



**SNDT WOMEN'S UNIVERSITY**  
**1, Nathibai Thackersey Road, Churchgate, MUMBAI 400 020**

Estate Dept./2018-19/ (Not-01)/123

September 5, 2018

**SUB: Quotation of consultation for designing furniture layout of Maharshi Karve Seminar Complex situated in SNDT Women's University, Churchgate Campus.**

**Madam/Sir,**

Maharshi Karve Seminar Complex is newly renovated seminar complex situated at basement of main building at Churchgate Campus. This complex is made to use for Conducting meeting, Seminar and other such activities on rent basis. Total area of Seminar complex is approximately 6767 Sqft. which consist of two big seminar hall four small meeting rooms and one medium size seminar room. All the rooms are having centralized Air conditioner and sophisticated electrical and AV System. Electrical cabling was passed through flooring to get connection for computers on seminar tables.

Interested Architect are requested to quote their rate on percentage basis on total cost of work within 15 days from date of Publishing notification. Details drawing of seminar complex attached separately in **Annexure "B"**. Scope of work and payment detail are attached an **Annexure "A"**.

**III. Scope of work:**

**The designer is required to provide services in respect of the following:**

1. Taking instruction from client and preparing conceptual designs with reference to requirements and prepare approximate estimates of cost on basic or area basis.
2. Site Evaluation and assessment.
3. Modifying conceptual design includes required changes and prepare preliminary drawings and designs for the client's approval.
4. Interior design space planning/ development & volumetric study.
5. Designer additions and alterations.
6. Design of fixed items of work, loose furniture & interior related civil works.
7. Illumination design.
8. Selection of materials, equipment and other interior related elements.
9. Integration of all Engineering services.
10. Preparation of tender document.



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11. The architect shall engage various consultants and experts in consultation with owner such as electrical, plumbing, structural, any other specialized services that may be required for the efficient execution of the project. Appointed by Architect and paid by architect.
12. Periodic inspection and evaluation of works at site.
13. Preparation of required copies of tender document including drawings, specification bill of quantities or other particulars necessary for the proper execution of work.
14. Visiting the site of work and providing periodic supervision as and when necessary to clarify any decision or interpretation of the drawing and specifications that may be necessary and attend conferences and meetings as and when required to ensure that the project proceeds generally in accordance with conditions of contract.
15. Prepare record drawings of "Completed Work" and hand over to the owner for record after completion of the work.

**Annexure 'A'**

It is agreed that following will be the services rendered by the Architect and following will be the payments made by the Owner in the following mode, terms, references and conditions

