

Date: 02 May 2025

Hiring of an Agency for “Interior Design and Build” for the CDRI Secretariat at IIPA Bhawan, IIPA Campus, New Delhi

Pre-Proposal queries and replies

Project/Title Name: “Interior Design and Build” for the CDRI Secretariat at IIPA Bhawan, IIPA Campus, New Delhi

Name of the Organisation: Coalition for Disaster Resilient Infrastructure

The following table collates the comments/queries/requests received by CDRI by 05 pm on 01 May 2025 from all consultants and replies of CDRI thereon. This document is being shared with all the consultants along with the Requests for Proposal, revised based on suggestions and comments in this document.

S. No	Clause no. and page reference	RFP Text	Query	CDRI Remarks
1	Clause 4: Project Timeline & Pg. 2	The selected agency is expected to deliver the fully functional office space, which is ready to move in with all working amenities, by 15 July 2025.	Confirm the following milestones related to leading up to start of works: 1) Date & time for presentation / interview by the bidder 2) Anticipated Bid Award date 3) Mobilisation time for selected bidder 4) Handover of site to bidder 5) Date of start of works	It is anticipated to award the contract within 10 days of the due date of the proposal submission. The bidder is expected to share the project execution and monitoring plan.
2	Annexure-1: Detailed Scope of Work (SOW)/II. Space Requirements & Pg. 2	The total carpet area of 17,749.6 sq. ft. approx.	Clarify the term "total carpet area". Also is this term same as Gross Lease Area (GLA)	As per the CAD drawing shared with the Agencies, the area statement will be issued separately. Note that "Total Carpet Area" is the area where interior design and work have to be executed. It is not the same as "Gross Lease Area."

3	Clause 7: Bid Evaluation & Pg. 5	Fmin = Minimum absolute financial quote formula for final evaluation	Clarify- "Minimum absolute financial quote formula for final evaluation" means	Fmin is the lowest quote among all agencies and is used as a numerator to calculate the normalized commercial score.
4	Clause 8: Terms of Payment & Pg. 5	The selected agency will receive payments on a milestone basis	Will request 20% of total contract value as advance at the time of award be considered	As per CDRI policy, advance payments are linked to the submission of a bank guarantee of the same value. Bidders may propose the same, keeping the policy consideration in mind.
5	Clause 8: Terms of Payment & Pg. 5	The selected agency will receive payments on a milestone basis	Confirm the milestones to be considered by bidder or is it for the bidder to propose as part of the bid. Kindly clarify	Bidder to propose project timeline and milestones as part of the bid. Final milestones will be part of the award/contract, as mutually agreed by CDRI and the Agency.
6	Clause 8: Terms of Payment & Pg. 5	2.5% of the total contract amount will be released after the satisfactory completion of the Defect Liability Period (DLP).	Confirm if release of the amount is acceptable at the time of handover against Bank Guarantee (BG) of equal amount for the duration of DLP	A Bank Guarantee cannot be a substitute for the same.
7	Clause 9: Performance Guarantee & Pg. 5	Performance Bank Guarantee (5% of the total cost of the project)	Will request: 1) Performance Guarantee & DLP can be overlapped since the project duration is very less or 2) Performance Bank Guarantee amount to be reduced to 2.5% of the total cost of the project	As per the RFP terms. No changes.
8	Clause 9: Performance Guarantee & Pg. 5	Performance Bank Guarantee (5% of the total cost of the project)	Clarify the terms/ conditions when the Performance BG will be claimed by CDRI	Explained in sections 9.2 and 9.3 of the RfP. Detailed mutually agreed-upon terms will become part of the final contract.
9	Clause 11: Proposal Submission/I. Technical Proposal & Pg. 6	The documentation must also contain the following, o Design Brief	As we understand the design brief is provided by CDRI. This is based on the requirements provided in RFP and clarifications to Queries. The bidder will develop a concept design basis the Design brief as part of submission of technical proposal. So kindly clarify what is expected from bidder in terms of deliverable in terms of Design brief mentioned in the RFP	While CDRI has specified the requirements in the RFP. The Design Brief should explain the conceptual design and key highlights of the bidder's proposal.

				Detailed Design to be done by the agency in consultation with CDRI after contracting.
10	Clause 11: Proposal Submission/I. Technical Proposal & Pg. 7	A Project schedule with relevant details and milestones.	Confirm any milestones that the bidder needs to include as part of the project schedule to be submitted	The agency to propose a project timeline and milestones as part of the bid. Final milestones will be part of the award/contract, as mutually agreed.
11	Clause 11: Proposal Submission/I. Technical Proposal & Pg. 7	Details of the designated Project Director(s) and team with proof of adequate skills and experience for undertaking the project.	Specify what supporting documents need to be provided for 'proof of adequate skills and experience'	Supporting documents to include CVs and proof of qualifying degrees.
12	Clause 11: Proposal Submission/II. Financial Proposal & Pg. 7	- Agencies shall quote an all-inclusive lump sum price - The BOQ and item rates will be used for managing scope variations, if any, during project execution	Clarify the contract type to be considered by bidder- Lumpsum or Item Rate	The financial bid should include item rate breakup with the flexibility to manage any changes during final design finalization.
13	Clause 11: Proposal Submission/II. Financial Proposal & Pg. 7	The financial proposal must include a cost breakup against Bill of Quantities (BOQ) in SI unit system and item rates	Share any standards list /BOQ for preferred 'Make of Material or Specifications' OR it is open ended 'To be proposed by the bidder'	To be proposed by the Bidder as part of the Bid. CDRI reserves the right to finalize the 'Make of the Material or Specifications' during finalization of detailed design.
14	Clause 12: Other Terms & Conditions & Pg. 7	The agency shall abide to all CDRI policies and the immunities and privileges granted to CDRI under the United Nations (Privileges and Immunities) Act,	Share documents - all CDRI policies and the immunities and privileges granted to CDRI under the United Nations (Privileges and Immunities) Act, 1947 vide gazette notification F. No. DII/451/16(3)/2021 issued by the Government of India. So that bidder can understand the criteria to be taken care of	Gazette Notification is not relevant for the bidder of this design and build RFP.

