

Date: 09 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 (updated)

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	Clarify- "Minimum absolute financial quote formula for final evaluation" means	Fmin is the lowest quote among all agencies and is used as a

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		quote formula for final evaluation		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

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				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	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.

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		United Nations (Privileges and Immunities) Act, 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	Storages- separate storage rooms, including compressed filing systems.	Confirm floor slab strengthening is adequate for installation of these systems	Yes

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	Requirements & Pg. 12			
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

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23	Annexure-1: Detailed Scope of Work (SOW)/III. Scope of work/ 18. IT and intercom & Pg. 13	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 .
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	liquidated damages shall be applicable at 0.5% of the actual contract value per calendar week of delay or part thereof,	We will request the maximum amount be capped to 5% of the concluded contract value	As per RFP

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	Damages / & Pg. 16	subject to a maximum of 10% of the concluded contract value		
28	Annexure-1: Detailed Scope of Work (SOW)/XIV. Additional Conditions & Pg. 17	-	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 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.

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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	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

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	Conditions & Pg. 18			
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 very 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)

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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	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.

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		move in with all working amenities, by 15 July 2025		
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	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

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		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.		
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

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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.	<p>Total anticipated staff at CDRI Secretariat: 100 persons (with some scope for expansion up to 20 %)</p> <p>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.</p>
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	<p>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.</p> <p>b) Baine marie, food storage fridge, dry kitchen set is required.</p> <p>c) How many seating space for dining space is required ?</p>	<p>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.</p> <p>b. Bain-Marie could be useful in the big conference room pantry with a small serving counter for food. We should not allow eating</p>

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				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)	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 ? b) Generator will be in our scope ? If yes then location needs to be identified. c) Motion sensors are required at the complete office or in cabins only. d) Dimmable lighting is needed in any of the areas ? e) Power requirement limit by the building facility team.	a. Solar connections will be provided in the LT panel of the building for all floors. b. The generator is not in the scope of the agency. c. Motion sensors to be considered in meeting rooms, wash rooms, and dining rooms. d. Dimmable light may be considered for a big conference room

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				e. 101 KW connection is available at the site. The agency may verify through a site visit.
61	Page No. 12	Annexure-I Detailed Scope of Work III. Scope of Work (S.No 12.)	Existing Furniture Utilization • 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)	a) Outdoor units location to be defined. b) Heating is required for the complete office space or some dedicated areas only. c) 24X7 AC requirement is any of the cabins or specified space ? d) VRF will be used only in critical rooms and for all the other areas AHU will be used. e) No PAC is needed for the server room ? f) VAV's are required for complete office space or some specified areas.	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	Refer to Annexure 4

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			control panels can be placed in UPS/Battery room ? f) CCTV NVR can be placed in server room	
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.

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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

S. No	Clause no. and page reference	RFP Text	Query	CDRI Remarks
				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
83			We kindly request that you share the CAD file of the project area with us	CAD drawings are provided.
84		DLP Period	Usually in corporate Interiors the DLP is 6 months while the RFP(Page 2 Clause 2.2 Scope of Works) states a DLP of 1 Year.	As per RFP terms. No changes.
85		Electrical Works -	May We know where would the Main Electrical Panel would be and where would we need to take the main cable to feed our floor electrical panel to ascertain the amount the main cable length	As verified during site visit. Electrical access points are available in the ground floor of the building.
86			Also we hope that the building has earthing pits which CDRI can have their earthing for equipments as well as general Earthing connected to.	Earthing connections are available for existing Electrical access point at the building. For all LT panel and other connections to be set up, earthing systems are to be done by the agency. As verified during site visit.
87			We see a server room in the Programme Sheet, may we request if you could advise the no. of Server Racks and NetworkRacks to be housed in the Room. This would be required from an electrical load per server perspective (we shall assume 2.5KW / Server Rack as the load)., as well as for space planning perspective.	Refer Annexure 4 for Scope of Work: IT Infrastructure.
88		Air Conditioning & Mechanical Ventilation Works -	Is there an AHU provided by the developer or we need to consider the High Side Air Conditioning in our designs as well as the costs.	Only space for AHU units are provided in the building (2 on each floor) where points are coming from VRV units. Installation of the AHU units is the part of the design proposal

S. No	Clause no. and page reference	RFP Text	Query	CDRI Remarks
89			We usually propose 24/7 AC in the server room, with the no. of Servers we would need to understand the Heat Load of the servers to calculate the AC requirements.	Refer Annexure 4 for Scope of Work: IT Infrastructure. Heat load for server room to be considered by the Agency.
90			Is there any other area that we need to cater for the 24/7 AC.	CDRI has provided requirements. 24x7 AC is required for server room. Agency may propose any additional requirement as per the design. To be finalized during design finalization.
91	4 & page no 9	Big Conference Room (30 Head Table Seating + 30 Side) Seating preferably partitionable into three (15-20)	Please further clarify the seating arrangement for the conference room. It is indicated that the seating should ideally be partitioned into three sections, accommodating 60. Should the room also be dividable to make smaller meeting rooms ?	The large Conference Room should accomodate 60 persons (30 on the head table, with space 30 at the back). The room should be dividable into 3 parts, each part self sufficient and with acoustic considerations. The agency to propose adequate adn feasible design.
92			Further to the above point of the conference room, if allowed to be partitioned, can we reduce the number of meeting room required on that floor ?? The total number of meeting rooms cannot be reduced.	The total number of meeting rooms cannot be reduced.
93	14 & page no 10	Housekeeping Staffrooms (15-20 Seating with Lockers and changing rooms)	Please further clarify the requirements of the staff room, does it also include drivers ? Can drivers sit on the Stilt floor? Additionally, are there shared restroom facilities available on the Stilt floor?	1. The staff room count includes CDRI drivers and multi-tasking staff. 2. It is preferred that the drivers be available in office when they are not driving. 3. Yes, shared restroom facilities are available on the Stilt floor.
94	Annexure A: Third and Fourth Floor Layout Plan at IIPA Bhawan		If available, please share the ACAD drawing of the Structure framing layout plan & Architectural Elevation and sections of the building for bidder to develop the design scheme.	Not available

S. No	Clause no. and page reference	RFP Text	Query	CDRI Remarks
	for the new CDRI Secretariat & Pg.19			
95	6 & page no 11	Electricals	As we don't have space on the floors, can we get space in the basement to install the main Electrical & HVAC power distribution Panel? Because our equipment is very sensitive, we would like to propose a servo stabiliser for which we would also need space in the basement	The agency may design to put most of the electrical equipment on 3rd or 4th floor, except LT panel. The design considerations may be finalized during detailed design stage.
96		Vendor Query	Is PF & ESIC Compliance to be Mandatory for all the participating teams? Due to the requirement of fire clearance, that time should be added to the timeline.	The participating firm/agency must comply with the prevalent laws and regulations. Remaining points as per the RFP and responses to pre-bid questions.

