

22 April 2025

(Technical Proposal - Password-Protected PDF file)

(Financial Proposal - Password-Protected PDF file)

REQUEST FOR PROPOSAL

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

1. Background

1.1. About CDRI

The Coalition for Disaster Resilient Infrastructure (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 partnership 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. As of April 2025, CDRI has 50 members, including 43 countries and seven international organizations spread across the world. CDRI is gearing towards internationalizing its workforce and the new headquarters (secretariat) has to reflect its global stature.

1.2. Mission and Strategic Priorities

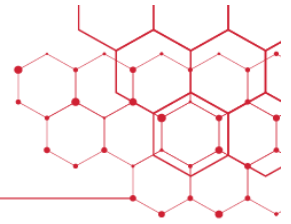
CDRI’s mission is to support countries to upgrade their systems to ensure the disaster and climate resilience of existing and future infrastructure. To do so, CDRI focuses on three strategic priorities – (a) providing **technical assistance** to countries to address vulnerabilities related to natural hazards in their infrastructure systems; (b) enhancing capabilities of infrastructure professionals through **capacity building** initiatives; and (c) **advocating** for the importance of disaster resilience in infrastructure to a global audience.

1.3. CDRI Headquarters (Secretariat)

The CDRI Secretariat for the coalition is headquartered at New Delhi, India.

2. Terms of Reference

CDRI intends to hire an agency for the “**interior design and build**” of the new CDRI Secretariat at IIPA Bhawan, IIPA Campus, New Delhi.



2.1. Objective

Design, plan, and build state-of-the-art office interior facilities for the new CDRI Secretariat so as to represent and complement the global stature of CDRI and hand over the fully-functional office space by **15 July 2025**.

2.2. Scope of Work

This is a turn-key project for office interior design and build. The tasks include design (architectural drawings including office interiors, MEP designs, acoustics, lighting, etc.), planning, procurement, execution, build, commission, handover, and one (1) year of Defect Liability Period (DLP) for all fixtures from the date of handover.

The detailed Scope of Work (SOW) is attached in **Annexure I**.

3. Qualifications

Qualifications for interested applicants are as below:

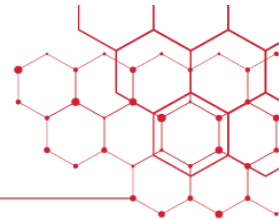
- The agency should have a **minimum of five (5) years of experience** in interior design and building of **office spaces above 10,000 sq. ft.** (approx. 929 sq. mt.) carpet area.
- The agency should have successfully completed **at least two (2)** projects each of value INR 20 million (INR 2 crores) and above, in India, within the **past five (5) years**. The agency will have to submit relevant work orders.
- The agency must have an average annual turnover of a **minimum of INR 5 crores** during the **last three (3)** financial years ending 31 March 2024 in respect of providing similar services.
- Abovementioned projects should be with International Organization(s), UN agencies, The World Bank (WB), and renowned global corporations.
- The agency should not have been blacklisted by government authorities, International/multilateral Organizations, or UN Agencies. An undertaking to this effect shall be submitted by the Agency.

4. Project Timeline

The selected agency is expected to deliver the fully-functional office space, which is ready to move in with all working amenities, by **15 July 2025**.

5. Request for Clarifications by Bidders

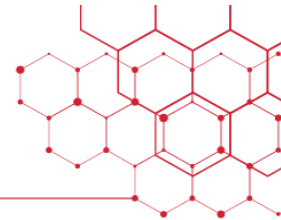
- Bidders requiring any clarification on the RFP document may contact the Procurement Unit of CDRI in writing as per the format attached at '**Annexure-II**' by email to tender.projects@cdri.world



- CDRI shall endeavor to respond to the queries raised or clarifications sought by the bidders. However, CDRI reserves the right not to respond to any query or provide any clarification in its sole discretion, and nothing in this clause shall be construed, taken, or read as compelling or requiring CDRI to respond to any query or to provide any clarification.
- At any time prior to the proposal due date, CDRI may, for any reason, whether at its own initiative or in response to clarifications requested by the bidder(s), modify the RFP document by way of issue of Addendum/ Corrigendum/ Clarifications. Any Addendum/ Corrigendum/ Clarification thus issued shall be shared with all bidders by email and/or uploaded on the website of CDRI (<https://app.cdri.world/tender/>) and shall be binding on bidders and shall form part of the RFP document.

