves the right to issue corrigenda and addenda to this RFP document which shall be binding on all bidder.
- 16.5 The Assistant Librarian, P. K. Kelkar Library IIT Kanpur reserves the right to amend, alter, modify, add and/or delete in part or full any requirements or terms and conditions contained in the RFP document at any other time during the selection process, which shall be binding on all bidders.
- 16.6 All dates, place and time are subject to change and the latest information and clarifications, if any, shall be communicated to the bidders through website.
- 16.7 The documents, and other information provided by company or submitted by the bidders to Assistant Librarian, P. K. Kelkar Library IIT Kanpur shall remain or become the property of the P. K. Kelkar Library IIT Kanpur.
- 16.8 All intellectual property rights of the scheme and proposals submitted during the process of selection; and for which any prize money/award/reward has been accepted by any bidder, shall rest with the P. K. Kelkar Library IIT Kanpur.
- 16.9 No explanation and/or justification in any aspect relating to the selection process shall be given, and the decision of the Assistant Librarian, P. K. Kelkar Library IIT Kanpur shall be final and binding on all without any right to appeal.
- 16.10 The Assistant Librarian, P. K. Kelkar Library IIT Kanpur reserves the right to debar the bidder/terminate the agreement with the final bidder selected for award of work, at any period of time, should any of the document/certificates as submitted be found to be fabricated or false, or a material misrepresentation is made or discovered, or the bidder does not provide the requisite information as required by the Assistant Librarian, P. K. Kelkar Library IIT Kanpur within the stipulated period.
- 16.11 All provisions in this document are supplementary and complementary to each other and are not to be read in isolation.
- 16.12 The bidders are advised to sign with date & seal all pages of the tender document as well as other required documents shall be uploaded on the [www.eprocure.gov.in/eprocure/app](http://www.eprocure.gov.in/eprocure/app).

Scope of Services/ Works

1. Dismantling of non required partition walls, floor tiles and existing furnishings.
2. Preparing inventory of existing furnishing and other items to be stacked in store within campus and disposal of waste materials within campus (upto 2.0 km distance).
3. Space plans with all interior designs for the designated spaces of P. K. Kelkar Library IIT Kanpur. This will include material, finish and furnishings analysis, recommendations, and specifications. The indication floor plan is attached for reference.
4. The sizes of the spaces are fixed cannot be changed. The bidders should make efforts to utilize the existing material.
5. Suppling installation and commissioning of all the interior works (wall panelling- Acoustic grooved panel, MDF Laminate panelling, Acoustical Polyester Panelling, Lacquered glass panelling, Lacquered glass Panelling, Vitrified wall tiles, Graphic Design Art Wall Décor, film on the glass wall, Motorized Roller Blind, Roller Blind, Plastic emulsion paint, Putty, Water Proofing, Plastic emulsion paint etc.) as per the approved planning and designing by the authorized representative of P. K. Kelkar Library IIT Kanpur on the various cement plastered/ glass walls of the floor.
6. Specialized flooring (heavy duty vitrified/granite flooring, Wooden flooring, Wooden skirting in the suggested areas as per the approved designs.
7. Planning/ designing/ suppling and installation for workstations, office furniture and other utilities spaces, as per the approved designs, brands, and specifications are mentioned below.

<b>S. No.</b>	<b>Name of Item</b>
1.	Main entrance gate
2.	Check post counter for one person.
3.	Circulation area counter for two persons
4.	Reception counter for one person
5.	Work station & storage for circulation staff for 2 persons
6.	Sofa and centre table for visitors
7.	Wall mounted file cabinets
8.	Conference room / meeting room for 40 persons capacity

9.	Baggage shelves / cabinets in baggage room
10.	Book display for 20 books
11.	Renovation of one existing room for Assistant Librarian. Room as per shown in sketch plan.

8. Planning and designing for the electrical works required for offices, workstations, and other utilities. Providing and laying Wiring with conduit for workstation, rooms, utility space common spaces, lights fixture from switch boards etc space shown in layout. Providing and fixing switch, sockets (5Amp/ 15Amp), switchboard, lighting fixture as required for workstation, rooms, utility space common spaces, lights fixture etc for space shown in layout. Providing and laying Wiring from switch boards to distribution board as per calculated load. Providing and fixing distribution board for lighting, Power points, UPS points. Providing and laying Cables from distribution board to Electrical panels (including UPS Panel) as per calculated load. Providing and fixing Electrical panels
9. Suppling, installation, testing and commissioning with all accessories and requirement of integration with the existing system of the building for access control for all the offices and working areas as per the requirement of the company.
10. Suppling, installation, testing and commissioning with all accessories and requirement of integration with the existing system of the building for surveillance cameras (i.e., CCTV) at strategic locations.
11. Planning, designing, suppling, installation, testing and commissioning for entire internet work for all offices and workspaces including WIFI arrangements. (Consider two number of LAN ports in each office, one number at each workstation, two numbers additional at each working space and required LAN ports to make entire floor WIFI enable)
12. Any changes in fire sprinklers, smoke detectors will be in the scope of bidder.
13. Any changes proposed in air-conditioning ducts, grills, diffuser etc. shall be in the scope of bidder.
14. The designing and execution of partitions and panelling if any shall be in the scope of work including partitions.
15. Sound and acoustic design in specific areas like Conference room is the scope of bidder.
16. Coordinate fine art and decorative accessories, graphic design and signage's.