Encl:

Annexure-1: Existing Assets List

Annexure-2: CDRI Branding Guidelines

Annexure-3: Total Area Plan

Annexure-4: IT Scope of Work

Annexure-5: Contract Template

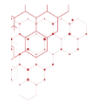
AutoCAD Drawing (attached separately)

ANNEXURE-1

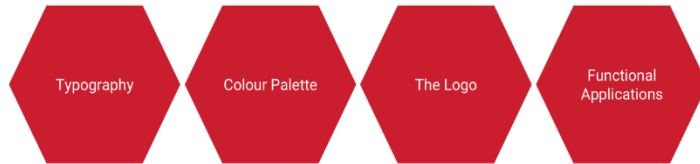
Assets Heading	Description of Existing Assets	Quantity	Year of Asset Booked/Date of purchase
Furniture & Fixtures	3D Acrylic sign LED Board with PVC Vinyl and installation in the conference room on 5th floor	1	30-Jun-21
Office Equipment	Air Purifier	48	19-Nov-20
Office Equipment	Air conditioner 1.5 ton 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



ANNEXURE-2

CDRI BRANDING GUIDELINES

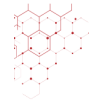


Coalition for Disaster Resilient Infrastructure Editorial & Brand Style Specifications – A Refresher



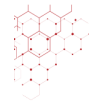
INTRODUCING ROBOTO

- **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



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

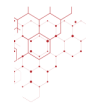
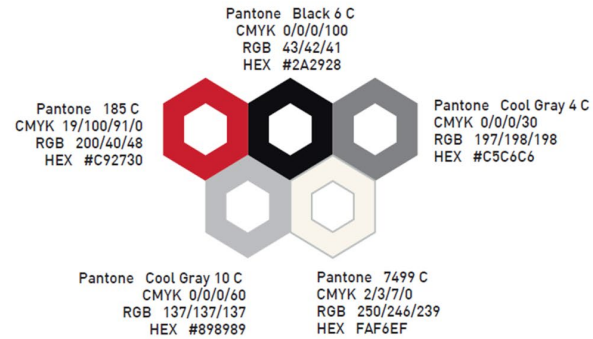


TYPOGRAPHY – DON'TS

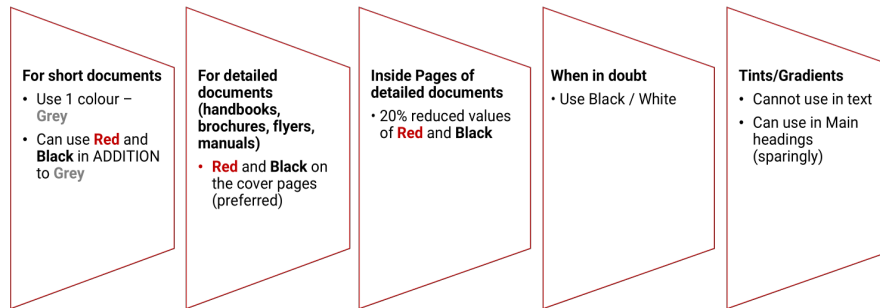
- Avoid **Bold** unless critical
- No underlines
- No shadows
- Avoid additional fonts

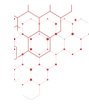


COLOUR PALETTE



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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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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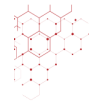


THE LOGO – HOW NOT TO USE



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14



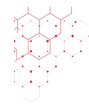
RESIZING THE LOGO



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

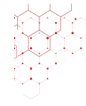


Stretched from top/bottom

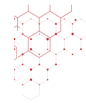


Stretched from left/right





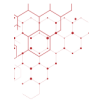
FUNCTIONAL APPLICATIONS – LETTERHEADS, ENVELOPES & VISITING CARDS



EDITORIAL GUIDELINES

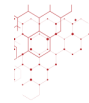
- CDRI uses UK English (i.e. colour, labour, programme) **with exceptions of 'z' in words like organize/analyze etc.**
- CDRI follows the APA style of CDRI follows the APA (American Psychological Association) style for referencing external sources in publications (in-text and reference list)
- When in 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

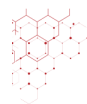
- Currency: US\$100 million (no space between US & \$) - **do not use USD**
- Date: 30 June 2021 (no commas, no th, rd, nd etc.)
- Time: 9 a.m. (not 9:00 a.m.), noon (not 12 noon), 1:15 p.m., 3 p.m., 9:05 p.m., midnight
- Time without punctuation: 2100 hours (not 21.00 hours)
- Percentage: In figures 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

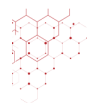
- Numbers:
 - ✓ Numbers under 10 (one to nine) should be written in words
 - ✓ Numbers between 10 and 999,999 should normally be expressed in figures along with percentages; ratios; results of voting; dates and time of day; numbers with decimal places; fractions; statistics; degrees; dimensions, weights 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
 - ✓ 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

- 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>)