6. Pre-Proposal/ Pre-Bid Meeting

- To clarify and discuss issues with respect to the project and the RFP Document, CDRI has arranged two **in-person pre-proposal meetings at IIPA Bhawan on the following dates:**
 - i. **25 April 2025 (1530-1730 hrs IST), and**
 - ii. **02 May 2025 (1530-1730 hrs IST)**
- The bidders may inform CDRI regarding their interest to participate by writing an email to tender.projects@cdri.world at least one working day in advance of the pre-proposal meeting.
- Prior to the pre-proposal meeting, the bidders may submit a list of queries and proposed suggestions in the Word format as per 'Annexure-II', if any, to the RFP requirements no later than 29 April 2025.
- Bidders may note that CDRI will not entertain any deviations to the RFP document at the time of submission of the Proposal or thereafter. The proposal to be submitted by the bidders will be unconditional and unqualified and the bidders will be deemed to have accepted the terms and conditions of the RFP document with all its contents. Any conditional proposal shall be regarded as non-responsive and liable for rejection.
- In case of any change in the schedule of the pre-proposal meeting, the same will be communicated to bidders through email and/or by posting on the CDRI website <https://app.cdri.world/tender/>
- Attendance of the bidders at the pre-proposal Meeting is not mandatory. CDRI will endeavor to respond to all queries received from all bidders, irrespective of the attendance of the bidder in the pre-proposal meeting.
- No interpretation, revision, or other communication from CDRI regarding this solicitation is valid unless in writing. CDRI may choose to send to all bidders whose proposals are under consideration, in writing or by any standard electronic means such as e-mail or by uploading on the CDRI website of responses, including a description of the enquiry, but without



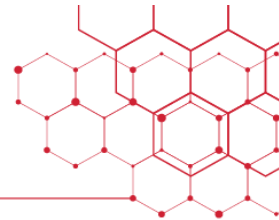
identifying its source, to all the bidders.

7. Bid Evaluation

- The agency(s) will be selected following a **Quality Cum Cost Basis (QCBS)** process of selection. **Bidders will have to submit a technical proposal and a financial proposal (both separately, and password protected). The Password is to be shared only when CDRI asks for it. Please note that the passwords for both files must be different.** **80% weightage** will be awarded for the Technical Proposal, and **20% weightage** will be awarded for the Financial Proposal.
- Evaluation of Technical Proposal:** The Technical Proposal will be assigned a technical score (Ts) out of a maximum of 100 points. The Evaluation Criteria for Technical Proposal will be distributed as per the table given below,

S.N.	Technical Evaluation Criteria	Total Points
A	Bidder's qualification, portfolio of past office design, capacity, and relevant experience in interior design and build projects of office spaces as specified in Section 3.	20
B	Proposed concept design brief and project execution and monitoring plan, including conceptual layout, 3D renders/walk through, risk management plan, and tentative Bill Of Quantities (BOQ) in SI unit system.	40
C	Qualifications and experience of the proposed key personnel	30
D	Innovation and creativity in the design and project execution	10
Total points obtainable (A + B + C + D)		100

Rating Multiplier	
Level of Responsiveness	Rating
Irrelevant	0%
Poor	25%
Satisfactory	50%
Good	75%
Very Good	90%
Excellent	100%



- CDRI may invite shortlisted agency(s) for a detailed presentation to finalize the Technical Evaluation.
- The applicant scoring equal to or more than 75% in the technical evaluation shall be considered for financial evaluation.
- **Evaluation of Financial Proposal:** The agency's Financial Scores (Fn) are normalized as per the formula given below:

$$Fn = Fmin/Fb * 100 \text{ (rounded off to 4 decimal places)}$$

where,

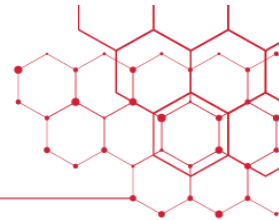
- Fn = Normalized commercial score for the agency under consideration
 - Fb = Absolute financial quote for the agency under consideration
 - Fmin = Minimum absolute financial quote formula for final evaluation:
- **Composite Score for Technical and Financial Proposal:** The formula for the composite score is as below,
Composite Score (S) = Ts * 0.80 + Fn * 0.20
 - The agency with the highest Composite Score (S) will be considered for a contract award and may be invited for negotiations if required.

8. Terms of Payment

The selected agency will receive payments on a milestone basis, subject to the satisfactory completion of assigned tasks, quality certification, commissioning and testing if applicable, recording in measurement books, and as per the contract and approval from the competent authorities of CDRI. Agencies are free to propose their own payment terms. The final payment terms will be mutually agreed upon between CDRI and the selected agency. **However, please note that 2.5% of the total contract amount will be released after the satisfactory completion of the Defect Liability Period (DLP).**

9. Performance Guarantee

- 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.
- 9.2 The Performance Guarantee shall be kept valid till completion of the project. The Performance Guarantee shall contain a claim period of three (3) months from the last date of validity. The selected Agency shall be responsible for extending the validity date and claim period of the Performance Guarantee as and when it is due on account of non-completion of the project.



