

Tender for Shifting & furnishing of PDCOR's Office



First Floor, LIC Jeevan Nidhi Building, Near Ambedkar Circle
Bhawani Singh Road, Jaipur – 302005 (Rajasthan)

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PDCOR Limited (“**PDCOR**”) an Infrastructure Consultancy organisation having its office at First Floor, LIC Jeevan Nidhi Building, Near Ambedkar Circle, Bhawani Singh Road, Jaipur – 302005 (**Present Location**) has decided to shift its office from the Present Location to new location which is situated within 6 KM of Present Location.

Present Office Location	New Office Location (where office is to be shifted)
First Floor, LIC Jeevan Nidhi Building, Near Ambedkar Circle, Bhawani Singh Road, Jaipur – 302005	First Floor, PTI Building, Jhalana Institutional Area, Jaipur

Present office is spread in 3940Sq Ft. (carpet area) having workstation for 50 staff along with reception area, conference room, lunch room, CEO cabin, pantry etc.

Total Carpet area (with flooring) of new office is approximately 3500Sq Ft. Proposed workstations in the new office are___ along with reception area, executive cabins, cubicles, lunch room, conference room etc. Proposed layout of the new office is enclosed at **Annexure-1**.

PDCOR has decided to hire the services of a contractor/agency who shall be responsible for conducting the furnishing work i.e. fall- ceiling, creation of work stations, creation of partitions, CEO cabin, reception area, conference hall, paint works, installation of electrical and network lines, installation of EPABX line etc.

Two Stage Bidding

The tender process will be conducted in two stages – (1) Request for Qualification (RFQ) and (2) Request for Proposal (RFP) from qualified bidders.

Request for Qualification (RFQ)

This is the 1st stage of bidding. The objective of this round is to select the qualified bidders meeting the specified criteria AND standardising the technical specifications of the proposed work. There shall be NO EMD required to submit proposals for RFQ.

Bidders SHALL NOT quote any financial proposal for the work along with the RFQ (First Round)

The Company will not invite bidders during opening of RFQ proposal. RFQ's will be evaluated by the Company and after evaluation of first round the qualified bidders will be consulted to standardise the technical specifications of the work.

In the 2nd round RFP will be issued with common standards of specification of work to the qualified bidders in the RFQ stage. The bidders are required to submit their most competitive financial offer against the RFP. Each bidder will be required to submit an EMD of Rs 10,000 (Rupees Ten Thousand) in the form of a DD drawn in favour of PDCOR Limited and payable in Jaipur along with RFP failing which the respective proposal shall be considered invalid. The bidders who submit their proposals in the RFP round can attend the opening of bids.

Company reserves the rights to hold negotiation with the lowest bidder. Other bidders will be considered if the lowest bidder withdraw the proposal in which case the EMD submitted by the bidder will be forfeited.

Stage 1: Request for Qualification

Bidders meeting the following criteria can submit their detailed technical proposal for qualification.

Technical Qualification –

1. The bidder shall be registered entity under the Indian Companies Act.
2. The bidder shall have executed at least 2 works of similar nature of interior furnishing in the past 4 years for a reputed client. The furnishing area for such works shall not be less than 1000 Sq Ft (carpet area). The bidder shall enclose Work Order from the client, multiple photographs of completed facility, Completion Certificate (OR proof of receipt of final payment from the Client).

Scope of Work

- a) Maximum reuse of the existing furniture, fixtures and fittings at new office, creation of new partitions, furniture at bare minimum requirement
- b) Dismantling of all fixtures from existing office, transporting them to new office, reinstallation of these fixtures there.
- c) Creation of new furniture (wherever required) in the same tone, color and texture as of existing
- d) Installation of LED lights in the fall-ceiling
- e) PVC / wooden flooring in CEO Room, Conference Room and reception area

Details of Technical Proposal to be submitted in RFQ stage (1st round)

The proposed lay-out of seating arrangement is provided to the bidders. The bidders shall specify the following

- (1) Detailed Material specifications for internal partitions of cubicles (samples to be attached)
- (2) Detailed material specifications for walls for executive cabins and conference room (The client prefers glass partition for executive cabins to the maximum height possible)
- (3) Detailed material specification for the internal portions of record room and lunch room
- (4) Detailed material specifications for workstations

The Company would evaluate the different material specifications offered by bidders and finalise the choice of materials to be used and accordingly the RFP will be issued to qualified bidders inviting their financial proposal

This document is issued as part of Round 1 (RFQ). Bidders SHALL NOT quote any Financial Proposal at this Stage.