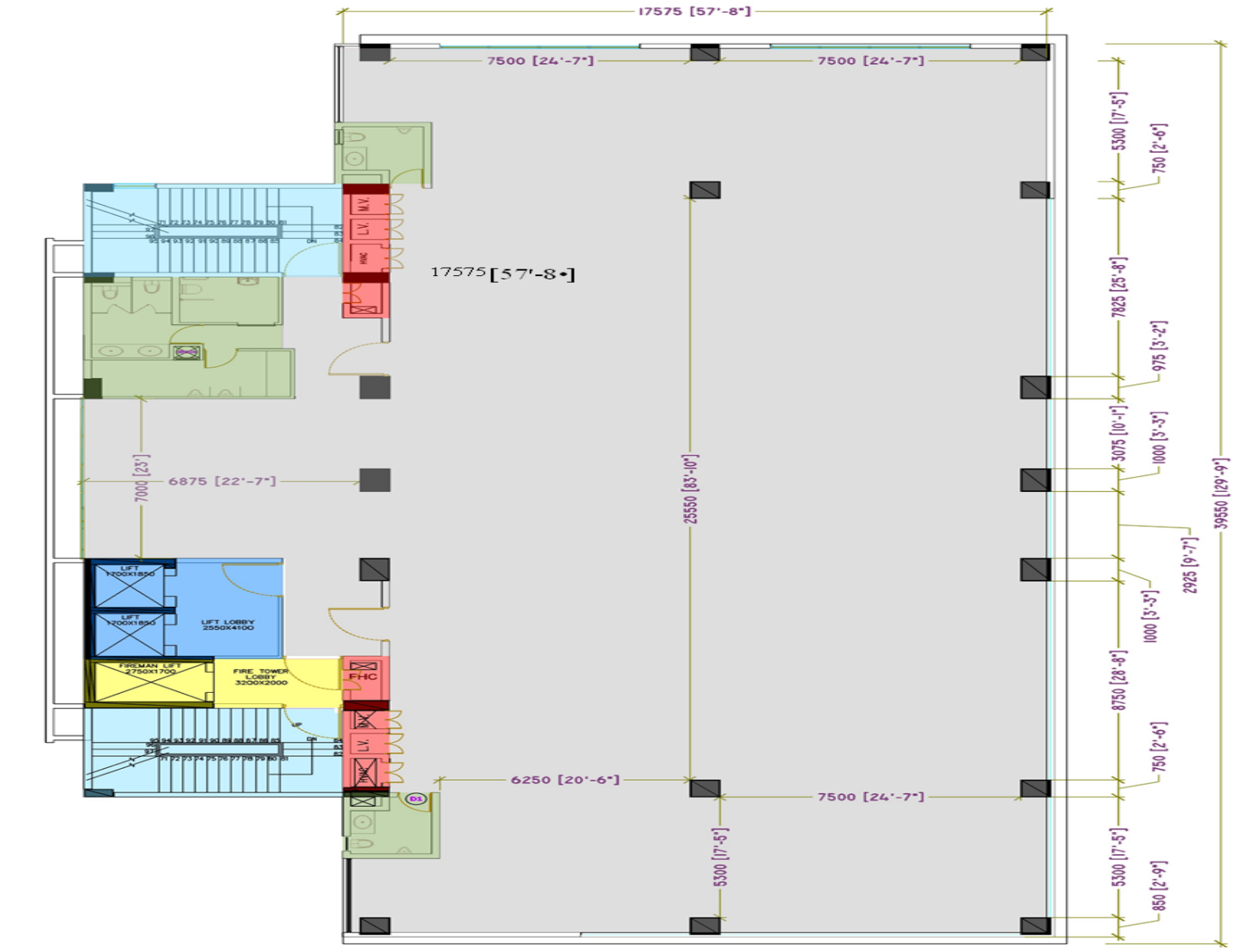


ANNEXURE-3

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

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Annexure-5 (Contract Template)

DRAFT

DESIGN AND BUILD CONTRACT

This Contract (“Contract”) is made and entered into this ____ day of _____, 2025 by and between:

Coalition for Disaster Resilient Infrastructure (hereinafter referred to as “**CDRI**”), an International Organisation *vide* the Gazette Notification F. No. D-II/451/16(3)/2021 issued by the Government of India, having its registered office at 4th and 5th Floor, Shriram Bhartiya Kala Kendra, 1, Copernicus Marg, New Delhi – 110001;

AND

[Name of the Vendor], a company incorporated under the Companies Act, having its registered office at [_____] (hereinafter referred to as the “**Vendor**”).

CDRI and the Vendor shall hereinafter be individually referred to as a “Party” and collectively as the “Parties”.

1. RECITALS

WHEREAS CDRI, an International Organization, recognized vide Gazette Notification F. No. D-II/451/16(3)/2021 by the Government of India, is a multistakeholder global coalition of national governments, UN agencies and programmes, multilateral development banks and financing mechanisms, the private sector, and academic and knowledge institutions that aims to promote the resilience of new and existing infrastructure systems to climate and disaster risks in support of

sustainable development. In furtherance of this objective, intends to have a Secretariat office at Indian Institute of Public Administration (IIPA) Campus, New Delhi;

AND WHEREAS, CDRI requires design and build services from the Vendor for its upcoming leased office premises located at IIPA Campus, IP Estate, Ring Road (hereinafter referred to as '**CDRI Office**').

AND WHEREAS the Vendor has represented that it has considerable and requisite qualifications, technical competence, financial capacity and execution experience in turn key projects including 'designing and building' environmentally sustainable office projects. The Vendor has agreed to provide such services under the terms and conditions set forth herein and on instructions received from CDRI from time to time, under the 'Scope of Work' annexed as Annexure _____ with this Contract. (hereinafter referred to as "**Scope of Work/SOW**").

AND WHEREAS the Vendor undertakes to design, plan, execute, procure, build state of art office interior facilities and handover fully functional office space as per the CDRI's requirements, including but not limited to a comprehensive interior development project for the establishment of a modern, technologically integrated, environmentally sustainable facility with ancillary installations and integration of safe, and smart workplace solutions (hereinafter referred to as the "**Project**");

AND WHEREAS the Vendor undertakes to take the overall responsibility for and shall provide complete Pre-Construction Phase Services, Construction Phase and Post Construction Services and, render all design services, materials, equipment, tools and labour as necessary or reasonably inferable to complete the services outlined in the Scope of Work, or any phase of the Project, expeditiously and economically and in accordance with CDRI's requirements and the terms of this Contract;

AND WHEREAS the Vendor further acknowledges that CDRI is an International Organization ("**IO**") recognized as per United Nations (Privileges & Immunities) Act 1947 and agrees that nothing in this Contract shall be deemed as a waiver, express or implied, of any of the Privileges and Immunities as granted to CDRI or otherwise and agrees to abide by the same;

AND WHEREAS the Vendor further agrees to abide by all policies of CDRI as of the date and as amended from time to time, which shall govern the present Contract. The Vendor is aware that CDRI has a zero tolerance towards the acts of sexual exploitation, abuse, and harassment; and the acts of fraud, bribery and corruption. Any breach of any and/or all of the

provisions of the policies of CDRI shall amount to a breach of the terms of this Contract. The amended policies, as amended and notified on the website of CDRI, shall constitute notice of the amendment to the Vendor;

NOW, therefore, in consideration of the mutual promises, covenants, and conditions contained herein, and intending to be legally bound hereby, the CDRI and the Vendor agree as follows:

1. Scope of Work (SOW):

- 1.1 CDRI agrees to engage the Vendor to provide services as would be detailed from time to time in SOW which forms an integral part of and is read as part and parcel of this Contract, whenever the CDRI requires to avail services from the Vendor against payment to be mentioned in the SOW as annexed herewith as **Annexure-I**. It is clarified that the execution of this Contract does not mean/ensure that the Vendor shall be provided any additional work order/s as a matter of right. The same is at the discretion of CDRI.
- 1.2 The Vendor acknowledges and agrees that it has all the required capabilities and takes the overall responsibility for and shall provide complete end-to-end 'Pre-Construction Phase Services' (including Design & Planning Services such as architectural and interior design drawings, mechanical, electrical and plumbing (MEP) drawings, acoustics, lighting, etc.), 'Construction Phase Services' (including Construction Administration Services and Construction) and 'Post Construction Phase Services' (including any issues or flaws stemming from the Vendor's work, materials or equipment, among others) including but not limited to requisite furnishings, materials, equipment, tools, labor, and logistics as necessary or reasonably inferable to complete the Project and more elaborately described in the SOW annexed herewith, or any phase of the Project, in an timely, expeditious and economical manner, in strict accordance with CDRI's instructions and requirements as given from time to time in terms of this Contract.

2. Vendor's General Responsibilities:

- 2.1 The Vendor shall perform all the services specifically allocated to it by this Contract including all and any services stipulated in the SOW along with all those services reasonably inferable from the SOW as necessary for the satisfactory completion of the Project that the Vendor agrees to perform using its best efforts, skills, judgments, and abilities.