**Schedule of Payment**

1. All payments will be released on the submission of the RA (running account) bills of work done at the site on a percentage basis.
2. The Contractor must submit the Performa RA bill in duplicate of the work done every month latest by the 5th day of the next month.
3. The Assistant Librarian, P. K. Kelkar Library IIT Kanpur will take three days to verify the bill from site and issue an approved copy of the bill after any variation/ deduction withheld amount etc. to the Contractor not later than five days of the submission of the bill.
4. The Contractor will issue a GST invoice of work contract of exact amount of bill duly approved to the employer in-charge within the next two days.
5. On submission of the GST invoice, the Assistant Librarian, P. K. Kelkar Library IIT Kanpur will release the payment within three working days.
6. On each RA bill, 2.5% retention money will be deducted from the basic value of work done.
7. Applicable TDS will be deducted from each RA bill.
8. Mobilization advances up to 10% can be released. The same shall be adjusted on each RA bill on prorated basis.
9. An advance of 70% against the material can be released to the Contractor on submission of the proof of material at site with supporting documents like E-Way bill, delivery notes etc., to verify quantity.



**Format for the Quantity proposed with Make / Model wherever if applicable to be submitted on the letter head of the contractor along with the technical bid**

Dr. S. K. Pathy,  
Assistant Librarian,  
P. K. Kelkar Library IIT Kanpur  
Phone: 0512-259-7334,7707, 9451506855 (between 1000 hrs to 1700 hrs on working days)  
Email: [libper@iitk.ac.in](mailto:libper@iitk.ac.in)

Subject: **Financial Proposal for “Renovation & Refurbishment Works” of Main Entrance Lobby, Checkpoint, Baggage Room & Circulation Area at P. K. Kelkar Library, IIT Kanpur”**

Dear Sir/Madam,

We have examined and understood the details given in the Request for Proposal (RFP/EOI) document including the subsequent corrigendum / addenda / communication issued by the **Assistant Librarian, P. K. Kelkar Library IIT Kanpur** and agree with all terms and conditions given therein.

Our quotation for the scope of services described in the RFP/EOI are as follows:

S. No.	Name of Item	Unit	Quantity
1.	Space plans with all interior designs for the designated spaces. This will include material, finish and furnishings analysis, recommendations, and specifications.	Lumpsum	
2.	Suppling installation and commissioning of all the interior works (false ceiling etc.) as per the approved planning and designing by the authorized representative of Assistant Librarian, P K Kelkar Library, IIT, Kanpur on the various cement plastered/ glass walls of the floors.	Lumpsum	
	a. Gypsum ceiling		
	b. Grid ceiling		
	c. Wooden Finish slats		

	d. Decorative ceiling		
3.	Suppling installation and commissioning of all the interior works (wall paneling, wallpaper work, film on the glass wall, if any, curtains, etc.) as per the approved planning and designing by the authorized representative of Assistant Librarian, P K Kelkar Library, IIT Kanpur on the various cement plastered/ glass walls of the floors.	Lumpsum	
	a. Gypsum board partition		
	b. Gypsum board panelling		
	c. 12mm clear toughened glass		
	d. Decorative partition		
	e. e. Acoustic grooved panel		
	f. MDF Laminate Paneling		
	g. Acoustical Polyester Paneling		
	h. Lacquered glass Paneling		
	i. Vitrified wall tiles		
	j. Plastic emulsion paint		
	k. Graphic Design Art Wall Décor		
	l. Roller Blind		
	m. Motorized Roller Blind		
	n. Putty		
4.	Specialized flooring (other than vitrified/granite) in the suggested areas as per the approved designs.	Lumpsum	
	a. Carpet flooring		
	b. Wooden flooring		
	c. Wooden skirting		
	d. Tile flooring		

5.	<p>Planning/ designing/ suppling and installation for office furniture and other utilities spaces, as per the approved designs, brands, and specifications. (Mention the type of workstations, office tables, chairs, and any other storage furniture etc.)</p> <p>a. Visitors Sofa &amp; chairs</p> <p>b. Room storage</p> <p>c. Assistant Librarian, Room table (2100 mm W x 750mm D x 750mm H) With Modesty panel, Pedestal &amp; Back Unit</p> <p>d. Assistant Librarian, Room's chairs</p> <p>e. Assistant Librarian, Room's visitors chairs</p> <p>f. Assistant Librarian, Room's storage</p> <p>g. Reception furniture</p> <p>h. Check point furniture</p> <p>i. Work station storage</p> <p>j. Conference room / meeting room furniture</p>	Lumpsum	
6.	<p>Planning and designing for the electrical works required for offices, workstations, and other utilities.</p> <p>i. Providing and laying Wiring with conduit for workstation, rooms, utility space common spaces, lights fixture from switch boards etc. space shown in layout</p> <p>ii. Providing and fixing switch, sockets (5Amp/ 15Amp), switchboard, lighting fixture as required for workstation, rooms, utility space common spaces, lights fixture etc. for space shown in layout</p> <p>iii. Providing and laying Wiring from switch boards to distribution board as per calculated load.</p>	Lumpsum	

	iv. Providing and fixing distribution board for lighting, Power points, UPS points		
	v. Providing and laying Cables from distribution board to Electrical panels (including UPS Panel) as per calculated load.		
	vi. Providing and fixing Electrical panels		

The GST as applicable shall be paid extra. All other taxes, duties, levies, transportation, insurance etc. should be include in the quoted amount.

The undersigned is fully authorised by M/s \_\_\_\_\_ (Name of the Organisation) to submit this Financial Proposal.

Thank you.

Yours sincerely,

*Signature of lead Contractor / Authorized Representative of the Organization*

*Seal of the Organisation,*

*Date:*

*Place:*

Our GST No. is \_\_\_\_\_