		1947 vide gazette notification F. No. DII/451/16(3)/2021 issued by the Government of India		
15	Annexure-1: Detailed Scope of Work (SOW)/II. Space Requirements & Pg. 9	The space is in a newly constructed standalone building called IIPA Bhawan at IIPA Campus.	Share the status of of the newly constructed standalone building readiness (MEP High side services, façade enclosure etc.) at the time the site will be handed over to the awarded agency to start works as per scope mentioned in the RFP	Bidders are encouraged to visit the project site during the pre-bid meeting.
16	Annexure-1: Detailed Scope of Work (SOW)/II. Space Requirements & Pg. 9	Server Room	Clarify any requirements that bidder needs to consider while designing Server room such Server Rack sizing, fire suppression system, provisions of security (access control/surveillance cameras and alarm systems), person required to sit within the server etc.,	The IT Scope of Work is provided as Annexure 4 .
17	Annexure-1: Detailed Scope of Work (SOW)/III. Scope of work/ 6. Electricals & Pg. 11	Generator backup for all services	Clarify: 1) providing Generator equipment is part of bidder scope? 2) which Generator (Diesel/Gas etc.) is to be considered by bidder? 3) % of total electrical load to be considered to arrive at size of Generator	1. No 2. No 3. Not Applicable
18	Annexure-1: Detailed Scope of Work (SOW)/II. Space Requirements & Pg. 12	Storages- separate storage rooms, including compressed filing systems.	Confirm floor slab strengthening is adequate for installation of these systems	Yes

19	Annexure-1: Detailed Scope of Work (SOW)/III. Scope of work/ 12. Furniture's & Pg. 12	Use of existing CDRI furniture assets, as applicable.	Share existing CDRI furniture asset details/list. Also does all the existing furniture asset to be used in this project or it at discretion of the bidder basis the design scheme proposed.	List of existing CDRI furniture assets to be used in this project is provided in Annexure 1.
20	Annexure-1: Detailed Scope of Work (SOW)/III. Scope of work/ 13. Signages & Pg. 12	CDRI branding inside and outside the building, and entry gate	Share CDRI Brand standards and requirements for external branding that bidder needs to consider as part of bid	CDRI branding guidelines will be provided as Annexure 2
21	Annexure-1: Detailed Scope of Work (SOW)/III. Scope of work/ 15. Safety & Security & Pg. 13	Provision of Access Control Doors	Clarify the type of access control to be considered by bidder- Keypads/Key cards/ Key Fobs / Biometric etc.,	Bidder may propose a modern system to be finalized with CDRI.
22	Annexure-1: Detailed Scope of Work (SOW)/III. Scope of work/ 15. Safety & Security & Pg. 13	- CCTV system for office space- CCTV system for entry/exit gates.- Safety control room	1. Please clarify the CCTV system the bidder needs to consider- Dome cameras/ Bullet cameras /PTZ cameras / Wireless cameras / IP Cameras / HD Surveillance /Day night camera, etc.,2. Amount of storage to consider (24hrs/48 hrs/78 Hrs recording)	Bidder may provide all options in the itemised manner in the financial bid
23	Annexure-1: Detailed Scope of Work (SOW)/III. Scope of work/ 18. IT and	Detailed scope to be finalized with CDRI.	Clarify the extent of works to be considered for IT and Intercom as the detailed scope will be finalised with CDRI once appointed	The IT Scope of Work will be provided as Annexure 4 .

	intercom & Pg. 13			
24	Annexure-1: Detailed Scope of Work (SOW)/III. Scope of work/ & Pg. 14	Materials used shall be as per the approved makes	Share the list of approved makes of material that the bidder needs to consider	Bidder can propose various variants with price variations, considering the appropriate high-quality material matching with the best industry practice for international organizations. This should be part of the financial bid.
25	Annexure-1: Detailed Scope of Work (SOW)/IV. Design Principles/ & Pg. 14	Parking to incorporate EV charging	Clarify the EV charging of vehicles that the bidder needs to consider.	High-capacity EV charging station for 4 vehicles may be considered by the bidder.
26	Annexure-1: Detailed Scope of Work (SOW)/VIII. Dismantled Materials / & Pg. 16	The dismantled material (serviceable/unserviceable) retrieved from the site during the execution of interior works in the existing area will be disposed of by the contractor in a safe and responsible manner.	Share details related: 1) Any temporary space beyond the site will be provided to store this material before being disposed of 2) the final location the bidder needs to dispose of the dismantled material	Floor space on Third and Fourth floors, as well as 50 % of the parking area on the ground floor (with temporary barricading), can be used as rent-free temporary storage space at risk of the agency. The IIPA campus is not to be used for the residence of workers.
27	Annexure-1: Detailed Scope of Work (SOW)/XI. Liquidated Damages / & Pg. 16	liquidated damages shall be applicable at 0.5% of the actual contract value per calendar week of delay or part thereof, subject to a maximum of 10% of the concluded contract value	We will request the maximum amount be capped to 5% of the concluded contract value	As per RFP
28	Annexure-1: Detailed Scope of Work (SOW)/XIV.	-	Confirm Water and electricity shall be provided by client @ one point free of cost.	Sources of water and electricity are available at the site. See other details as per RFP

	Additional Conditions & Pg. 17			Annexure-1: Detailed Scope of Work (SOW)/XIV. Additional Conditions & Pg. 17
29	Annexure-1: Detailed Scope of Work (SOW)/XIV. Additional Conditions & Pg. 17	Work Permits	Share the list of work permits that will require and time to process them from CDRI and IIPA	Any specific work permit required within IIPA campus from any government body will be facilitated by CDRI. Any work permit required outside the IIPA Campus is the responsibility of the Agency. The Agency is to adhere to the protocol of IIPA for entry and exit of labour and materials.
30	Annexure-1: Detailed Scope of Work (SOW)/XIV. Additional Conditions & Pg. 17	The agency should also include transportation costs required for shifting specified assets (furniture, fixtures, air conditioners, etc.) to IIPA Bhawan from the current CDRI Secretariat office at Bhartiya Kala Kendra, 1 Copernicus Marg, New Delhi, 110001.	Share the list of assets ((furniture, fixtures, air conditioners, etc.) with their details that bidder needs to consider for transporting from existing CDRI office to IIPA Bhawan	List of existing CDRI furniture assets to be used in this project is provided in Annexure 1.
31	Annexure-1: Detailed Scope of Work (SOW)/XIV. Additional Conditions & Pg. 17	The agency should also include transportation costs required for shifting specified assets (furniture, fixtures, air conditioners, etc.) to IIPA Bhawan from the current CDRI Secretariat office at Bhartiya Kala Kendra, 1 Copernicus Marg, New Delhi, 110001.	Clarify if the bidder needs to consider an insurance to cover risk, damages & theft while shifting. If Yes share the details	The vehicles used for the transportation of existing CDRI should have valid compliance as per prevailing regulations. Insurance of existing CDRI assets to be shifted is required.

32	Annexure-1: Detailed Scope of Work (SOW)/XIV. Additional Conditions & Pg. 17	Temporary site office for CDRI:	Share the design brief including space requirements, headcount and facilities to be considered for temporary site office for CDRI. Also where this site office will be located- within site / outside site on another floor of the building	Temporary site office for CDRI will be located within the site, on either of third/fourth floor of the building for a maximum of 5 persons of CDRI.
33	Annexure-1: Detailed Scope of Work (SOW)/XIV. Additional Conditions & Pg. 17	Occupancy certificates: The agency will prepare all the documents and assist CDRI required for applying all types of Occupancy Certificates to various government authorities, including but not limited to fire no objection certificate (NOC), etc.	The bidder can only guide & provide support in preparation of necessary documents for Statutory approvals. We shall not able to support CDRI in any form of virtual or in-person meetings/ attending govt offices/ follow ups / uploading documents to govt portals & coordination, etc	Accepted.
34	Annexure-1: Detailed Scope of Work (SOW)/XIV. Additional Conditions & Pg. 18	The agency will also deploy security personnel or supervisor for security of under construction assets in discussion with CDRI.	Clarify that should we consider the cost based on assumption on head count of security personnels	Yes
35	Annexure A:Third and Fourth Floor Layout Plan at IIPA Bhawan for the new CDRI Secretariat & Pg.19	-	Share the ACAD drawing of the layout for bidder to develop the design scheme	CAD drawing of the layout will be provided to bidder upon request.