9.3 In case the selected Agency fails to submit a performance guarantee within the time stipulated, CDRI, at its discretion, may cancel the order placed on the selected Agency without giving any notice. CDRI shall invoke the performance guarantee in case the selected Agency fails to discharge their contractual obligations during the period or CDRI incurs any loss due to Agencies negligence in carrying out the project implementation as per the agreed terms & conditions.

10. Standards of Quality

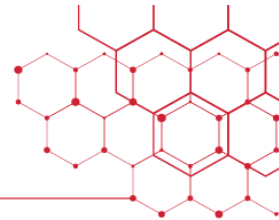
- Design layouts, architecture drawings, and other relevant documentation created according to the RFP should follow industry-accepted global standards and practices.
- The agency should have the capacity to provide **creative and innovative ideas** as well as promote **barrier-free and sustainable design** with the use of **eco-friendly materials**.
- The agency should have a proven track record of timely project delivery and should **hand over** the fully functional office space to CDRI within the **stipulated period as mentioned in 2.1**.

11. Proposal Submission

Please share proposals in **two separate PDF files**:

I. Technical Proposal (**password protected PDF file**), which should include the following:

- Proof of all the qualifications as mentioned in **Section-3** should be submitted with the proposal, including audited Financial Statements for the last three (3) Financial Years (FY 2021-22, 2022-23, and 2023-24) clearly mentioning the turnover.
- The technical proposal should also contain documents in line with the Technical Evaluation Criteria as mentioned in **Section 6** of the RFP. The documentation must also contain the following,
 - Design Brief
 - Project execution and monitoring plan, including communication protocol between the agency and CDRI.
- Details of the designated Project Director(s) and team with proof of adequate skills and experience for undertaking the project. The position may be, and not limited to,
 - **Project Director** – This position should have a **minimum experience of fifteen (15) years** and will oversee all activities in the scope of work. CDRI prefers this position to be identified in the proposal.
 - Additionally identify Architect(s), Interior Designer(s), Site Engineers, and other relevant positions for design, day-to-day project planning and control with a **minimum experience of five (5) years**.



- A **Project schedule** with relevant details and milestones.
- Additional documents that can strengthen the proposal by demonstrating the company's credibility, experience, capabilities, or compliance with requirements.

II. Financial Proposal (password-protected PDF File): Agencies shall quote an all-inclusive lump sum price that should cover the Scope of Work of the RFP. This value will be considered for QCBS evaluation. Applicable taxes and duties should be shown separately.

The financial proposal must include a cost breakup against Bill of Quantities (BOQ) in SI unit system and item rates. The BOQ and item rates will be used for managing scope variations, if any, during project execution.

Note: Both Technical and Financial Proposal files must be password-protected. The password for both TECHNICAL & FINANCIAL PROPOSAL MUST NOT BE SHARED ALONG WITH THE PROPOSAL.

The Password for the Technical Proposal will be asked after the RFP submission deadline.

The password for the Financial Proposal will be asked from the technically qualified agencies after the technical evaluation.

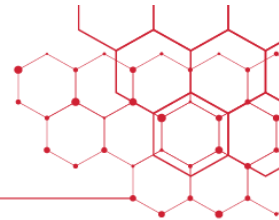
The proposal must be sent to the email address tender.projects@cdri.world with the subject line: "**Hiring of an Agency for Interior Design and Build for CDRI Secretariat.**"

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.

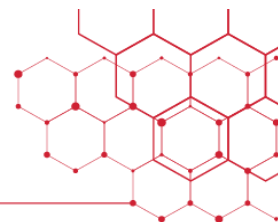
Please ensure that your proposal should be sent ONLY to the ABOVE-MENTIONED email ID before the closing date & time. Proposals sent/copied to any other email ID (other than the above) OR received after the bid closing date & time (mentioned above) will not be entertained.

12. Other Terms & Conditions

- The agency shall abide to 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.
- The proposals should be valid for 90 days after the final submission date.