- 2.2 The **Vendor** shall engage a qualified Project Director and any other professional as needed to carry out the services for the Project. The Vendor certifies that all such professionals that are or will be selected are based on their competence, skills, qualifications and education.
- 2.3 The **Vendor agrees that prior to designing the office premises, it** shall visit the site to become sufficiently familiar with the existing facilities, systems, internal and external conditions to ensure that the proposed design functionally integrates with the existing site conditions, as required by **CDRI**. In case of any structural flaws and/or external factors that might hamper the functioning of the office premises, the Vendor shall draw upon CDRI's attention to the same and mutually include correctional measures in the design/services.
- 2.4 The Vendor shall be solely responsible for sourcing and procuring all materials required for the Project. The Vendor shall ensure that all materials are of the high industry standards, required quality standards, are environmentally sustainable and as per the specifications as outlined by CDRI. The Vendor shall provide CDRI with certificates of compliance, test results, or other documentation verifying that the materials conform to the specified quality requirements. Any materials that do not meet the agreed-upon quality standards shall be rejected by CDRI and replaced in a timely manner at the Vendor's expense, without delay to the Project schedule.
- 2.5 The Vendor shall provide CDRI with a detailed report of the procurement process, including the source of all materials, delivery timelines, and any deviations from the original specifications, if any. The Vendor shall also coordinate with CDRI for approval of the final selection of all materials before ordering or delivery to ensure alignment with the Project's requirements.
- 2.6 The Project Director on behalf of the Vendor will endeavor to further the interests of CDRI and the Project. The Vendor shall render or cause to be rendered Pre Construction Phase Services and Construction Phase Services and complete the Project in an expeditious and economical manner consistent with the interests of CDRI and in accordance with the Project Schedule stipulated in this Contract.

2.7 Prior to receiving the Letter of Award for the Pre-Construction Phase Services, the Vendor shall submit a Project Schedule to CDRI for review and approval. The Project Schedule shall comply with CDRI's Project Planning and Scheduling requirements and cover the full duration of the Project, including Pre-Construction, Construction and Post Construction Phase Services.

2.8 Upon acceptance of the Project Schedule, it shall serve as the baseline for evaluating Project performance. The Vendor shall regularly monitor the Project's progress against this schedule and submit weekly updates and status reports to CDRI, as specified in CDRI's requirements. The timeframes set in the Project Schedule for both the Pre-Construction and Construction Phases, as well as the overall Project duration, shall not be amended without CDRI's written consent. Any changes to the Schedule's structure, must be approved by CDRI.

2.9 Any additional services that may be provided by the Vendor and shall be payable by CDRI provided they will take place only upon prior written authorization from CDRI. Before commencing any additional service, the Vendor shall submit to CDRI a detailed 'Additional Services Proposal' in the manner approved by CDRI. Upon acceptance by CDRI, the services performed by the Vendor pursuant to such Additional Services Proposal, the same shall be treated as part and parcel of this Contract and be read accordingly.

2.10 The **Vendor shall**, at its own cost, align the resultant development or modelling with the approved designs at each stage and present them to **CDRI** for review.

3. Pre-Construction Phase:

The **Pre-Construction Phase** shall begin on the date specified in the Letter of Award issued by CDRI. Pre-Construction Phase Services include plan and design stage services, among others and shall continue until the completion of the works specified in SOW. The Vendor is not entitled to reimbursement for any costs incurred for Pre-Construction Phase Services performed before the issuance of the Letter of Award. The Vendor shall perform the following Pre-Construction Phase Services, including but not limited to:


- 3.1 The Vendor's team, including the Project Director, shall attend meetings with CDRI and CDRI's representatives at regular intervals throughout the Pre-Construction Phase. The Project Director shall attend all scheduled meetings in person or through video or telephonic conference, as maybe communicated by CDRI;
- 3.2 The Vendor shall review and understand CDRI's Design requirements and provide a preliminary evaluation of these requirements in relation to the construction cost limitation ensuring that all services are performed with the stated standards. assessing them in relation to each other.
- 3.3 The Vendor shall visit the site to inspect the existing facilities, systems, and conditions to ensure a clear understanding of the existing conditions.
- 3.4 At CDRI's request, the Vendor will attend public meetings that relate to the Project, at all times.
- 3.5 The Vendor shall provide written information to CDRI on the following topics and any other matters that CDRI may request on the Project:
 - Site usage and improvements
 - Building systems, equipment, and construction feasibility
 - Selection and availability of materials and labour;
 - Time requirements for equipment installation and construction;
 - Safety issues and precautions related to the work;
 - Selection and installation of temporary Project facilities, equipment, materials, and services for common use by the Vendor and CDRI's separate contractors, if any;
 - Cost factors, including costs of alternative materials, construction methods, designs, and preliminary budgets, with suggestions for possible cost savings;
 - Identification and resolution of conflicts in evolving drawings and specifications;
 - Methods for delivery and handling of materials, systems, and equipment
 - Traffic, parking, and materials and equipment storage on, at and around the site;
 - Any other matters necessary to ensure completion of the Project according to the Project Schedule and construction cost limitation.
- 3.6 The **Vendor** shall prepare a **Constructability Report** identifying any issues that, in the Vendor's opinion, could hinder or complicate the construction of the Project. This report shall include an assessment of the coordination of the Project's drawings, specifications, and details, and highlight any discrepancies that could lead to change orders or claims during construction. The Constructability Report shall be updated on a weekly basis throughout the Pre-Construction Phase.

- 3.7 The **Vendor** through the Project Director shall consult with **CDRI** on the selection of materials, equipment, component systems, and construction methods for the Project. The Vendor shall advise **CDRI** on site utilization, construction feasibility, availability of labor and materials, procurement timelines, and construction coordination.
- 3.8 The **Vendor** shall advise **CDRI** on reasonable adjustments to the Project scope, quality, or other alternatives to ensure that the Project cost remains within the approved cost limit.
- 3.9 The Vendor shall establish and maintain a system to track queries, resolutions, decisions, instructions, and any other relevant matters that arise during the preparation of the Project's drawings and specifications. This decision-tracking system shall be in a format approved by CDRI and must be updated at least once every week during the Pre-Construction Phase.

4. Construction Phase Services:

The **Construction Phase** starts after the pre-construction services are over and continues until the **final completion** of all work. In some circumstances, the **Pre-Construction Phase Services** may overlap with this phase. The **Vendor** shall perform the following **Construction Phase Services**:

- 4.1 The **Vendor** shall maintain competent, full-time staff including the Project Director at the Project site, with clear lines of authority and communication, to coordinate construction activities, monitor progress, and support the Project goals of the **CDRI**.
- 4.2 The **Vendor** shall attend the **CDRI's** regularly scheduled Project progress meetings and provide full updates on the Project status, including schedule, costs, quality, and changes.
- 4.3 The **Vendor** shall coordinate the delivery/receipt and installation of (existing or new) materials and equipment procured by **CDRI**.