36	Annexure A: Third and Fourth Floor Layout Plan at IIPA Bhawan for the new CDRI Secretariat & Pg.19	-	Confirm the interiors works is part of bidder scope: 1) Staircases 2) toilets 3) Lift Cars and Lift Lobby	Yes, interior works for (1) Staircases between the third and fourth floors, (2) Newly proposed toilets on the third and fourth floors (existing toilets are not under the scope of work), and (3) Lift Lobby on the third and fourth floors are part of the bidder's scope. Additionally, the bidder may consider the ground floor lobby area for branding and security with minimal design elements. Area of the ground floor lobby is: Approx 50 square meters. Agency is encouraged to verify through a site visit.
37	-	-	Confirm awarded agency will be provided free access to lift /elevator for transporting manpower and material from ground floor to site (3rd & 4th Floor of IIPA building)	The awarded agency can use the goods/fire lift (and not passenger lift) for transporting manpower and material from the ground floor to the site (3rd & 4th Floor of IIPA building)
38	-	-	Clarify is there any work time restriction that the bidder needs to consider	IIPA permits construction activities from 9 am to 6 pm. After 6 pm, non-noisy construction activities are permitted without creating external disturbances. Instructions from IIPA are to be followed.
39	-	-	Confirm the time duration for payment from the time the invoice is submitted to CDRI. We propose NET30, kindly confirm if it is acceptable	The invoice will be processed within 30 days of receipt (except for disputed value, if any).
40	-	-	Any sustainability / Wellness certification aspiration of CDRI that bidder needs to incorporate in the design scheme	Sustainable practices are to be adopted by the agency.

				Sustainability certifications are not intended.
41	-	-	Will CDRI provide space outside the site free of cost within the IIPA Bhawan to locate material storage, bidder staff office and labour hutment	Floor space on Third and Fourth floors, as well as 50 % of the parking area on the ground floor (with temporary barricading), can be used as rent-free temporary storage space at risk of the agency. The IIPA campus is not to be used for the residence of workers. Any storage space and hutment spaces required outside the IIPA campus are to be arranged at the risk and cost of the Agency.
42	General		Please allow JV or a consortium of contractors with Architectural firms.	JV is permitted. CDRI will sign a contract with the lead agency, which should be an architectural design and project management firm.
43	Page 2 and Clause 4. Project Timeline	The selected agency is expected to deliver the fully-functional office space, which is ready to move in with all working amenities, by 15 July 2025	Generally, it takes about 3 months to clear for the execution of a good-quality office interior after design is approved. Design approval and process will also take time. Request you to reconsider	The deadline is as per the RFP.
44	Page 5 and Clause 9.1	CDRI will require the selected Agency to provide an irrevocable, unconditional Performance Bank Guarantee (5% of the total cost of the project) within 15 days from the notification of award.	Is Bank Guarantee given against as mobilisation advance? Request to please consider it against the advance. Also 2.5% security deposit can be deducted on each Running bill so that the Bank Guarantee be reduced to 2.5%.	The selected agency will have to furnish PBG against the total contract value. In case the agency needs an advance amount, as per CDRI policy, an additional bank guarantee will have to be submitted for the same amount.

45	Page 7, Clause 11, part I	A Project schedule with relevant details and milestones.	We request that you give us the working hours and site restrictions so we can give an accurate project schedule.	IIPA permits construction activities from 9 am to 6 pm. After 6 pm, non-noisy construction activities are permitted without creating external disturbances. Instructions from IIPA are to be followed.
46	Page 7, Clause 11, part II	Interested bidders are requested to submit their proposal by 23:59 hrs (IST) on 12 May 2025. Responses received after the stipulated time or not in accordance will be summarily rejected.	Since this is a technical based design competition, we request you to extend the date of submission by at least a week.	Key dates are as per the RFP.
47	Page 16 and Clause XI. LIQUIDATED DAMAGES	The completion period for the entire work, as stated above, shall be deemed to be the essence of the contract. In case of delay in completing the work beyond the specified completion date, liquidated damages shall be applicable at 0.5% of the actual contract value per calendar week of delay or part thereof, subject to a maximum of 10% of the concluded contract value.	This is very high, generally, the market practice is up to 5% of the concluded contract value or equivalent to rental loss, whichever is lower.	As per RFP
48	General		Is there any need for PM 2.5 filtration through the central HVAC system	PM 2.5 filtration is required in the HVAC system.
49			What are the current provisions for HVAC through the IIPA side for each floor? (TR/HP)	VRV: 22HP x 8 units (for all 4 floors). VRV: 16 HP x 5 units lobby areas (for all lobby areas) are installed. The agency is

				encouraged to visit the site to assess actual conditions.
50			What is the current electrical load provisions and DG set provisions	Appropriate electricity load and DG set provisions have been made by IIPA. This can be verified during the site visit.
51			Can we get the Autocad drawings for Architectural drawings, structural framing, building section and elevation? Including a MEP/services set of drawings, including SLDs as built or proposed.	Architectural drawings with structural framing and dimensions are being provided. MEP/services set of drawings are not available.
52			Can you share the list of items that are to be conserved for reuse? Furniture – types and sizes AV Equipment's TV screens etc Any other items that can be reused?	Refer to Annexure 1 and 4
53			What is the number of EV charging points required?	High-capacity EV charging station for 4 vehicles may be considered by the bidder
54			As discussed in the pre-bid meeting, we would like further clarification on the final usage of the 3rd and 4th floors, the division of various departments and rooms between the floors.	Total anticipated staff at CDRI Secretariat: 100 persons (with some scope for expansion up to 20 %) CDRI proposes that all operations team (Admin, HR, Finance, Procurement, legal, IT) - having 25-30 people - workstations to be on the 3rd floor, along with a big conference room, dining room, etc. Remaining all teams, including DG office + CDRI reception/lounge, smaller meeting rooms, etc., to be on the 4th floor. Bidder may consider alternative options in the concept plan, if needed.