- CDRI reserves the right to cancel this Request for Proposal before or after the receipt of proposals or after opening the proposal and call for fresh proposals. CDRI also has the right to reject any proposal without assigning any reason.
- CDRI reserves the right to hire more than one agency to perform the part or full activities as listed.
- Proposals incomplete in any respect will not be considered.
- **Site visits and pre-bid meetings are scheduled on the following two dates at IIPA Bhawan, New Delhi. Please contact tender.projects@cdri.world for prior intimation.**
 - **1st Meeting/visit - Friday, 25 April 2025, 1530-1730 hours IST**
 - **2nd Meeting/visit - Friday, 2 May 2025, 1530-1730 hours IST**
- **General conditions of contract/Draft Contract template will be shared with the agencies attending the Pre-bid meetings**



Annexure-I: Detailed Scope of Work (SOW)

I. GENERAL

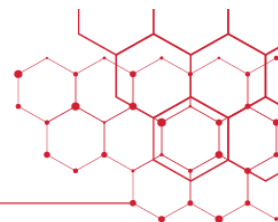
IIPA Campus (Ring Road), IP Estate <https://maps.app.goo.gl/uEizeWbojMuPe6Hp7>
Newly constructed standalone building with clear space/road on all sides.

II. SPACE REQUIREMENTS

The proposed interior design and build for developing state-of-the-art secretariat office facilities for CDRI – which is an international organization of global stature – is to be carried on the 3rd & 4th floor (carpet area of 8,874.80 sq. ft. per floor and the total carpet area of 17,749.6 sq. ft. approx.). The space is in a newly constructed standalone building called IIPA Bhawan at IIPA Campus.

- i. An indicative list of office spaces and details of occupancy are provided here. These details are only for the purpose of tendering. The agency is expected to provide an optimum space utilization plan as per CDRI's requirements, international practices, and other considerations. The agency may also refer to [United Nations Office Space Standards and Guidelines: A tool for implementing hybrid work model at UN offices, 2021](#) The spaces will require all the necessary furniture and fittings required for the smooth functioning of the office.

S. No.	Indicative list of office spaces at CDRI Secretariat	No.
1	Workstations	100
2	Meeting Rooms (5-8 capacity)	6
3	CDRI Reception Area with Guest Seating	1
4	Big Conference Room (30 Head Table Seating + 30 Side) Seating preferably partitionable into three (15-20)	1
5	Brainstorming/Breakout Space (s)	1
6	Dining Space + Pantry	1
7	Independent Pantry for Conference Room	2
8	DG's Office with attached conference/comfortable seating and toilet	1
9	Server Room	1
10	Toilet Blocks (Male + Female) 1 on Each Floor	2
11	Multi-purpose wellness Room with AED, stretcher, etc.	1

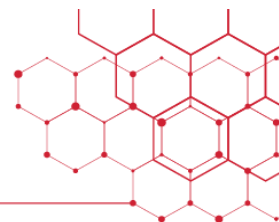


12	Storage for Office Wares	2
13	Safekeeping/Record Room	1
14	Housekeeping Staffrooms (15-20 Seating with Lockers and changing rooms)	1
15	Janitors Closet	1
16	Staff Lockers/storage	2
17	Calling pods and smaller rooms for taking teams calls	4-5
18	Exhibition+ Lobby Area+ Visitors' Gallery and Seating	1
19	Creche	1
Optional Facilities		
1	Reading Room Library	1
2	Studio (Soundproof Space)	1

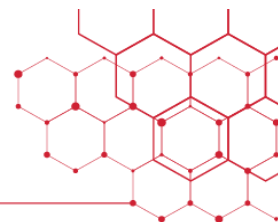
- The layout plan of 3rd and 4th floor is attached as **Annexure-A**. The agency shall submit its own layout as per design along with design concept keeping in mind the existing building services and optimising the available space while serving the intended functionality.

III SCOPE OF WORK

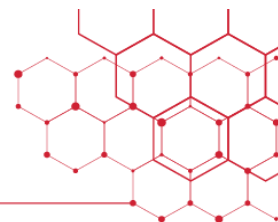
- This is a turn-key project for an office space interior, including design (architectural and interior design drawings, MEP designs, acoustics, lighting, etc.), planning, procurement, execution, commission, handover, and one (1) year of Defect Liability Period (DLP) for all fixtures from the date of handover.
- The agency is expected to familiarize itself through a site visit and propose the scope of work as per actual site conditions. CDRI reserves the right to add, delete, or modify the scope of work.
- Time is the essence of a contract.
- The following is the brief to be used as a guideline by the agency to design the proposed office. The design brief is only indicative, and the agencies are free to use their creativity, knowledge, concepts, etc., wherever considered necessary.