- 4.4 The **Vendor** shall bear the cost of all labor, materials, equipment, tools, construction machinery, transportation, and any other necessary facilities and services required for the proper execution and completion of the Work.
- 4.5 The **Vendor** will be responsible for obtaining all necessary building permits and any special permits required for the execution of permanent works, in accordance with applicable laws and the project's approved design plans and specifications.
- 4.6 The **Vendor** shall coordinate, monitor, and inspect the work of all subcontractors to ensure it aligns with the approved designs, technical specifications, and quality standards set by **CDRI**.
- 4.7 The **Vendor** shall warrant that all materials and equipment used for the Project shall be new and of approved quality, unless otherwise agreed upon by **CDRI**. The construction shall be free from defects and shall strictly conform to the approved designs and specifications. The Vendor shall, at its own expense and without any cost to **CDRI**, promptly correct any work that does not meet these requirements.
- 4.8 The CDRI Representatives shall inspect the site at appropriate intervals (minimum once a week) to monitor progress and quality of work and ensure compliance with approved designs. Specific visits shall be made for specific milestones, including progress certifications, mock-ups, or formal inspections.
- 4.9 The Vendor shall maintain a comprehensive tracking system for project documentation, including change requests, Request for Information (RFIs), submittals, and instructions. Updated records must be shared at every progress meeting and on request.
- 4.10 The Vendor shall submit a written confirmation to CDRI on a weekly basis, commencing from the start of the Construction Phase, confirming that the construction work is progressing in accordance with the approved designs and meets the required quality standards based on site observations.
- 4.11 The Vendor, with CDRI's approval, shall review, interpret the technical requirements of the Contract. Upon written request by CDRI, as and when requested, the Project Director will promptly provide written interpretations necessary for the proper execution or progress of the work, ensuring that the Vendor is equipped with the correct guidance to meet the project's needs. The Project Director will provide CDRI with a copy of all approved submittals.
- 4.12 Upon achieving  as per approved payment schedule and project deliverables, the Vendor shall notify CDRI for a formal inspection to assess the status of the project. The Vendor shall ensure all work is complete in accordance with the Contract and free from defects. If any work is found to be incomplete or defective, the Vendor will promptly address and rectify such issues before a final handover.

- 4.13 The Vendor shall provide all necessary documentation, including but not limited to warranties, operation manuals, and built drawings, to CDRI for review and approval. Once all items on the punch list are resolved to CDRI's satisfaction, the Project Director will certify the Final Completion. Following this, the Vendor will officially hand over the project, and CDRI will take possession of the completed work.
- 4.14 Upon completion of the work and prior to the final handover, the Vendor shall be responsible for cleaning the entire project site. This includes the removal of all construction debris, dust, waste materials, and any other items resulting from the construction process as per the applicable guidelines. The Vendor shall ensure that all areas, including interior and exterior surfaces, floors, windows, and fixtures, are thoroughly cleaned and restored to a condition acceptable to CDRI.
- 4.15 The Vendor shall also ensure that all mechanical systems, plumbing, and electrical fixtures are in proper working order, and any tools, equipment, or materials belonging to the Vendor are removed from the premises. Only upon completion of this cleaning and restoration will CDRI inspect the premises for final acceptance and handover.

5. Post Construction Phase Services:

- 5.1 The Vendor acknowledges and agrees that it has the sole liability to fix all and any flaws stemming from the Vendor's work, materials or equipment, including but not limited to fitting, fixtures, exterior, interior walls, windows, installations, elevators, electric, sanitary, and other systems serving the Premises and the Common Areas of the Project to keep the same in good working order and condition, for one year from the date of handover of the Premises (hereinafter referred to as "Post Construction Services").
- 5.2 The Vendor acknowledges and agrees that all and any repairs as part of the post construction services shall not, individually or in the aggregate adversely affect the building and shall be completed expeditiously in a good and workmanlike manner and in compliance with all applicable laws and international standard of services.
- 5.3 The Vendor agrees and acknowledges that any breach in the performance of the post construction services will amount to breach of this Contract, as the same is an integral part of the Contract.

6. Standard of Services



The Vendor agrees to perform all obligations under this Contract in accordance with high industry practices. This includes adhering to recognized standards, methods, and procedures that reflect the level of skill, care, diligence, and foresight reasonably expected from a qualified and experienced entity engaged in a similar type of undertaking under the same or similar conditions. The Vendor shall also make all efforts to strictly comply with high industry quality standards relevant to the scope of services provided herein, including but not limited to those defined hereinafter:

- 6.1 The Vendor shall adhere strictly to all applicable national and local laws, regulations, guidelines, SOPs etc. throughout the term of this Contract including all aspects of the scope of work, including the post construction services.
- 6.2 The Vendor agrees to adhere to the internationally accepted standard occupational health, safety, and environmental norms and regulations and be solely responsible for the same.
- 6.3 The Vendor shall be solely responsible for ensuring on-site safety and shall indemnify and hold harmless CDRI from and against any claims, damages, or liabilities arising from safety violations, accidents, or injuries.
- 6.4 The Vendor shall maintain the cleanliness, security, and hygiene of the site throughout the execution phase and during the post construction phase as well.
- 6.5 The Vendor shall ensure that all its staff and labour shall perform the services with all due skill, care and diligence and shall possess such qualifications, skills and experience as are necessary for the proper performance of the Services.

7. Project Schedule:

- 7.1 The Vendor shall be responsible for developing a comprehensive Project Schedule within three (03) business days of receiving the Letter of Award from CDRI. The schedule must include all critical milestones, deadlines, and key deliverables, and should be aligned with the requirements set forth by CDRI. The schedule shall be submitted to CDRI for review and approval.
- 7.2 The Vendor shall provide, in writing to CDRI, all updated project schedules at regular intervals, **before each scheduled progress meeting. These updates should reflect any changes in scope, progress, or delays.** Any delay must be immediately communicated to CDRI with a plan for mitigation.
- 7.3 In the event of a delay, the Vendor shall notify CDRI in writing **of the occurrence of such delay, providing a detailed reason for the delay. The Vendor shall propose a revised schedule, including an updated completion date.** The Vendor is required to take all necessary steps to mitigate the delay and minimize disruption to the overall project schedule.

8. Time:

- 8.1** The Vendor unequivocally acknowledges and agrees that time is of essence in the performance of the terms of this Contract and accordingly is responsible for developing, updating, and reporting the project schedule throughout the entire project, including Pre-Construction, Construction and Post Construction Phases. The Vendor shall adhere to all timelines, other requirements outlined in CDRI's project planning and scheduling specifications.
- 8.2** Unless otherwise approved by CDRI, both the Vendor and CDRI shall perform their respective obligations under this Contract in a timely manner, ensuring that work progresses with the required skill, care, and orderly execution.