55			Are we looking for any certification for project like WELL Standards (Health and wellbeing) or LEED/IGBC for Interiors	Sustainable practices are to be adopted by the agency. Sustainability certifications are not intended.
56	Page No. 09	Annexure-I Detailed Scope of Work I. Space Requirements (S.No 1.)	Workstation Dimensions • As per the United Nations Office Space Standards and Guidelines we are going ahead with the furniture dimension.	Reference to United Nations Office Space Standards and Guidelines is permitted. Final decision on furniture specifications rests with CDRI.
57	Page No. 09	Annexure-1: Detailed scope of work (SOW) Indicative list of office spaces at CDRI secretariat	a) All the requirements as per mentioned in the list is for both the floors. Any preferences on arrangement of the main spaces on different floors like DG's office, Dining space + pantry. b) Bain marie, food storage fridge, dry kitchen set is required. c) How many seating space for dining space is required ?	a. Dining space cannot remain empty for the entire day. We may have a seating of not more than 30 people. It is advised that such space may be designed for multipurpose use. b. Bain-Marie could be useful in the big conference room pantry with a small serving counter for food. We should not allow eating inside any of the big seminar rooms. Tea/coffee dry snacks can be served inside.
58	Page No. 11	Annexure-I Detailed Scope of Work III. Scope of Work (S.No 1.)	Corridor Width • Should we consider a corridor width of 1500 mm or 1800 mm? Please confirm the standard you would prefer.	Minimum width as per standards and codes, actual width depends on the optimization of space.
59	Page No. 11	Scope of works list (point no. 02)	a) Washroom complete works like fixtures, WC's, urinals and all other accessories is in our scope? b) Is dry pantry needed, or wet pantry needed ?	a. Yes. Entire works are in the scope. b. We will have a wet pantry (i.e., with sink) with a maximum provision of a tea-making setup, setting up a microwave, coffee machine, etc. It should also have space for a person to sit. Although coffee machines and water points could be made outside the pantry as well, with a small serving

				counter. LPG usage is not required.
60	Page No. 11	Scope of works list (point no. 06 & 07)	<p>a) Only integration of solar panel at the floor space (pre-installed) with main panel is included. Coordination with solar team and testing commissioning of integrated system is in our scope ?</p> <p>b) Generator will be in our scope ? If yes then location needs to be identified.</p> <p>c) Motion sensors are required at the complete office or in cabins only.</p> <p>d) Dimmable lighting is needed in any of the areas ?</p> <p>e) Power requirement limit by the building facility team.</p>	<p>a. Solar connections will be provided in the LT panel of the building for all floors.</p> <p>b. The generator is not in the scope of the agency.</p> <p>c. Motion sensors to be considered in meeting rooms, wash rooms, and dining rooms.</p> <p>d. Dimmable light may be considered for a big conference room</p> <p>e. 101 KW connection is available at the site. The agency may verify through a site visit.</p>
61	Page No. 12	Annexure-I Detailed Scope of Work III. Scope of Work (S.No 12.)	<p>Existing Furniture Utilization</p> <ul style="list-style-type: none"> • Please provide details on any existing furniture that is to be retained or reused in the new design. 	Please refer to Annexure I
62	Page No. 12	Scope of works list (point no. 10)	<p>a) Outdoor units location to be defined.</p> <p>b) Heating is required for the complete office space or some dedicated areas only.</p> <p>c) 24X7 AC requirement is any of the cabins or specified space ?</p> <p>d) VRF will be used only in critical rooms and for all the other areas AHU will be used.</p> <p>e) No PAC is needed for the server room ?</p> <p>f) VAV's are required for complete office space or some specified areas.</p>	VRV: 22HP x 8 units (for all 4 floors). VRV: 16 HP x 5 units lobby areas (for all lobby areas) are installed. The agency is encouraged to visit the site to assess actual conditions. Provision of heating is possible. in VRV units.
63	Page No. 13	Scope of works list (point no. 13)	External signage (for building) is required ?	External CDRI branding is required outside the building and entrance.

64	Page No. 13	Scope of works list (point no. 14)	Remote operable is for blinds as well as curtains for all areas or some specified areas	May be considered. To be finalized during the design finalization.
65	Page No. 13	Scope of works list (point no. 15)	a) Access is required on all the doors or only at critical areas as well as entry/exit areas ? b) CCTV coverage is required for 100% complete office area ? c) How many days storage capacity is needed ?	Access control doors are required at all entry and exit. CCTV to cover 100% office areas. Required CCTV storage backup is 90 days.
66	Page No. 13	Scope of works list (point no. 18)	a) Internet leased line racks and all the necessary equipment's will be placed in server room ? b) Complete office will be on wifi ? Does any requirement for LAN points on workstations/meeting rooms. c) Second location of the intercom ? d) Active part of the IT will be in client's scope ? e) Access control panels can be placed in UPS/Battery room ? f) CCTV NVR can be placed in server room	Refer to Annexure 4
67	Page No. 15	Annexure-I Detailed Scope of Work VI. Material and Finishes	Use of Wood in Interiors • Kindly specify the extent to which wood can be used in the interiors, particularly in areas such as flooring, storage units, and wall finishes. Is there a guideline for minimal usage?	Full-height wooden wall panelling and flooring are discouraged.
68	Page No. 19	Annexure-A Third and Fourth Floor Layout Plan of IIPA Bhawan for our new CDRI Secretariat	Floor Plan Confirmation • The attached PDF includes only one floor plan. Are both floor layouts identical, or are there differences we should be aware of?	CAD drawings of both floors are provided. The agency is encouraged to visit the site.
69	Page No. 19	Annexure-A Third and Fourth Floor Layout Plan of IIPA Bhawan for our new CDRI Secretariat	CAD Files • Could you please share the CAD (.dwg) files of the floor plans for better accuracy in design planning Also both the floors are identical or not ?	CAD drawings are provided.
70	Page No. 19	Annexure-A Third and Fourth Floor Layout Plan of IIPA Bhawan for our new CDRI Secretariat	Entrance Door Placement • Are we allowed to modify or change the placement of doors at the entrance areas?	Existing fire doors can be improved through beautification. The agency should aim for a design with minimal dismantling of the knock-out wall, and added doors must be fire doors to

				comply with fire safety requirements.
71			Please provide the latest CAD and as-built drawings for both the floors	CAD drawings are provided.
72			What is the standard workstation size to be used for the design?	No fixed size is mandated. Bidders should propose ergonomic and space-efficient workstation designs aligned with hybrid office and barrier-free standards.
73			Is the preferred location for DG office on the 3rd or 4th floor?	4th floor
74			Can the exhibition area be planned outside the access control zone near the conference rooms?	Yes
75			Please share a list of furniture or assets that are to be reused.	A list of existing CDRI furniture assets to be used in this project is provided in Annex 1 .
76			What is the capacity of the existing outdoor HVAC units?	VRV: 22HP x 8 units (for all 4 floors). VRV: 16 HP x 5 units lobby areas (for all lobby areas) are installed. The agency is encouraged to visit the site to assess actual conditions.
77			Please provide the details regarding electrical tap-off ampere and sanctioned load.	Details of the electrical tap-off ampere agency are encouraged to verify through a site visit during pre-bid. The existing sanctioned load for all 4 floors is 101 KW. Bidders need to calculate the required load to be sanctioned as per the final design plan.
78			What is the scope of work for AV systems and digital display signages?	Refer to Annexure 4 .

