



**THE INSTITUTE OF
Company Secretaries of India**
IN PURSUIT OF PROFESSIONAL EXCELLENCE
Statutory body under an Act of Parliament

**NOTICE FOR SELECTION OF ARCHITECT/INTERIOR DESIGNER FOR
RENOVATION OF PREMISES OF VADODARA CHAPTER OF ICSI.**

The Institute of Company Secretaries of India (ICSI) has planned to renovate the premises (built up area of 2350 sqft) of its Chapter office at Office No 1 (2nd Floor) Stop-N-Shop Plaza, Offtel Tower-II, R C Dutt Road, Vadodara – 390007

Applications are invited from the reputed architects/interior designer having experience in the field of interior designing for selection of interior designer for above project.

Interested architects /interior designer may submit their applications in sealed envelope super scribed as “**APPLICATION FOR SELECTION OF INTERIOR DESIGNER FOR THE PREMISES OF VADODARA CHAPTER OF ICSI**” at the following address before the scheduled date and time i.e. **December 4, 2014, 3.00 PM.**

CS Sutanu Sinha
Chief Executive & Officiating Secretary
The Institute of Company Secretaries of India (ICSI)
ICSI House, 22, Institutional Area
Lodhi Road,
New Delhi-110003

The applications may be either dropped in a sealed tender box kept in the ground floor, of the Institute or sent through speed post/ registered post on the above address.

ICSI shall not be liable for any postal delays what so ever in receipt of applications and applications received after the stipulated date and time shall not be entertained.

The applications will be opened on **December 4, 2014 at 4.30 PM** at Institute’s HQs at **ICSI House, 22, Institutional Area, Lodhi Road, New Delhi-110003.** The representative of applicant, if wish, may remain present while opening of the same.

The ICSI reserves the right to accept or reject any or all the applications or annul this process at any time without assigning any reason whatsoever.

B Pradhan
Director (Infra & Admn)

**INFORMATION /INPUTS REQUIRED TO BE PROVIDED ALONG WITH THE
APPLICATIONS FOR SELECTION OF INTERIOR DESIGNER.**

A. PARTICULARS

1. Name of the Organization
2. Address of Head Office and other branches, if any.
3. Whether partnership, proprietorship, private limited or public limited.
4. Names and qualifications of Directors
5. No. of full time employees who are architects/interior designers with names.
6. No. of qualified personnel acting as consultants to the organization – their names, qualification, and experience
7. Years of experience in the field (of the organization)
8. No. of projects completed for interior designing (name of the client along with telephone numbers, e-mail ID of the concerned person, project duration, project cost):
9. Names of major Institutional buildings completed (if only part of project complex executed, give names of other consultants, executing firms involved.)
10. Annual turnover for the last three financial years including branches if any.
11. Competitions won, if any for Designs.
12. Details of Projects in hand – give date of initiation and expected date of completion, with an idea of the physical size of the project
13. Value of single largest order – give details of the project
14. Total staff strength of the organization
15. In house Infrastructure available including branches.
16. Name of activities/areas outsourced.
17. Uncompleted projects – please give the lists with reasons.
18. Any ongoing disputes (court cases) with clients?

B. SELECTION CRITERIA AND STEPS TO BE FOLLOWED

1. Scrutiny of applications and short listing based on input submitted and above mentioned initial criteria.
2. Discussion /Power point presentation by the short listed architects/interior designer, if desired by ICSI.
3. Final selection based on the capability to undertake the work and professional fees. (L-1) is not the only criteria for selection.

C. FINANCIAL BID

Financial bid in a separate sealed envelope to be submitted for professional fees for rendering for interior designing (either lumpsum or percentage basis). Rate quoted shall be inclusive of all charges and taxes but excluding Service tax which will be paid extra at prevailing rate. TDS will be deducted at prevailing