9. Payments and Taxes:

9.1 The total payment(s) due to the Vendor for the completion of the services specified in this Contract shall be based on the schedule of payments outlined in **Annexure ____** of this Contract. Payments shall be made in accordance with the following terms:

- **Initial Payment:** A payment of **[]%** of the total agreed amount for the Project shall be made upon execution of this Contract and submission of an approved project schedule.
- **Progress Payments:** The Vendor shall submit invoices based on the percentage of work completed. Each invoice must be supported by documentation showing the progress of the work, including work completed, materials purchased, and any subcontractor invoices. Progress payments will be made within fifteen (15) days from receipt of an accurate invoice, subject to CDRI's review and approval.
- **Final Payment:** Upon completion of all work and final approval by CDRI, including the successful completion of any punch list items, a final payment of **[]%** of the total contract value will be made. This payment will be contingent on the satisfactory completion of the project and submission of all required closeout documents, including as-built drawings, warranties, and operating manuals.
- **Payment of Retention Fund:** Upon successful completion of the Defect Liability Period of one (1) year, the retained amount of 2.5% of the total agreed amount for the Project will be released. This payment will be contingent on the satisfactory operations for the period of one (1) year.

9.2 Payment for Additional Services



In the event that additional services are requested by CDRI, either in writing or as a result of unforeseen circumstances, the Vendor shall be entitled to a separate payment for these services. The cost of additional services shall be agreed upon in writing between CDRI and the Vendor before such services are performed. The Vendor shall submit a written estimate of the cost of additional services, including a detailed breakdown of labor, materials, and any other expenses. Payment for additional services will follow the same invoicing and payment procedure outlined above

9.3 Payment Adjustments for Delays

If the Vendor fails to meet the project schedule and the delays are not due to CDRI's actions, CDRI reserves the right to withhold payment for progress work completed until the Vendor demonstrates the ability to meet the project timeline. Payments for milestones missed due to the Vendor's delays will be adjusted accordingly. Any delays may result in penalties, as per [] %/ day.

9.4 Total Agreed Amount for the Project

The Vendor acknowledges and agrees that the total Capital Expenditure (hereinafter referred to as "Total agreed amount for the Project", including all work, materials, and related services, is []). The Total agreed amount for the Project is based on the agreed project scope and specifications. Any changes or adjustments to the Total agreed amount for the Project due to scope changes, unforeseen conditions, or other factors must be approved in writing by CDRI prior to execution, and such adjustments shall be reflected in form of a revised contract.

The Vendor is responsible for maintaining accurate records of all costs incurred during the construction phase and must submit periodic reports on the expenditure, including any cost overruns or savings, to CDRI. If the Vendor expects a deviation from the Total agreed amount for the Project the Vendor shall immediately notify CDRI in writing, providing justification for such changes and proposing a revised budget. CDRI must approve any increase in the Total agreed amount for the Project before the Vendor can proceed with the modified/ additional/associated work.

9.5 The Vendor acknowledges that CDRI, being a notified International Organisation, is exempt from taxes as per the United Nations (Privileges and Immunities) Act, 1947. It is hereby reiterated that CDRI shall not make any deductions from the payments. The Vendor agrees to take on the sole responsibility for filing tax returns and paying all applicable taxes, duties, or levies arising from this contract under the relevant laws.

9.6 Payment shall be made directly to the below-mentioned bank account of the Vendor through banking channels using Cheque/SWIFT or any other online payment gateway authorized by the government for such payments within 30 calendar days from the date of receipt of valid invoice by the CDRI.

Bank Details:

Account Name:	
Name of the Bank:	
Branch Address:	
Account No.:	
SWIFT:	

9.7 The Vendor assumes responsibility for the timely submission of valid invoices for supplies/services made to the CDRI. The invoice should be addressed and submitted to the CDRI's Office as given below:

Coalition for Disaster Resilient Infrastructure (CDRI)

4th and 5th Floor, Shriram Bhartiya Kala Kendra, 1, Copernicus Marg, New Delhi-110001

GSTIN:

Email Id: tender.projects@cdri.world

9.8 All bills for expenses in the original must be submitted to the CDRI. No payments will be disbursed in case of delayed submission. In case of any discrepancy or non-submission of valid documentary proof in support of expenses as required or requested by the CDRI or delayed, deficient delivery of services by the Vendor, the CDRI has a right to withhold payment to the Vendor till the time such discrepancy is addressed by the Vendor to the satisfaction of the CDRI or the CDRI may, in its sole discretion, decide to pay proportionately for such delivery/services.

9.9 The CDRI shall raise any disputes on any invoice within 15 calendar days of receiving such invoice after which they shall be considered undisputed. CDRI shall ensure that all undisputed invoices are paid on time, and the Vendor shall not reissue undisputed invoices.

10. Term and Termination:

- 10.1 This Contract shall be effective from **xxxxxxxx 2025** and shall remain in force **till xxxx 2025** unless terminated in accordance with this Contract or mutually extended in writing by both the Parties. The Vendor acknowledges that extension of the term of this Contract is at the sole discretion of CDRI, and the Vendor shall not claim it as a matter of right under any circumstances whatsoever.
- 10.2 This Contract may be terminated by either Party before the expiry of the term mentioned in clause 10.1 above by giving to the other Party **15 days** advance written notice. Any SOW pending delivery from the Vendor at the time of such termination shall be completed by the Vendor in terms of the SOW without compromising on the quality standards as mentioned in this Contract and the CDRI shall make payment against the delivery of the services as agreed under the terms and conditions of the SOW.
- 10.3 The CDRI shall have the right to terminate the Contract without notice on any of the following grounds:
- 10.3.1 If the Vendor and/or its proprietor/promoter/director/employee is accused of any offence including but not limited to offence involving moral turpitude/convicted of a criminal offence by a competent Court of Law/ Authority or has any sort of legal proceedings of a criminal nature pending against him/her;
 - 10.3.2 If CDRI gains knowledge that the Vendor and/or its proprietor/promoter/director/employee, directly or indirectly, has committed any corrupt, fraudulent, collusive, and/or coercive practices, as defined under CDRI policies and/or generally known;
 - 10.3.3 If CDRI gains knowledge that the Vendor or its proprietor/promoter/director/employee, directly or indirectly, has committed or accused of any violation, breach of any child protection laws and/or any laws protecting women;
 - 10.3.4 If CDRI gains knowledge that the Vendor or its proprietor/promoter/director/employee, directly or indirectly, is found committing a breach of the Confidentiality terms and conditions set in this Contract;
 - 10.3.5 In the event of misconduct, disobedience towards the CDRI and/or its employees by the Vendor or any of the representatives or employees of the Vendor or non-performance of the Vendor's obligations towards providing the CDRI with services as per the CDRI's satisfaction and established industry norms, in terms of the SOW.

- 10.4 In case of termination of the Contract by the CDRI due to Clause 10.3 above, the CDRI has the right to recover all or any amounts paid as advance to the Vendor withhold or renegotiate the amount payable to the Vendor and the right to restrict any payment to the Vendor towards non-cancellable obligations performed by the Vendor as required to be provided to the CDRI under the SOW till such termination.
- 10.5 In the event the Vendor's, its proprietor/promoter/director/employee's actions are found being a hinderance to the immunities/privileges granted to CDRI, the same shall constitute breach of the contract and CDRI may take necessary action.

