

**TENDER NOTICE**

APPOINTMENT OF ARCHITECT/CONSULTANT FOR MODERNISATION AND INTERIOR WORKS FOR HOUSING THE DELHI REGISTRY OF THE INTELLECTUAL PROPERTY APPELLATE BOARD AT AUGUST KRANTI BHAWAN, BHIKAJI CAMA PLACE, DELHI

Tender issued on : 10.10.2014

Last date of submission of tender : 27.10.2014

Date of opening of tender : 28.10.2014

**Address:**

Intellectual Property Appellate Board,  
Department of Industrial Policy and Promotion,  
443, Anna Salai, Guna Complex, Annexe-I,  
2<sup>nd</sup> Floor, Teynampet, Chennai 600 018.

**INTELLECTUAL PROPERTY APPELLATE BOARD**

Ministry of Commerce and Industry  
Department of Industrial Policy and Promotion  
Guna Complex Annexe-I, 2<sup>nd</sup> Floor, 443, Anna Salai  
Teynampet, Chennai - 600018  
Phone:044-24328902 / 03 Fax: 24328905  
www.ipab.tn.nic.in

Ref:C-18014/12/2013-IPAB

Dt.:10.10.2014

**TENDER**

for

PROVIDING ARCHITECTURAL CONSULTANCY SERVICES FOR  
MODERNISATION AND INTERIOR WORKS FOR HOUSING THE DELHI  
REGISTRY OF THE INTELLECTUAL PROPERTY APPELLATE BOARD AT  
AUGUST KRANTI BHAWAN, BHIKAJI CAMA PLACE, DELHI

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Separate Sealed quotations (Technical & Financial) are invited from architects/consultant with regard to the Modernisation and Interior works for housing the Delhi Registry of Intellectual Property Appellate Board (IPAB) at Shops Nos.62 to 67 and 196 to 204, Ground Floor, HUDCO Building, August Kranti Bhawan, Bhikaji Place, Delhi.

2. We request you to please quote your professional fee as percentage (exclusive of service tax) for the cost of work as per the format annexed (Annexure II) for rendering Architect/ Consultancy for the captioned work to be carried out as per the requirements detailed below. The cost of items, if any to be directly purchased by IPAB will not be included in the cost of the project for the purpose of calculating professional fee.

## 3. Details of requirements of interior works:

Shop Nos.	Converted into
201 to 204	A furnished Court Hall
64	Chamber for Hon'ble Chairman
65	Attached Rest Room for Hon'ble Chairman
63	Private Secretary Room
62	Chamber for Tech. Member
196 to 199	Record Room
200	Staff Room
66 & 67	Advocates' Room

4. The eligibility criteria and general scope of professional services to be rendered by Architect/Consultants will include:

Eligibility criteria - Must satisfy all points given below:

1. The architect/consultant should have at least 5 years experience in interior or similar works and must be having running contract of similar work preferably in Government/PSU/Banks.

2. The architect/consultant should have executed 02 (two) such works in the last 02 years, with value of Rs.50 lakhs and above. This shall include cost of providing manpower and civil work for the interiors which has been undertaken or supervised by him.

3. The architect/consultant should be an income tax assessee and should have filed income tax return for the last assessment year.

4. The above technical details may be furnished in Annexure-I.

**Scope of work:**

(a) The architect/consultant agency shall submit a proper PRECHART/Bar chart incorporating all the activities required for the completion of the project well in time i.e., preparation of plan, preparation of working drawing, structural drawing, layout drawing for interior and modification of the building. The plan shall be in accordance with the National building code/local governing codes/standards regulation.

(b) Submitting required drawing to the municipality/local authority/fire service for obtaining their approval.

(c) Preparing the estimate cost which include all expenses like civil work, electrical work, etc. for interior works.

(d) Preparing detailed tender documents for various trade/works like civil work, electrical installation, etc. complete with articles of agreement, special condition, conditions of contract specialization bill of quantities including detailed analysis of rates based on market rates, time & progress chart, etc.

(e) The architect/consultant shall float a tender and judge the technical parameters of proposed interior works of IPAB.