79			Is there a specific list of makes or brands to be followed?	Bidder can propose various variants with price variations, considering the appropriate high-quality material matching with the best industry practice for international organizations. This should be part of the financial bid.
80			Is core cutting allowed in the floor slabs?	No
81			Is dismantling of existing wall (marked as knock off wall in the layout) and doors allowed as per the proposed design?	The agency should aim for a design with minimal dismantling of the knock-out wall, and added doors must be fire doors to comply with fire safety requirements.
82			What is the required power and data configuration for each workstation?	Bidder may propose appropriately in the Technical bid as per best practice

Encl:

Annexure-1: Existing Assets List

Annexure-2: CDRI Branding Guidelines

Annexure-3: Total Area Plan

Annexure-4: IT Scope of Work

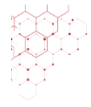
AutoCAD Drawing (attached separately)

ANNEXURE-1

Assets Heading	Description of Existing Assets	Quantity	Year of Asset Booked/Date of purchase
Furniture & Fixtures	3D Acrylic sign LED Board with PVC Vinyl and installation in the conference room on 5th floor	1	30-Jun-21
Office Equipment	Air Purifier	48	19-Nov-20
Office Equipment	Air conditioner 1.5 ton 3-star Panasonic	1	28-Jun-21
Office Equipment	Air Conditioner 1.5T Daikin AC model ATKL50UV16VA-RKL50UV16VA 3	1	06-Jun-24
Office Equipment	Air conditioner 2TR, Daikin Cassette AC	3	28-Feb-24
Office Equipment	Air conditioner 3.8TR, Daikin Cassette AC FCQF48ARV169	1	12-Apr-24
Office Equipment	Attendance Machine and forehead thermometer	2	24-Nov-20
Furniture & Fixtures	Back Unit Godrej (1000x480x2035)mm	1	22-Oct-20
Furniture & Fixtures	Back Unit Godrej (1800x500x1150)mm	1	22-Oct-20
Office Equipment	Battery Exide Battery 65AH 12V	6	25-Jun-20
Office Equipment	Battery for EPBAX System	1	06-Oct-20
Office Equipment	Battery Luminous Battery 150 AH-12 V/Tubular Battery	4	06-Oct-20
Office Equipment	Binding Machine	1	06-Nov-21
Furniture & Fixtures	Chair	131	10-Mar-21
Furniture & Fixtures	Chair Godrej Visitor Chair	35	20-Oct-20
Office Equipment	Conference Cam-1, Cordless Desktop-1, Presenter Mouse-1, UPS 1500VA-01	1	10-Sep-20
Office Equipment	Display Panel/Vivitek Novo Touch (Interactive Flat Panel 86 inch)	1	06-May-20
Office Equipment	EPBX system upgrading 16 TDM port license for CDRI office and Analog Ext Card 16 Ports SLAV16	1	07-Mar-21
Office Equipment	Floor Cleaner (Karcher Single disk-BDS 43/150 C Classic)	2	18-Aug-21
Furniture & Fixtures	Godrej 4 Door Bookcase	1	07-Apr-20
Furniture & Fixtures	Godrej Tambour Door Unit	4	07-Apr-20
Furniture & Fixtures	Godrej Workstation (480L x 280D x 40H) mm	6	07-Apr-20
Office Equipment	Inverter	1	10-Dec-20
Office Equipment	Inverter (1 Microtek 3KVA UPS, 6 Exide 12V/100AH SMF Battery, 1 Battery Rack)	1	26-Aug-21
Office Equipment	LED LG Monitor LED Colour 32"	2	18-Oct-21
Office Equipment	LED Sony LED TV 55 inch	1	10-Sep-20

Office Equipment	LED Sony LED TV 55 inch	1	29-Oct-20
Office Equipment	Microwave	3	06-Apr-20
Furniture & Fixtures	Overhead Box 3'0"x6'6"=19.25, 1'8"x5'6"=9.18	1	27-Mar-24
Office Equipment	Paper Shredder	1	06-Nov-21
Furniture & Fixtures	Pedestal	70	09-Mar-21
Office Equipment	Refrigerator Medium	1	06-Apr-20
Office Equipment	Refrigerator 236/240 ltr	2	04-Oct-21
Office Equipment	RO Plant 50LPH	2	05-Mar-24
Office Equipment	RO	3	14-Sep-20
Office Equipment	Room Heater	27	12-Nov-20
Office Equipment	Safe Godrej Metal Safe 8 LTR	1	27-Mar-24
Office Equipment	Safe; Godrej NX Pro Digital (15 Liter)	1	17-Jun-22
Office Equipment	Sanitization Machine (Avenger Aspee)	1	01-Jul-22
Office Equipment	Santizer Dispenser/Kent Santizer Touchless, Automatic	2	18-Sep-20
Furniture & Fixtures	Sofa 3 Seater Sofa Steel Black	4	22-Oct-20
Furniture & Fixtures	Sofa Set (3+2+2 Seater)	3	20-Oct-20
Office Equipment	Spiral Binding Machine	1	15-Jul-21
Furniture & Fixtures	Table Centre Table Godrej 1000MMx650MMx450MM	1	22-Oct-20
Furniture & Fixtures	Table Corner Table Godrej 650MMx650MMx450MM	1	22-Oct-20
Furniture & Fixtures	Table Godrej Aristo Table	1	05-Jan-20
Furniture & Fixtures	Table Meeting Table 6 Seater Godrej (2100x1200x750)mm	1	22-Oct-20
Furniture & Fixtures	Table Modular Conference Table	1	19-Jan-24
Furniture & Fixtures	Table Round Table	1	14-Mar-24
Furniture & Fixtures	Table With Eru+ Pedestal Godrej (1800mm x 900mm x 740mm)	2	22-Oct-20
Furniture & Fixtures	Table With Eru+ Pedestal Godrej (2350mm x 2350mm x 750mm)	1	22-Oct-20
Furniture & Fixtures	Table With Side Unit + Pedestal Godrej	1	22-Oct-20
Furniture & Fixtures	Table Wooden Side Table 2'6"x4'0"x1'6"	1	03-Mar-25
Furniture & Fixtures	Table Wooden Table (6x3)	2	30-Dec-19
Furniture & Fixtures	Tender Box	1	13-Aug-20
Furniture & Fixtures	Trolley	1	29-Dec-20
Office Equipment	UPS (1) with Battery (2) and Rack (1)	1	03-May-21
Office Equipment	UPS 1100VA APC BX1100C B22143016877 HSN: 8504	1	15-Mar-22
Office Equipment	UPS Battery Rack & Link (6x65AH)	1	25-Jun-20
Office Equipment	UPS Vertiv 2KVA Online UPS CX2KLB-GXT-MT+CX2KLB	1	25-Jun-20

