

MAULANA ABUL KALAM AZAD INSTITUTE OF ASIAN STUDIES (MAKAIAS)
(An Autonomous Body under the Ministry of Culture, Govt. of India)
AZAD BHAVAN IB 166 SALT LAKE, Sector - III, KOLKATA 700 106

RFP: Notice No. 1 / MAKAIAS/ GUEST HOUSE/2013

Dt. 09.04.13

**Notice of Request for Proposal
for**

ENGAGEMENT OF ARCHITECT CUM TECHNICAL CONSULTANT FOR PREPARATION OF PROJECT PLAN AND FEASIBILITY REPORT FOR INTERIOR REMODELING AND DESIGNING OF GUEST HOUSE OF MAKAIAS AT SALT LAKE FIT TO INTERNATIONAL CLASS STANDARD.

1. The society of MAKAIAS has decided to modernize and redevelop the Guest House of MAKAIAS at Salt lake Campus into International Standard.
2. Director, MAKAIAS on behalf of the society invites sealed proposals from reputed firms in "Two Packet System" (Technical Bid and Financial Bid) for selection of Architect cum Interior Designer to act as technical consultant for the project. The scope of the consultancy includes *inter alia* preparation of Project Plan and Feasibility Report for remodelling , Detailed Estimate with specification and Bid documents for undertaking the Remodelling Work of Guest House as per design and plan by a third party selected through Open Tender. The selected Architect will also be responsible for monitoring the total work and to certify compliance of Project as per design and specifications. The detailed tasks and deliverables are given under the Terms of Reference (TOR) of the RFP. Conditions of eligibility are available in RFP.
3. Request for proposal document (RFP) will be available at Reception Counter (Gr. Floor) of MAKAIAS, Salt Lake office between **11.00 hrs to 16.00 hrs** on all working days from **16.04.13 till 26.04.13** on payment of **Rs.200.00** (Rupees two hundred) only in cash(non – refundable).
4. (A) **PRE-PROPOSAL SITE VISIT AND INSPECTION** : The intending and eligible tenderers may visit the site for Inspection on **29.04.13 & 30.04.13 at 12.00 hrs** on each day at Salt Lake Campus under the information to Director, MAKAIAS at Institute's office, Salt Lake (Contact no.033 2335 - 6623)
(B) **PRE - PROPOSAL CONFERENCE**: A pre-proposal conference will be held on **6.05.13 at 15.00. hrs** at the Conference Hall in the office of the Director, MAKAIAS, Azad Bhavan IB 166 , Sector - III, Salt Lake Kolkata – 700 106
(C) Details of eligibility have been shown in Request for Proposal (RFP)
(D) The tenderer should come with the copy of tender documents during site inspection and pre – proposal conference. 5. Proposal in prescribed format should be submitted at the place described in the RFP documents on or before **12.00 hrs of 24.05.13, the Proposal Due Date (PDD)** and opened on the same day **.i.e 24.05.13 at 15.00 hrs(the Technical Bid)** in presence of tenderers or their authorised representatives, who wish to remain present. If the Proposal Due Date (PDD) happens to be a declared holiday at a later date, the RFP will be opened on the next working day at the stipulated time.
6. For further details contact 033 2335 – 6623 MAKAIAS' Office at Salt lake Office

The Director/ Authority shall have right to reject any RFP or cancel the whole process without showing any reason.

Director

Maulana Abul Kalam Azad Institute of Asian Studies(MAKAIAS)

Azad Bhavan, IB- 166, Sector III, Salt Lake

Kolkata 700 106