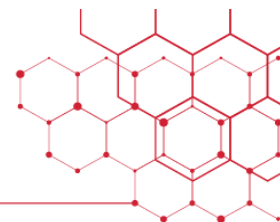
S. No.	Area/Item	Description	Parameters
1	Interior Office Space Maximization	<ul style="list-style-type: none"> Barrier-free and disability friendly workstations Well-designed corridors Maximum utilization of natural light 	
2	Plumbing	<ul style="list-style-type: none"> Sewage works, waterproofing using Polymer modified cementitious membrane, filling and finishing Finishing including full height wall tile in dado. Water supply as approved for whole office area 	
3	Flooring	<ul style="list-style-type: none"> As per finalised design, including sub flooring and finishing, incorporating floor sockets and junctions. 	Low embodied energy, non-slip, VOC less
4	Walls and Partitions	<ul style="list-style-type: none"> Full height drywall partition providing partitions as per design and approval. Low-height partitions with wiring 	Non-VOC finish/ Non-phenol based finish
5	False Ceiling	<ul style="list-style-type: none"> Preferably, maximum open office area shall be without false ceiling but without compromising on acoustics and aesthetics. False ceiling only in specified areas, Smoke detectors, and sensors to be included 	Sound non reflective, non-VOC finish coating
6	Electricals	<ul style="list-style-type: none"> Provision for integration of solar and mains, designed loading in separate DB, Generator backup for all services, UPS battery backup for critical services Adequate fire safety measures in the officer space, server rooms, etc. 	<ul style="list-style-type: none"> Crabtree/Noris switches fire retardant wiring, circuit divided area-wise. ELCB BASED
7	Illumination	<ul style="list-style-type: none"> Passive intelligent structure design to ensure maximized use of ambient light. 	Daylight adaptive lighting



S. No.	Area/Item	Description	Parameters
		<ul style="list-style-type: none"> Powered lighting will be energy efficient. Motion sensors will monitor space usage and switch on/off powered lights in conjunction with ambient light. Indoor energy-efficient LED fixtures Sufficient illumination shall be ensured in all areas as per standards. 	
8	Doors/Locks Hardware	<ul style="list-style-type: none"> Doors/locks, etc., as per design/specifications approved. 	Access controlled
9	Storages	<ul style="list-style-type: none"> At workstations and separate storage rooms, including compressed filing systems. Fire-safe almirahs One/two storages for high-value items/cash. 	
10	Air Conditioning	<ul style="list-style-type: none"> Proper ventilation should be considered for design as per standards. Energy-efficient HVAC and electrical system including mechanical ventilation, low side ducting, and other associated services works as approved, both for cooling and heating. 	RADIENT/VRF with adequate fresh air using HRV for indoor air quality and energy saving
11	Paint/Polish Finishings	<ul style="list-style-type: none"> Painting/polishing/finishing as per specifications approved. 	NON-VOC
12	Furnitures	<ul style="list-style-type: none"> Customized or ready-made, as per the design, including workstations as per the project timelines. Use of existing CDRI furniture assets, as applicable. 	Designed for multi-user additional 100 watt USB-C and wireless charging built under table Mix with smart locking to share physical use



S. No.	Area/Item	Description	Parameters
		<ul style="list-style-type: none"> Providing storage with materials and design, compactors, etc., as approved Sofas, dining tables, dining chairs, high back chairs, mid back chairs, social furniture like high table, sit out etc., as approved. 	Check for ergonomics and non-voc glue, etc
13	Signage	<ul style="list-style-type: none"> Internal signage of approved type and artwork considering routine and emergency movements CDRI branding inside and outside the building, and entry gate. Digital displays at strategic places 	
14	Furnishings	<ul style="list-style-type: none"> Furnishing works, blinds of approved types, curtains etc. 	Remote operable
15	Safety and Security	<ul style="list-style-type: none"> Provision of Access Control Doors CCTV system for office space CCTV system for entry/exit gates. Safety control room 	
16	Acoustics	<ul style="list-style-type: none"> Best Quality acoustics inside conference rooms, and open office/cabins. 	
17	Fire safety management	<ul style="list-style-type: none"> Adequate and automated fire safety management system, including but not limited to, fire alarm, sprinklers, etc. Automatic fire suppressant within DBs, EV charging boards, other closed and critical locations. 	
18	IT and intercom	<ul style="list-style-type: none"> Support for creating space for internet leased line LAN wiring and equipment for internet connections (such as routers, wifi, etc.) Intercom system with access points at the entry gate. 	Detailed scope to be finalized with CDRI.