Office Equipment	Vaccume Cleaner (karcher- NT 27/1)	1	18-Aug-21
Office Equipment	Vacuum Cleaner Eureka Forbes Euroclean WD X2 Wet and Dry Vacuum Cleaner (Black & Orange) B07F6BY3JQ (6I-EC7R-DJ9F) HSN: 850819	1	08-Mar-22
Office Equipment	Video Conferencing system with speaker traking facility at the 5th floor conference hall	1	22-Jun-21
Furniture & Fixtures	Wooden Almirah 2'10"x7'0"	1	05-Mar-24
Furniture & Fixtures	Wooden Rack	1	09-Sep-20
Furniture & Fixtures	Wooden Shelf	1	13-Sep-20
Furniture & Fixtures	Wooden Storage Almirah with sliding doors 5'9"x6'0"	1	05-Mar-24
Furniture & Fixtures	Wooden Storage Almirah with sliding doors 7'10"x6'0"	1	05-Mar-24
Vehicles	Maruti CIAZ-SMART HYBRID	2	21-May-20



COMPONENTS OF CDRI'S VISUAL IDENTITY



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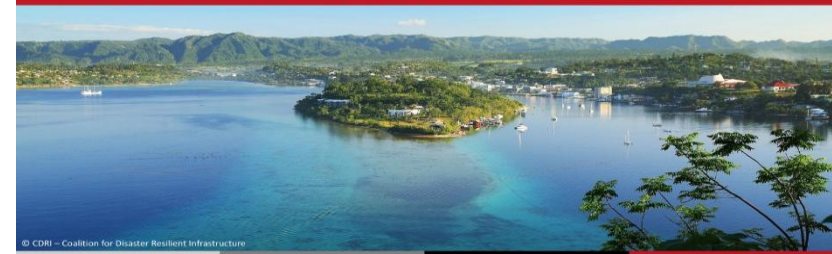
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ANNEXURE-2

CDRI BRANDING GUIDELINES



Coalition for Disaster Resilient Infrastructure Editorial & Brand Style Specifications – A Refresher



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INTRODUCING ROBOTO



- **DIN font to be replaced with Roboto**
- Roboto is an open-source, grotesque sans-serif typeface designed by Christian Robertson, an interface designer for Google in 2011 and released through Google.
- Typeface used in Android
- Typography commentator Stephen Coles called the initial release of Roboto as a "Frankenfont" because the similarity of some characters in Helvetica, Univers, Myriad, DIN and Ronnia.
- Roboto font family can be downloaded from Google's font page
- Used by UN agencies for website content

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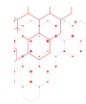
4





TYPOGRAPHY – DO’S

Font	Size
Headings	Roboto (Bold)/Roboto (Medium)
MAIN SECTION HEADINGS	Roboto (Medium)/IN CAPS/22-34 points
Secondary Headings	Roboto (Medium)/14-18 points
Labels of figures, diagrams, tables, headers, footers, page numbers	Roboto (Light)/6-9 points
Body text of paragraphs	Roboto (Regular)/Calibri 10-12 points with line spacing 12-14 points/Left align or justify
If bigger text for paragraphs	Line spacing 1.5 times the font size
Highlight important words	Italic/10.5 points



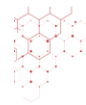
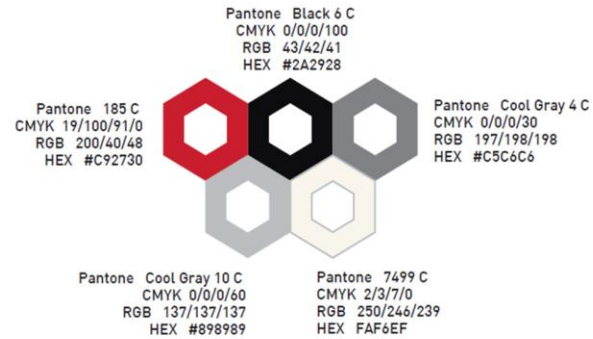
TYPOGRAPHY – DON’TS

- Avoid **Bold** unless critical
- No underlines
- No shadows
- Avoid additional fonts

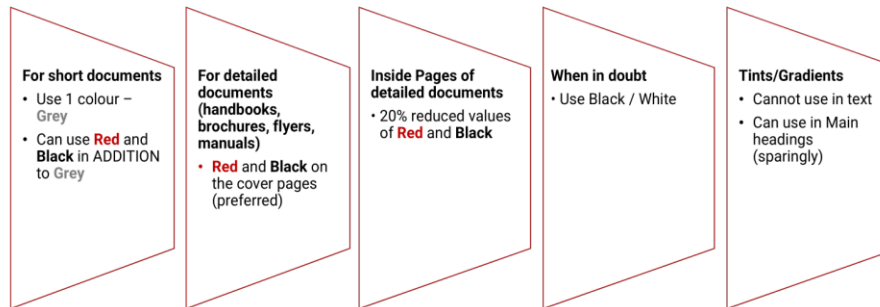




COLOUR PALETTE



COLOUR PALETTE – FOR DOCUMENTS





THE LOGO – FOR MAXIMUM VISIBILITY



Adequate clear space surrounding the identity – a space equal to the red 'arrow' form



THE LOGO – SIZE (MINIMUM)



Master Lockup not smaller
than 12 mm in height



Symbol not smaller
than 7 mm in height





THE LOGO – HOW TO USE



Pantone 185 C
CMYK 19/100/91/0
RGB 200/40/46
HEX #C92730

Pantone Black 6 C
CMYK 0/0/0/100
RGB 43/42/41
HEX #2A2928



Pantone Black 6 C
CMYK 0/0/0/100
RGB 43/42/41
HEX #2A2928



Pantone Black 6 C
CMYK 0/0/0/100
RGB 43/42/41
HEX #2A2928

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11



THE LOGO – HOW TO USE



Pantone Black 6 C
CMYK 0/0/0/100
RGB 43/42/41
HEX #2A2928

Pantone Cool Gray 10 C
CMYK 0/0/0/60
RGB 137/137/137
HEX #898989



Pantone Black 6 C
CMYK 0/0/0/100
RGB 43/42/41
HEX #2A2928

Pantone Cool Gray 10 C
CMYK 0/0/0/60
RGB 137/137/137
HEX #898989



Pantone Black 6 C
CMYK 0/0/0/100
RGB 43/42/41
HEX #2A2928

Pantone Cool Gray 4 C
CMYK 0/0/0/30
RGB 197/198/198
HEX #C5C6C6

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12





THE LOGO – HOW NOT TO USE



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13



THE LOGO – HOW NOT TO USE



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14



RESIZING THE LOGO



Stretched diagonally (From top left or bottom right points)



Can be used on basic stationary, business cards, envelopes, promotional material such as brochures, flyers, advertisements, posters hoardings etc; forms, in-house printed stationary such as vouchers and bills, environmental design such as interiors and signage systems, vehicles and uniforms, exhibitions and all promotional material in the visual media



THE LOGO - HOW TO NOT RE-SIZE



Stretched from top/bottom



Stretched from left/right





FUNCTIONAL APPLICATIONS – LETTERHEADS, ENVELOPES & VISITING CARDS



EDITORIAL GUIDELINES

- CDRI uses UK English (i.e. colour, labour, programme) **with exceptions of 'z' in words like organize/analyze etc.**
- CDRI follows the APA style of CDRI follows the APA (American Psychological Association) style for referencing external sources in publications (in-text and reference list)
- When in doubt, follow the current edition of The Concise Oxford English Dictionary
- Do not use a definite article 'the' before an acronym –especially 'The CDRI'
- Refer to pages 18 to 29 in the CDRI Editorial Style Guide for spellings.