(f) Regular supervision of the work during execution of work. Checking and verifying the materials received on site as per specifications. Ensuring quality and timely completion of work. Testing/checking/commissioning of various equipments and certifying that all the equipments are functioning as per the specifications.

(g) Submitting a detailed account of materials used like, cement, steel, etc. and verify the bill for the same.

(h) The Architect/consultant shall take full responsibility for supervision and proper execution of the work including control over quantity and quality of the work.

(i) No deviations or substitution should be authorized by the architect/consultant without working out financial benefit, if any, to the contractor and obtaining approval of the IPAB.

(j) The architect/consultant shall be wholly and solely responsible for the successful completion of the project in all respect consistent with safety and structural stability from the inception upto the handing over of the building.

(k) On the completion of the project, prepare 'As made' drawing of architectural, structural and other services along with a brief report on the project and documents submitting 04 (four) copies of the same for the records of the IPAB.

(l) The architect/consultant shall verify and confirm that identification marks are made on all service installations/ electric panel/ valves/ pump/ wiring, etc. for easy identification to carry out maintenance jobs.

(m) The architect/consultant/firm shall submit the certificate of completion of the work certifying that it is done as per the IPAB/s requirement and standard parameters.

4. We request you to submit sealed quotation superscribing "**Appointment of architect/consultant for Modernisation and Interior Works for housing the Delhi Registry of the Intellectual Property Appellate Board at August Kranti Bhawan, Bhikaji Cama Place, Delhi**" quoting for the work latest by 16.00 hours on or before **27<sup>th</sup> October, 2014** at the following address:

Deputy Registrar,  
Intellectual Property Appellate Board,  
Department of Industrial Policy and Promotion,  
443, Anna Salai, Guna Complex, Annexe-I,  
2<sup>nd</sup> Floor, Teynampet, Chennai 600 018.

5. The sealed cover will be opened at 14.00 hrs. on 28<sup>th</sup> October, 2014. The architect/consultant who has applied is also invited to be present. No further intimation in this regard will be issued. **Any quotation without sealed cover will not be accepted.**

6. The selected architect/consultant/firm will have to enter into a formal agreement with the IPAB as per the IPAB's format.

7. IPAB reserves the right to reject any or all the offers without assigning any reason thereof.

Sd/- xxxx  
Deputy Registrar,  
IPAB, Chennai.

**APPOINTMENT OF ARCHITECT/CONSULTANT (TECHNICAL)**

TECHNICAL BID FOR MODERNISATION AND INTERIOR WORKS FOR HOUSING THE DELHI REGISTRY OF THE INTELLECTUAL PROPERTY APPELLATE BOARD AT AUGUST KRANTI BHAWAN, BHIKAJI CAMA PLACE, DELHI

1. Name of architect/consultant :
2. Address :
3. Contract Number :
4. Established since :
5. Whether registered with the Registrar of Companies/Registrar of firms. If so, mention number and date and enclose copy of certificate of the registration.:
6. PAN/TAN No. :
7. Specify the maximum value of work executed/supervised in interior work elsewhere(give full details):
8. Specify the details of running Contract with other organization With amount of work order (Give Full details) :

Signature/Seal

Place:

Date:

**APPOINTMENT OF ARCHITECTS/CONSULTANT (FINANCIAL)**

FOR MODERNISATION AND INTERIOR WORKS FOR HOUSING THE DELHI REGISTRY OF THE INTELLECTUAL PROPERTY APPELLATE BOARD AT AUGUST KRANTI BHAWAN, BHIKAJI CAMA PLACE, DELHI.

We have read the conditions and have understood fully. We quote our professional fee as \_\_\_\_\_% (\_\_\_\_\_ percent (in words) exclusive of Service Tax of the approved estimated cost of work or actual cost of work whichever is less for rendering the architect/consultant/firm for modernization and interior works for the IPAB at August Kranti Bhawan, Bhikaji Cama Place, Delhi.

2. We also agree that the cost of items, if any, to be directly purchased by the IPAB will not be included in the cost of the project for the purpose of calculating professional fee.

3. We understand that no other charges like transportation charges etc. to visit site will be paid by the IPAB.

Signature.

Name & Address of the Firm