



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

Estate Dept./2018-19/ (Not. 02)/124

September 5, 2018

SUB: Quotation of consultation for appointing architect required for Landscape work for JDBIMS building, Pune Campus.

Madam/Sir,

Jankidevi Bajaj Institute of Management of Studies of Building and Research is newly constructed G + 1 building with modern amenities at Pune Campus. The University planned to do the Landscape work surrounding approximately 10,000 sqft. area of the building.

Scope of work and payment detail are attached an **Annexure "A"**.

II. 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 include 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.
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.



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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 "B "

Last date of quotation submission: On or before 28th September 2018 upto 17.00 hrs.



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Annexure B

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

SUB: Quotation for consultation for appointing architect required for Landscape work for JDBIMS building, Pune Campus.

Respected Madam/Sir

With reference to your notification no Estate Dept./2018-19/121 (Not-02) dated September 5, 2018 we would like to quote our best rate as below:

| Sr. No. | Description | Percentage of total work cost |
|----------------|---|--------------------------------------|
| 1 | Landscape work for JDBIMS building, Pune 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)