EDITORIAL GUIDELINES

- Currency: US\$100 million (no space between US & \$) - **do not use USD**
- Date: 30 June 2021 (no commas, no th, rd, nd etc.)
- Time: 9 a.m. (not 9:00 a.m.), noon (not 12 noon), 1:15 p.m., 3 p.m., 9:05 p.m., midnight
- Time without punctuation: 2100 hours (not 21.00 hours)
- Percentage: In figures eg. 15 percent. (% to be used only be used in tables, callouts, infographics, etc.). The word 'percent' is written as one word
- Written as the 1990s, the mid-1990s (NOT the nineteen-nineties, the 90s or the 1990's)



EDITORIAL GUIDELINES

- Numbers:
 - ✓ Numbers under 10 (one to nine) should be written in words
 - ✓ Numbers between 10 and 999,999 should normally be expressed in figures along with percentages; ratios; results of voting; dates and time of day; numbers with decimal places; fractions; statistics; degrees; dimensions, weights and measures, series of figures; document symbols; and page and paragraph references
- Number should be written in millions (eg. 3,432,583 can be expressed as US\$3.43 million)
- Fractions: Spell out, e.g. two thirds of the population; numbers with fractions should be written in figures e.g. 1½ cups of flour





EDITORIAL GUIDELINES

- Numbers:
 - ✓ Numbers under 10 (one to nine) should be written in words
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- Fractions: Spell out, e.g. two thirds of the population; numbers with fractions should be written in figures e.g. 1½ cups of flour



EDITORIAL GUIDELINES

- Quotation marks:
 - ✓ The CDRI Double quotation marks used for direct speech (E.g. He said, “She is quite capable.”)
 - ✓ Single quotation marks used to enclose quotations within quotations (E.g. Rule 60 of the rules of procedure of the Council states that “the phrase ‘members present and voting’ means members casting an affirmative or negative vote.”)
- The CDRI style is to use a comma after each item except the one preceding the conjunction and the last (E.g. organs, organizations and bodies).
- References & Bibliographies: author (first author listed, with last name first) or source, title (titles of articles or documents are enclosed in single quotes, book titles are italicized), editor(s), publisher, place of publication, year of publication, pages cited (<https://www.un.org/dgacm/en/content/editorial-manual/footnotes/index>)



ANNEXURE-3

TOTAL AREA PLAN

TOTAL AREA PER FLOOR				
No.	Colour	Floor Area Breakup	Carpet Area (sq.ft.)	Carpet Area (sq.mt.)
1		Office Floor	7,686.75	714.03
2		Staircase	554.55	51.52
3		Toilet Block	292.88	27.21
4		Toilet Block	75.34	7
5		Toilet Block	70.5	6.55
6		Lift + Lift Lobby	226.04	21
7		Services	149.18	13.86
TOTAL			9,055.24	841.17

CARPET AREA



ANNEXURE-4

Scope of Work: IT Infrastructure and Systems

The objective of this scope is to ensure a seamless transition of IT infrastructure and systems from CDRI's current office at Bhartiya Kala Kendra to the new premises at the IIPA.

The selected agency will be responsible for evaluating all existing IT equipment at the current office. This includes assessing the operational condition and remaining service life of each item to determine whether it can be reused in the new setup. Based on this evaluation, the agency must identify and recommend any additional IT components required to support operations at the new premises, in alignment with the finalized office design.

As part of the transition, the agency must also assess the IT requirements of the new office layout, particularly in relation to meeting and conference rooms and core IT:

- The agency shall design and implement a structured network topology as per the organization's requirements
- The agency shall execute systematic cabling with patch panels, conduits, trays, and accessories.
- Provision of LAN ports at each workstation. CDRI currently has two internet leased lines i.e., Airtel and Tata, each with a bandwidth of 100 Mbps. The respective internet
- Perform labelling and documentation for all ports and connections.
- Systematic, well-planned, colour-coded cabling and patch panels.
- Power strips, network patch cords, fiber/copper links, and any necessary accessories.
- Ensure integration with existing and/or new network components
- Rack-mounting, cable management, and initial power/network configuration.
- Unpacking, connection, configuration, and testing of desktops, printers, monitors, screens, etc.
- The selected agency shall be responsible for the safe uninstallation, transportation, and reinstallation of existing IT infrastructure components and equipment listed in List I and List II (as provided in this document) from CDRI's current office at Bhartiya Kala Kendra to the new office premises at the IIPA Campus. This includes proper configuration and setup at the new location.
- The agency shall assess the requirement for new network infrastructure components and IT equipment for the new premises, in alignment with the floated RFP and the proposed office design.

- The agency shall also coordinate the shifting of existing IT audio-visual equipment listed in List III, currently installed in CDRI's meeting rooms at Bhartiya Kala Kendra, to the new premises at the IIPA Campus. However, the uninstallation and reinstallation of this AV equipment will be carried out by CDRI's existing empanelled AV service provider. The selected agency is expected to support this process through coordination and logistical assistance as required.
- The selected agency should ensure the provision of dedicated internet line connectivity for conference and meeting rooms.
- The agency shall assess the requirement for new audio-visual setups for the meeting rooms, in accordance with the floated RFP and the proposed design specifications for the number and layout of meeting rooms.
- The agency shall be responsible for the installation and configuration of UPS units along with backup batteries as per the finalized design specifications. This includes deployment in both the server room and conference rooms to ensure uninterrupted power supply for critical IT and AV systems.
- The solution must ensure redundancy, load balancing, and continuous power availability to support essential operations during power outages or fluctuations. The agency shall evaluate the power load requirements of the designated areas and propose an appropriate UPS solution that meets performance and safety standards. All installations must be executed in compliance with relevant electrical and safety codes.
- The agency shall assess the requirement for CCTV surveillance in the new premises and propose an appropriate solution in line with the finalized office design and security needs. This includes the supply, installation, and configuration of CCTV cameras, network video recorders (NVRs), storage systems, and associated cabling. The agency must ensure optimal camera placement for effective coverage of critical areas and provide integration with the existing security infrastructure, where applicable.
- The agency shall ensure that all successfully installed equipment is properly configured. Any issues arising during this process must be addressed on a priority basis.
- The agency shall provide complete documentation, including updated network diagrams, asset deployment maps, and configuration records. A detailed asset checklist reflecting both reused and newly procured equipment must be submitted as part of the final handover. Where necessary, the agency shall also conduct basic training sessions for CDRI's internal IT team on the newly implemented setup.
- Following installation and configuration, the agency must ensure the smooth and uninterrupted operation of the equipment with all configurations in place for a minimum period of one year. For any newly recommended IT items, a minimum warranty of three years must be provided.
- The list of existing equipment is provided below as List I, II & III. However, the requirement for new IT equipment may vary based on actual site conditions and operational needs.