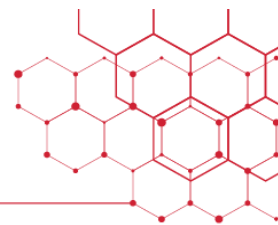


S. No.	Area/Item	Description	Parameters
		<ul style="list-style-type: none"> Digitally enabled/system device at the security guard for recording visitor entry 	

- The Scope of Work (SOW) is indicative. The items or part of work which are not clearly defined in this document but are required to be carried out as per the approved design, and or are overlooked for successful completion and commission of the proposed office interior, shall be deemed to have been included in the scope of work, and the bidder shall have to carry out such jobs as per the best industrial practice with due approval from CDRI team.
- Obtaining the approval of concept plan and architectural/interior design drawings from CDRI before the start of construction at site.
- Materials used shall be as per the approved makes. No materials shall be used without the prior approval of the CDRI-appointed official.
- A sufficient number of samples/display boards shall be submitted to facilitate approval of finishing and other items.
- Produce 3D renders or walkthroughs.
- Most fittings, furniture and partitions should be easy to dismantle and transport (wherever possible) in case CDRI relocates the office in the future.

IV DESIGN PRINCIPLES

- Barrier-free and disability friendly design workstations**
 - To effectively adapt to the hybridization of office space, workstations need to be highly flexible (no fixed furniture), barrier-free, disability friendly and customizable, allowing employees to personalize their spaces for optimal comfort, productivity, and well-being.
- Integration of spaces for group interactions of multiple group sizes**
 - To facilitate hybrid working and group interactions of varying sizes, design spaces that encourage collaboration, provide flexible layouts, and integrate technology for seamless communication between remote and in-office participants.
- Bio-ionization of office workspace design and use of eco-friendly materials**
 - Incorporating "bio-ionization" into office workspace design, or integrating biophilic design, like natural elements and principles to create a more engaging, productive, and healthy environment. This can involve maximizing natural light, incorporating greenery, using natural and eco-friendly materials, and even incorporating sounds of nature.



- **Energy-efficient design and maximizing fresh air**
 - In hybrid work models, where employees are working both remotely and, in the office, it is important to ensure a healthy, productive and energy-efficient office environment for those who are physically present to boost their productivity and efficiency by improving indoor air quality, reducing fatigue, and enhancing cognitive function, ultimately leading to a more comfortable and productive workplace.
- **Parking to incorporate EV charging**
 - Incorporation of EV charging in parking areas offers multiple benefits, including promoting green initiatives and environment friendly activities.
- **Use of modern technology**
 - Integrating wireless and high-speed USB-C charging in a hybrid office environment provides benefits such as convenience, reduced cable clutter, and a streamlined charging experience for employees utilizing various devices, while also supporting future-proof technology.

V. PROJECT MANAGEMENT

- Timely execution and handover are important. To manage the diversity, sustainability of materials and ideas, a strict project management timeline with activity details needs to be submitted with the proposal.
- Dedicated project management team including project manager, architect, interior designer, site engineer, etc., to ensure smooth delivery of the project.
- The agency to factor in time completion considering challenges of climate change, heat waves, rainfall, etc.

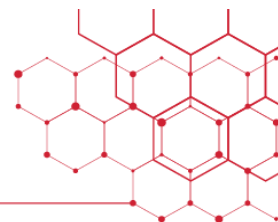
VI. MATERIALS & FINISHES (Durability, Maintenance & Suitability)

The choice of materials for internal finishes and services is to be principally governed by:

- Ease of Maintenance.
- Longevity and resistance to weathering.
- Ability to sustain wear and tear to reasonable limits.
- Ease of availability for replacement in the future, if required.
- Cost effectiveness.
- Attractive visual appeal.
- Appropriateness to the location & use.
- Use of wood should be avoided/minimal.

VII. SPECIFICATIONS

CDRI is an international organisation with global stature. For the design of its office space, standards and practices followed at the United Nations office, the World Bank, etc., may be followed. Specifications must be functional and matching with the designated areas. The



Agency has freedom to propose own specifications to suit the design concept, subject to the approval by CDRI.

VIII. DISMANTLED MATERIALS

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.

IX. HEALTH & SAFETY STANDARDS AT SITE TO BE ADHERED TO

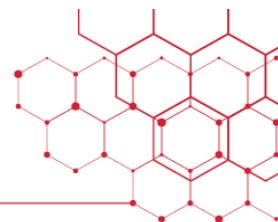
- As part of its proposal, the agency must take full responsibility for the adequacy, stability, and safety of all under-construction site activities. The agency must also ensure that the work methods for the project including its workers, employees, sub-contractors and vendors meet all the necessary statutory safety standards.
- The agency must indemnify CDRI from any construction safety violations and accidents during construction period, within and outside construction premise.
- The construction site is located inside an operational academic and training campus, frequently visited by high-level delegates. The Agency must adhere to all instructions from CDRI and IIPA authorities regarding safety, security, and keep the campus clean.
- All material and technical specification to be approved by the CDRI appointed official before execution.