11.Pre-existing Conditions; Errors and Omissions:

The Vendor acknowledges that it was provided unrestricted access to the existing conditions at the Project site and has thoroughly investigated these conditions. The Vendor has considered the results of this investigation when establishing the scope and timeline for the Work. Accordingly, the Vendor shall not be entitled to any claim for adjustments to the term or agreed total sum due to conditions on the Project site that were discovered during the investigation or through reasonable care, should have been discovered.

12. Confidentiality:

- 12.1 The Receiving Party agrees to hold such Confidential Information in strict confidence and implement appropriate administrative, technical, and physical safeguards, to protect the security, confidentiality, and integrity of such confidential information, and protect against unauthorized access to or use of such confidential information. The receiving party agrees to take all reasonable measures (including, but not limited to, legal proceedings) to restrain its representatives from disclosing or improper use of confidential information, whether directly or indirectly, to a third party without the prior written consent of the disclosing Party.
- 12.2 Notwithstanding the foregoing, Confidential Information and information of the nature set out in Clause 12.1 does not include information: (i) in the public domain; (ii) that later becomes public, unless such information is made public by a Party otherwise than as a result of the breach of this Contract; (iii) made available by a third party without breach of confidentiality; (iv) already known or already in the lawful possession of the Party receiving Confidential Information as of the date of its disclosure by

the Party disclosing such Confidential Information; or (iv) required to be disclosed to a Party's advisors and/or under applicable laws or any other regulatory requirements and/or under relevant professional and ethical guidelines.

- 12.3 The Receiving Party further acknowledges and agrees that a breach of any of the terms contained in this Contract may result in irreparable and continuing damage to the CDRI for which damages may not be adequate, and the CDRI is therefore entitled to seek injunctive relief including but not limited to the enforcement of confidentiality obligations hereunder without prejudice to any other right that the CDRI may be entitled to in law or under this Contract.

13. Intellectual Property & other Proprietary Rights:

- 13.1 Except as is otherwise expressly provided in writing in the Contract, the Vendor agrees and acknowledges that CDRI shall at all given points of time be the owner of all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, trade-secret with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Vendor has developed for CDRI under the Contract and which bears a direct relation to and/or are produced, prepared, collected in consequence of, or during the course of, the performance of the Contract. The Vendor acknowledges and agrees that such products, documents and other materials constitute works made for hire for CDRI.
- 13.2 To the extent that any such Intellectual Property or other Proprietary Rights consist of any Intellectual Property or other Proprietary rights of the Vendor: (i) that pre-existed the performance by the Vendor of its obligations under the Contract, or (ii) that the Vendor may develop or acquire, or may have developed or acquired, independently of the performance of its obligations under the Contract, CDRI does not and shall not claim any ownership interest thereto, and the Vendor grants to CDRI, a perpetual license to use such Intellectual Property or other Proprietary Right solely for and in accordance with the requirements of the Contract.
- 13.3 At the request of CDRI, the Vendor shall take all necessary steps, execute all necessary documents and generally assist in securing such Proprietary Rights and transferring or licensing them to CDRI in compliance with the requirements of the Contract.
- 13.4 Subject to the foregoing provisions, all maps, drawings, photographs, mosaics, plans, reports, estimates, recommendations, documents, and all other data compiled by or received by the Vendor under the Contract shall be the property of CDRI, and

shall be made available for use or inspection by CDRI at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to CDRI's authorized officials on completion of work under the Contract.

14. Publicity and use of the Name, Emblem or official Seal of CDRI:

The Vendor undertakes to not advertise or otherwise make public for purposes of commercial advantage or goodwill that it has a contractual relationship with CDRI, nor shall the Vendor in any manner whatsoever use the name, emblem or official seal of CDRI, or any abbreviation of the name of Coalition for Disaster Resilient Infrastructure in connection with its business or otherwise without the written permission of CDRI.

15. Insurance and Liability

- 15.1 The Vendor shall provide and thereafter maintain insurance against all risks in respect of its property and any equipment used for the execution of this Contract.
- 15.2 The Vendor shall provide and thereafter maintain all appropriate workmen's compensation insurance, or its equivalent, with respect to its employees, to cover claims for personal injury or death in connection with this Contract.
- 15.3 The Vendor shall also provide and thereafter maintain liability insurance in an adequate amount to cover third party claims for death or bodily injury, or loss of or damage to property, arising from or in connection with the provision of services under this Contract or the operation of any vehicles including boats, airplanes or other equipment owned or leased by the Vendor and/or its agents, servants, employees or sub-contractors performing work or services in connection with this Contract.

16. Performance Bank Guarantee

The Vendor shall, prior to commencement of the work, furnish a Performance Bank Guarantee equivalent to five percent (5%) of the total agreed amount for the Project, issued by a scheduled bank and in a format acceptable to CDRI.

17. Liquidated Damages



In the event of delay in the completion of the project beyond the agreed timeline, the Vendor shall be liable to pay CDRI liquidated damages at the rate of 0.5% (zero point five per cent) of the Total agreed amount for the Project for each week of delay or part thereof, subject to a maximum ceiling of 10% (ten per cent) of the Total agreed amount for the Project.

18. Consequences of breach

- 18.1 In the event of a breach of Contract by either party that is not resolved within 30 days of notification of such breach, subject to clause 28, the non-breaching party reserves the right to pursue arbitration.
- 18.2 A breach of this Contract includes but is not limited to failure to deliver agreed-upon services, disclosure of confidential information, or non-compliance with contractual terms.
- 18.3 The Parties agree that any breach of Contract shall be resolved through negotiation in good faith, with Liquidated Damages being pursued only if an amicable resolution cannot be reached.
- 18.4 The Vendor acknowledges that any breach of this Contract may result in irreparable harm to CDRI, and CDRI may seek liquidated damages that shall not exceed 10% of the total estimated value (Payment schedule) of the Contract. This provision shall survive the termination of the Contract.
- 18.5 Upon a material breach of this Contract, CDRI may terminate the Contract, and the Vendor shall not be entitled to receive any agreed payments upon termination of the Contract. However, CDRI may consider making payment for the part satisfactorily performed based on Quantum Meruit as assessed by it, if such part is of economic utility to the CDRI.
- 18.6 In the event of a breach, the Vendor shall be responsible for reimbursing CDRI for any costs incurred to remedy the breach, including but not limited to legal fees and expenses.

19. Relationship

For all purposes and in the performance of its services as mentioned in this Contract, the Vendor shall be deemed to be an independent Vendor on a 'principal' to 'principal' basis and shall in no manner whatsoever create any agency. Under no circumstances shall this Contract be deemed to be an Agreement of Partnership or of joint venture.

20. Non-Discrimination at workplace



The CDRI adopts a comprehensive policy of being a zero-tolerance zone in respect of discrimination at the workplace on the basis of race, color, religion, gender (including pregnancy and gender identity), national origin, disability, age, veteran status, sexual orientation, genetic information, marital status, parental status, political affiliation, and any other conduct and the Vendor is required to strictly adhere to applicable policies, as on date and as amended from time to time. The Vendor and its employees are required to act at all times in a manner that is in compliance with the applicable policies of CDRI.