The total fees to be paid by Owner, to Architect M/S. \_\_\_\_\_

**Schedule of Architectural Services and fees:**

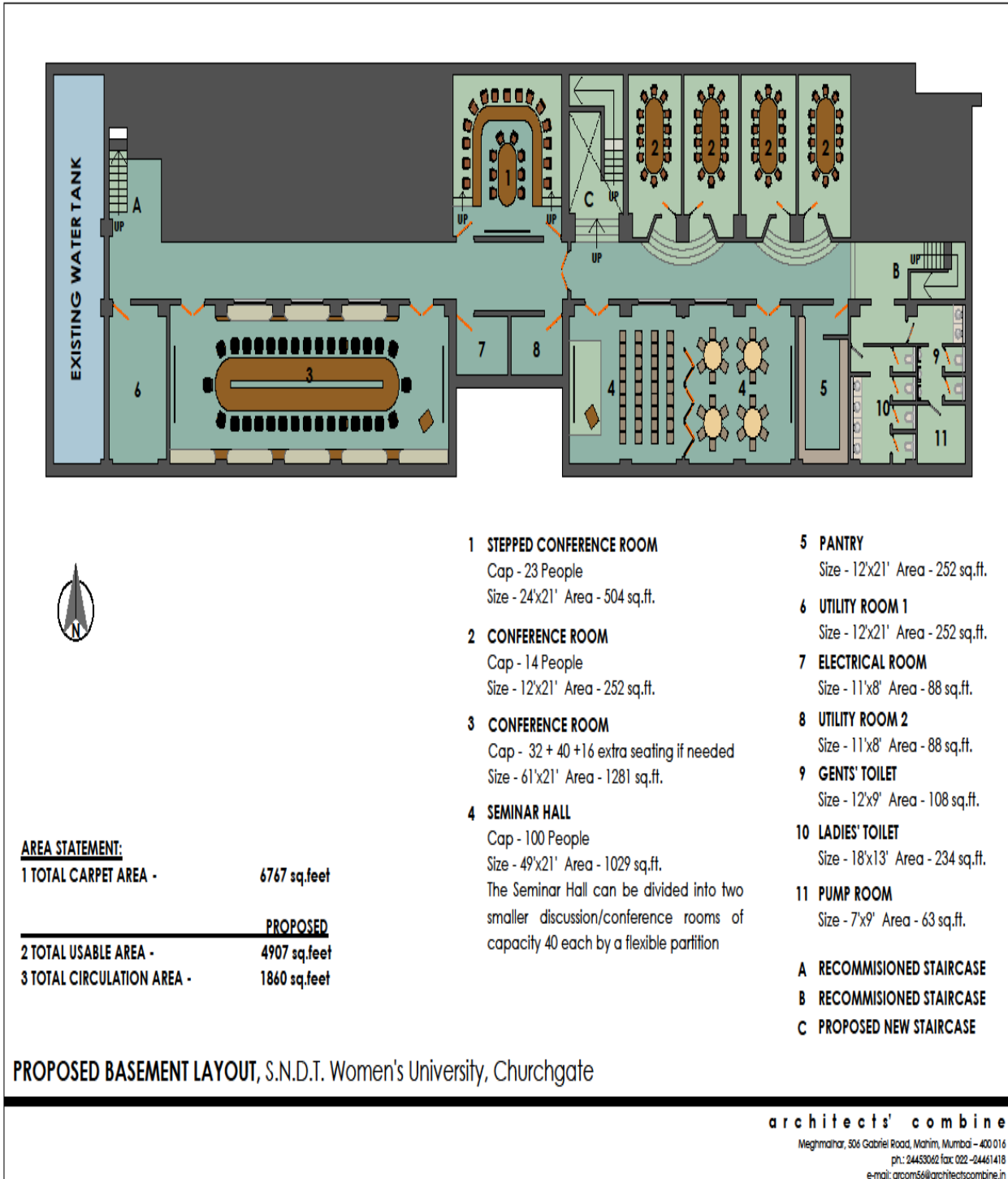
Stage 1: Preparation of preliminary architectural Drawings & Estimate	-	20% of total fees less received
Stage 2: Preparation of drawings for obtaining Approval from local Authority	-	35% of total fees less received
Stage 3: Preparing drawing for tender purpose for Appointment of contractor	-	50% of total fees less received
Stage 4: Preparation of working drawings	-	60% of total fees less received
Stage 5: During construction stage, with progress at 70%	-	75% of total fees less received
Stage 6: During construction stage with progress at 80%	-	90% of total fees less received
Stage 7: On issuing building completion Certificate	-	100% of total fees less received

**Quote the rate as prescribe format as given in Annexure "C "**



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**Annexure B**



**Last date of quotation submission: On or before 28<sup>th</sup> September 2018 upto 17.00 hrs.**



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### **Annexure C**

**To,**  
The Registrar  
SNDT Women's University,  
Churchgate, Mumbai

**SUB: Quotation for consultation for designing furniture layout of Maharshi Karve Seminar Complex situated in SNDT Women's University, Churchgate Campus.**

**Respected Madam/Sir**

With reference to your notification no Estate Dept./2018-19/120 (Not. 01) dated September 5, 2018 we would like to quote our best rate as below:

<b>Sr. No.</b>	<b>Description</b>	<b>Percentage of total work cost</b>
1	Designing furniture layout of Maharshi Karve Seminar Complex situated in SNDT Women's University, Churchgate Campus.	

All the terms and conditions given in notifications are studied thoroughly and accepted fully.

Thanking You,

Yours Faithfully,

**Name of Company**

**Signature Of the Proprietor**

**Date:**

**(Offer should filled on their letter head)**