X. DEFECT LIABILITY PERIOD

- To ensure accountability for the quality, and to address any inadvertent construction defects promptly, a DEFECT LIABILITY PERIOD (DLP) of one (1) year will come into force from the date of handing over the complete site to CDRI.
- During the DLP, the contractor is responsible for rectifying any defects that arise, at their own cost.
- The equipment installed by the contractor, will be under DLP for the installation. Any manufacturing shortcomings will be under the manufacturer's warranty.
- The bidder must inform and supply a list of manufacturers' warranties to CDRI before handing over the site. However, the bidder must arrange warranty claims, if any, from the manufacturer, and take the corrective action at their own cost.
- The total time for any workmanship shortcoming resulting if defects will be one year upon completion and handing over site to CDRI.
- **To give effect to the DLP, 2.5% of the total contract amount will be released after the satisfactory completion of the Defect Liability Period.**

XI. LIQUIDATED DAMAGES

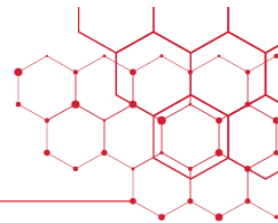
- The completion period for the entire work, as stated above shall be deemed to be the essence of the contract. In case of delay in completing the work beyond the specified completion date, liquidated damages shall be applicable at 0.5% of the actual



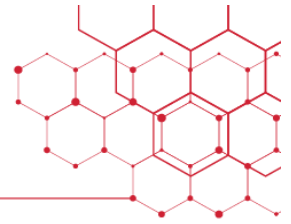
contract value per calendar week of delay or part thereof, subject to a maximum of 10% of the concluded contract value.