21. Child Labour & Drug free workplace

- 21.1 The Vendor acknowledges that CDRI strictly prohibits any direct or indirect engagement of children and prohibits the engagement of adolescents in any manner whatsoever as prohibited under the law including but not limited to hazardous occupations and processes and confirms the adoption and enforcement of a child-safe environment, and the Vendor agrees to strictly comply with such policy and in accordance with standards prescribed by the International Labor Organization in its Convention No. 138 and Convention No. 192.
- 21.2 The Vendor acknowledges and agrees to adhere to a drug-free workplace policy that meets the requirements of a drug-free workplace, and the Vendor is required to comply with such policy strictly
- 21.3 In line with the CDRI Policies, the Vendor confirms that all of its employees, directors, and/or any person who shall engage with the CDRI, to the best of its knowledge, have never been convicted of a narcotics offense or have been engaged in drug trafficking and/or have any pending proceedings in this regard. The Vendor itself and on behalf of its employees hereby declare that it and, to the best of its knowledge, its employees are not involved in any such activity.

22. Return of Records and Information:

At the written request sent by CDRI or in the event of termination/expiry of this Contract or immediately after the Vendor no longer requires such materials to perform Vendor's obligations, the Vendor within Forty Eight (48) hours shall return to the CDRI and/or shall destroy all material including all records, memoranda, drawings, blueprints, manuals, letters, notes, notebooks, reports, computer discs, laptops and other electronic and/or gadgets, materials containing Information, documents confidential and proprietary in nature to the CDRI or otherwise, along with all copies thereof that Vendor may obtain or produce.

23. Indemnity



- 23.1 The Vendor shall indemnify, hold and save harmless and defend at its own expense, CDRI , its directors, partners, officers, employees, representatives, and agents from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Vendor or Vendor's Personnel, in the performance of the Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of the patented inventions or devices, copyrighted material or other intellectual property by the Vendor or its Personnel. For the purpose of this Clause, reference to the CDRI shall also include the CDRI's clients and partners whose programmes are being implemented by the CDRI.
- 23.2 This Clause shall survive the termination or expiration of this Contract.
- 23.3 The Vendor shall be responsible for and deal with all claims brought against it by tis Personnel, including individual contractors and consultants.

24.Limitation of Liability

Notwithstanding anything to the contrary contained herein in this Contract, in no event, the maximum aggregate liability of both Parties shall exceed the amount payable to the Vendor for the performance of services under the Contract.

25.Assignment and Sub-license

The Vendor shall not assign, sub-license, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Vendor's rights, claims or obligations under this Contract except with the prior written consent CDRI.

26.Sub-Contracting

In the event the Vendor requires the services of sub-vendors, the Vendor shall share prior intimation the CDRI for all sub-vendors. The appointment of a sub-vendor shall not relieve the Vendor of any of its obligations under this Contract. The terms of any sub-vendor-contract shall be subject to and conform with the provisions of this Contract.

27.Force majeure



27.1 Neither Party shall be liable for any failure or delay in performing its obligations under this Contract, to the extent such failure or delay is caused by events beyond its reasonable control, including but not limited to acts of God, war, civil commotion, natural disasters, government restrictions, strikes, labor disputes, epidemics, pandemics, or significant disruptions in infrastructure, provided that the affected Party promptly notifies the other Party of such event and takes all reasonable steps to mitigate the effects of the Force Majeure event.

27.2 If a Party wishes to claim protection in respect of an Event of Force Majeure, it shall within 03 days following the occurrence or date of commencement of such Event of Force Majeure, notify the other Party of the nature and expected duration of such Event of Force Majeure and shall thereafter keep the other Party informed until such time as it is able to perform its obligations. The Parties shall use their reasonable endeavours to:

- overcome the effects of the Event of Force Majeure;
- mitigate the effect of any delay occasioned by any Event of Force Majeure, including by recourse to alternative mutually acceptable (which acceptance shall not be unreasonably withheld by either Party) sources of services, equipment and materials; and
- ensure resumption of normal performance of this Contract as soon as reasonably practicable and shall perform their obligations to the maximum extent practicable, provided that neither Party shall be obliged to settle any strike, lock out, work stoppage, labour dispute or such other industrial action by its employees.
- If either Party has a reasonable apprehension that the Force Majeure Event is likely to continue for 30 days after the commencement of the Force Majeure Event, then, notwithstanding anything contained in this Contract, either Party shall have the right to terminate the Contract.

28. Settlement of Disputes:

28.1 Amicable Settlement: The performance of this Contract is governed by the terms and conditions of this Contract. In case a dispute arises between the Parties regarding any matter under this Contract, either Party may send a written Notice of Dispute to the other Party. The Party receiving the Notice of Dispute shall review the Notice and respond to it in writing within thirty (30) days after its receipt. If that Party fails to respond within thirty (30) days, or the dispute cannot be amicably settled within sixty (60) days following the response of that Party, that matter shall be resolved through Arbitration.

- 28.2 Arbitration: In the case of a dispute arising upon or in relation to or in connection with this Contract between the Parties, which has not been settled amicably, either Party shall refer the dispute to arbitration in accordance with the United Nations Commission on International Trade Law (UNCITRAL) Arbitration Rules then obtaining. The seat of arbitration shall be New Delhi, India. The Parties agree to be bound by the arbitration award rendered under this Clause as the final adjudication of the dispute.
- 28.3 Arbitration proceedings shall be held in New Delhi, India, and the language of the arbitration proceedings and that of all documents and communications between the Parties shall be English.

29. Privileges and Immunities

Nothing in or relating to the Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of CDRI.

30. Amendment & Severability

- 30.1 This Contract may be mutually amended by the Parties in writing.
- 30.2 If any provision or condition of this Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or enforceability shall not affect the validity or enforceability of any other provisions and conditions of this Contract.

31. Entire Contract

This Contract, the relevant SOW and amendment(s), if any will constitute the entire understanding of the Parties relating to the provision of services being provided by the Vendor to the CDRI and any prior or contemporaneous Contracts or understandings relating thereto are merged herein or superseded hereby. This Contract cannot be amended except with mutual consent of the Parties duly executed in writing.

32. Notices



All notices, requests, amendments, demands, and other communications hereunder shall be in writing and shall be deemed to have been duly given if delivered or if mailed to the Parties at their respective addresses available in their records (or at such other address as shall be given in writing by either Party to the other) by electronic mails, registered post prepaid and acknowledgment requests.

33. Waiver

The failure to exercise any right provided in this Contract shall not be a waiver of prior or subsequent rights.

IN WITNESS WHEREOF, the Parties have executed this Contract to be effective the date set forth below.

By:

<p>Coalition for Disaster Resilient Infrastructure (CDRI) Name: Designation: Signature: (Authorized Signatory)</p>	<p>Vendor Name: Designation: Signature: (Authorized Signatory)</p>
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