List I: Equipment – Network Infrastructure

S. No.	Particulars	Quantity	Purchased Date
1	Aruba access points AP 505	10	Jul-22
2	Switch - 24 ports Aruba IOn 1960 24G 2XT 2XF 370W	1	Jul-22
3	Mount Bracket for access points	10	Jul-22
4	PoE Access Point	10	Jul-22
5	12 U Rack with Accessories	1	Jul-22
6	Jack Panel 12 Port	1	Jul-22
7	Switch - 24 ports	1	Jun-21
8	12 U Rack with Accessories	1	Jun-21
9	XGS 2100 Security Appliance: Model: Sophos XGS 2100 Hardware Appliance; Ports: 8 x GE (Gigabit Ethernet) ports, 2 x SFP (Small Form-factor Pluggable) ports for fiber connectivity; Expansion: 1 x Expansion Bay for an optional Flexi Port module (allows additional connectivity options); Storage: Solid-State Drive (SSD) included; Base License for unlimited user Includes: Firewall Protection, VPN (Virtual Private Network) Support, Wireless Network Security, Unlimited User Support; Power Supply: Power cable included. (cater to 200 users); Xstream Protection for XGS 2100 - 3 years Base Firewall License, Network Protection, Web Protection, Zero-day Protection, Sophos Central Orchestration, and Enhanced Support	1	Mar-25
10	CCTV Installation	4	Jul-24
11	Biometric	2	Jun-21
12	All other associated items (cables, conduits, etc)		

List II: IT Equipment

(a) Monitor Screens

S. No.	Particulars	Quantity	Purchased Date
1	Display Panel/Vivitek Novo Touch (Interactive Flat Panel 86 inch) PC Module/Vivitek OPS VKW21 (i5/4GB/128GB SSD)	1	#####
2	Sony LED TV 55 inch	2	Sep-20
3	LG Monitor LED Colour 32"	2	Oct-21
4	Zebronics 24" TFT Monitor	39	Oct-24
5	Viewsonic 32" screen	3	Apr-24
6	DELL Monitor 24 Inches	3	Oct-23

(b) Printers

S. No.	Particulars	Quantity	Purchased Date
1	Printer HP Laserjet Managed MFP E82540du Plus/Printer	1	Feb-20
2	Printer HP Color Laserjet Pro M454NW	1	Jul-20
3	Printer HP Color Laserjet Pro M454NW	1	Jul-20
4	Printer HP Laserjet Pro M226DW (C6W23A)	1	Jul-20
5	Printer HP Laserjet Pro M226DW (C6W23A)	1	Jul-20
6	Printer HP Laserjet Pro MFP M233dw (6GX04A)	1	#####
7	Printer HP Laserjet Pro MFP 4104dw	1	#####
8	Printer HP OFFICE JET PRO 9720 WF AIO	1	Jul-24
9	Printer HP OFFICE JET PRO 9720 WF AIO (84433100	1	Jul-24
10	Canon IRADV3520	1	On Rent

(c) Computer Systems

S. No.	Particulars	Quantity	Purchased Date
1	Desktops	17	2020-2021
2	Laptops	99	2020-2024

List III: Existing Audio-Visual Equipment

(a) Meeting Room with a Capacity of 30-35				
S No	Item and Description	Make/Model	Qty.	Date of Purchase
1	Boundary Layer Microphone	Clock Audio CRM102F	20	Jan-25
2	Digital signal processor 8x8	Erthpot KEYER88	3	Jan-25
3	Passive Wall Mount Loudspeaker 5"	Work Pro NEO 5	6	Jan-25
4	Amplifier with Class D Switched source 4 channel	Work Pro PA 1254	1	Jan-25
5	Rack	Custom	1	Jan-25
6	PTZ camera 12x optical Zoom	A&T Jarvis U2e	1	Jan-25
7	Projector	Panasonic PT-VMZ61 WUXGA	1	Jan-25
8	NUC 16 GB RAM, 256 GB Storage, Intel i7 12th Generation	Intel	1	Jan-25
9	Conference Table Size 23' x 9' with PVC edge banding	Custom	1	Jan-25
10	Cable Manager made up of steel and aluminum with connectivity 2 x Universal Power, 2 x RJ45 network, 1 x VGA, 1 x 3.5mm Audio, 1 x HDMI, 1 x USB Charger	Logic	7	Jan-25
11	HDMI EXTENDER, HDMI Extender 2.0V, 18G, 4K@60Hz, up to 50m, HDBT over CAT6	Logic	8	Jan-25
12	HDMI CABLE HDMI 2.0V Cable 1.8m Male to Male - 4K@60Hz 18G	Logic	18	Jan-25

13	Projector Screen 120"	Custom	1	Jan-25
14	Projector Ceiling Mount	Custom	1	Jan-25
15	Cables and Connectors: 5 Core Microphone cable (300 mt x 1) , 2 core speaker cable (100 mtr roll x 1)	Custom	2	Jan-25
16	HDMI Matrix Switcher with 8 × HDMI Type A Female HDMI 2.0, 8 × HDMI Type A [19-pin female]	Aten	1	Jan-25
17	Wireless Lapel Mic	Erthpot AR32	1	Jan-25
18	Wireless Handheld Mic Dual Channel	Erthpot AR331	1	Jan-25
19	Online UPS	APC	1	Jan-25
20	Pointer Cum Slide changer	Logitech R500	2	Jan-25

(b) Meeting Room with a Capacity of 10-12 participants

S. No.	Particulars	Quantity	Purchased Date
1	Team Connect Ceiling 2 Sennheiser	1	Oct-21
2	CADMUS Lite PTZ Camera 12x Optical Zoom 72 Horizontal Field of View QSC Model PTZ-12*72	1	Oct-21
3	QSC DSP Core 8 Flex	1	Oct-21
4	QSC POE Touchscreen Controller	1	Oct-21
5	Audac Two way Coaxial in Ceiling Loudspeaker model CIRA724/W	6	Oct-21
6	Quad Channel Digital Power Amplifier Model EPA104	1	Oct-21
7	Interactive Panel MAXHUB E75FA	1	Oct-21
8	Conference Table	1	Oct-21
9	Metal Floor Stand for 75-inch Display	1	Oct-21