XIV. ADDITIONAL CONDITIONS

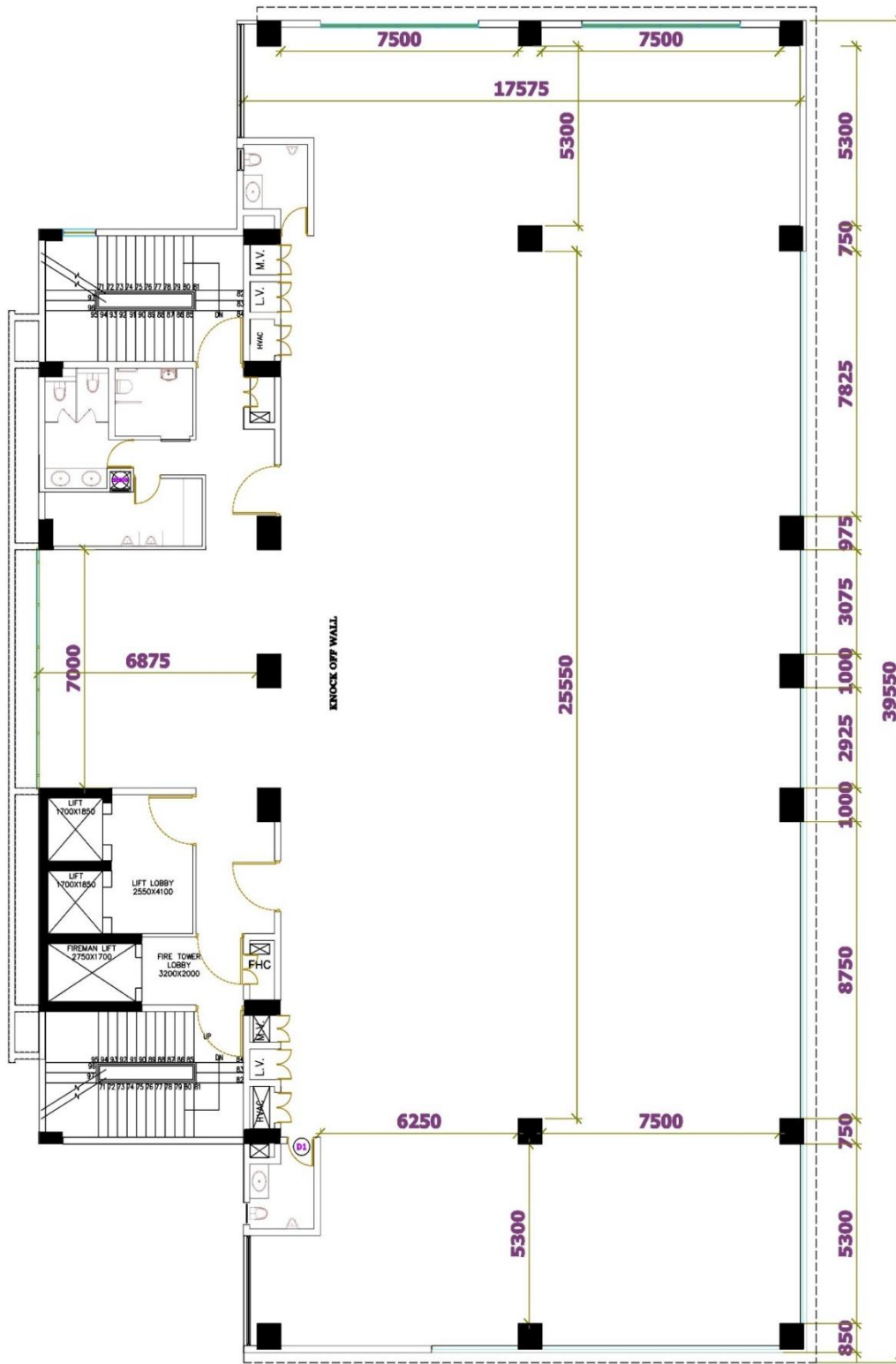
- **Consumption of construction power and water:** CDRI will cover the cost of fair usage of electricity and water during the construction period. The Agency has the responsibility to ensure efficient consumption of usage. CDRI may prescribe usage norms if required. If any specific permissions are required from utility authorities/municipal local bodies, the Agency will prepare the necessary documentation to support CDRI.
- **Work permits:** Coordination with the IIPA and CDRI for construction work permits for day and night, entry-exit of materials, construction equipment, and workers; disposal of debris; supply of electricity and water, etc. The Agency should also acquire entry pass/ID cards for their staff and workers from IIPA for which CDRI will facilitate.
- **Transport costs:** The Agency should include all the transportation costs, including costs of permits, taxes, labour costs, required for this project execution, waste disposal, and movement of construction equipment. 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.
- **Leased internet line:** The Agency may engage a specialized subcontractor for designing and installing LAN, internet connectivity, and related fixtures within the office space. The agency will extend essential support to Leased Line Company/Telephone companies in consultation with CDRI.
- **Detailed cost estimates:** The Agency must provide a detailed cost breakdown for each major head of work, such as those listed in the table in Section III, Scope of Work. CDRI reserves the right to modify/increase/delete the scope of work in specific heads.
- **Temporary site office for CDRI:** The agency will set up a small temporary site office for use by CDRI staff.
- **Record keeping:** The agency will ensure all record keeping as per industry practices, including but not limited to, visitor register, incoming and outgoing materials, equipment, etc.
- **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.
- **Safety & security of existing buildings and assets:** The agency will ensure utmost care to avoid damage to existing assets and buildings in the IIPA Campus. Any

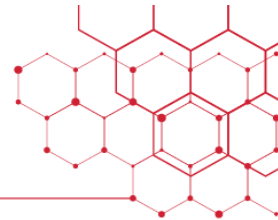


significant dismantling, drilling, chipping, etc., in the IIPA Campus should be planned for approval by CDRI before execution. The cost of restoring any unnecessary damage will be borne by the Agency. The agency will also deploy security personnel or supervisor for security of under construction assets in discussion with CDRI.



Annexure A: Third and Fourth Floor Layout Plan at IIPA Bhawan for the new CDRI Secretariat





Annexure-II: Format of Pre-Proposal Queries (On Vendor's Letterhead)

Date:

To

Procurement Unit
Coalition for Disaster Resilient Infrastructure (CDRI)
New Delhi-110001

Sub: Hiring of an Agency for Interior Work for CDRI Secretariat at IIPA Bhawan, IIPA Campus, New Delhi

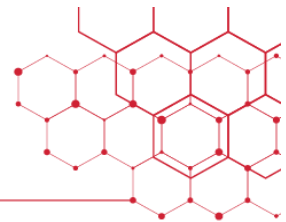
Dear Ma'am/Sir,

Following are the clarifications and comments from the terms and conditions and scope of work for the subject RFP. These clarifications are exhaustive.

S. N.	Clause no. and page reference	RFP text	Query
1			
2			
.			
....			

Yours faithfully,

Authorized Signatory
(with Name, Designation, Contact no. and Seal)



Annexure-III: Draft Contract Template to be shared with the agencies during the Prebid Meetings scheduled on 25 April 2025 (1530-1730 hrs IST) and 2 May 2025 (1530-1730 hrs IST) at IIPA Bhawan.