



**TENDER DOCUMENT FOR REQUEST FOR
PROPOSAL (RFP)
FOR
ARCHITECTURAL DESIGN OF PROPOSED
CBSE SCHOOL BUILDING AT CHANDORI
CAMPUS**

Architectural design scope

For

Proposed CBSE School at Chandori Tal. Niphad Dist. Nashik

I. Introduction & Project Overview

This document outlines the proposed design consultancy services for the development of Proposed CBSE School, Chandori Campus for K. K. Wagh Education Society at Nashik, (Maharashtra)

1. Project Locations and Type:

- A. Proposed CBSE School Development at Chandori, Nashik (Maharashtra)
- B. This academic institution is a specifically CBSE school, designed to house grades from kindergarten to Grade 10 with an enrollment of 1200 students.

2. Overall Project Information:

A. Chandori Campus:

- i. Plot Area: 29370.96 sqm (7.25 Acre).
- ii. Tentative Full Scope Built-Up Area (Phase 1 & 2): Approximately 1,00,000 sq. ft.
- iii. Proposed Ultimate Building Configuration: Stilt + 8 Floors.
- iv. Phase 1: G+2, Phase 2: 3rd Floor, & Phase 3: Upto G+8, to be constructed as per availability of funds.
- v. Maximum Building Height: 30m.

Kindly treat the earlier shared detailed program as the definitive and final version. The details provided herein are supplementary and intended only to aid in understanding.

II. Scope of Basic Services

The scope of work includes comprehensive Design Consultancy services—this covers not just Architecture, but also complete Interior Design and the coordination of Structural & MEPF (Mechanical, Electrical, Plumbing, Fire) services. These are all considered part of the Architect's overall role, and given their importance, we expect the Lead Architect to directly engage and manage these consultants as part of their team.

While the overall quoted fee should include the costs for these associated consultants and Interior Design, we also request that the fees be clearly broken-down discipline-wise—for, Architecture, Structure, MEPF, Interiors, etc.—to allow for a clearer understanding of scope and value.

Additionally, as the project involves two schools, we'd like the fees for this project to be shown separately, so we can evaluate them independently. This will help us make better decisions around phasing, budgeting, and internal approvals.

Costing is a critical consideration for us at every stage. We expect cost estimates to be shared as part of each design milestone—from early-stage planning to detailed design. These estimates should get progressively more detailed and accurate, following standard benchmarks:

- Around $\pm 5\text{--}10\%$ at Design Development
- $\pm 2\text{--}3\%$ accuracy expected at the Construction Documentation stage

Since this is a cost-sensitive project, we want to be sure that at every step, we fully understand the cost implications of the design options presented. Without this clarity, we will not be in a position to proceed to the next stage.

We also request that you share the proposed team structure—especially the Principal-in-Charge and the Senior Point of Contact who would interface with the Client & Consultants regularly. This is important to us, since the Client is a trust-led body and may not have in-house architectural or technical staff. A good working relationship and clarity on points of contact will go a long way.

Finally, it must be noted that the scope of services enumerated herein is intended as a baseline. It should be treated as the minimum expected scope, and the Client expects the appointed Design Consultant to proactively identify and address all project requirements—whether explicitly stated or reasonably inferred—in the interest of delivering a complete and contextually responsive solution

[A.] Architectural and Interior Design for Proposed CBSE School Building at Chandori Campus

1. **General:** Scope includes design consultancy and interior design of full scope interior design as enumerated below but not limited to.
2. **Stages and Deliverables:**
 - A. **Concept Design Phase:**
 - i. Receive, review and comment on the Client's brief and any existing concept plans to assist the Client in finalizing requirements.
 - ii. Prepare and present the Concept Design.
 - iii. Develop options for Concepts of the school, emphasizing program and layouts of the internal school environment, massing strategies, and architectural concept.
 - iv. Furnish design information and any other necessary documents to K. K. Wagh team for their preparation and submission to the relevant competent authority for approval in principle.
 - v. Review concept design for applicable authorities' requirements and regulations.
 - vi. Attend regular design review and design coordination meetings with the Client and other consultants.
 - vii. **Deliverables:**

- Concept Design, Vision and Ideation, Climatic study (sun path diagrams), Plans, Sections and Elevation of the Building, Vehicular and Pedestrian Circulation, Site Plan at appropriate scale, 3D sketch-up (or better) massing studies, Common Areas Interior design concept.
- High-Resolution renderings to explain concept design. Summary comparison & Concept Report.
- Conceptual Building Drawings (Plans, Sections, Elevations), Building area tabulation (built-up area only), Budgetary block estimates, 8 to 10 professionally rendered illustrations, 2 Hardcopies of the Concept Design Report.
- Preliminary cost estimates.

B. Schematic Design Phase:

- i. Assist the Client in appointing and defining the scope of work of various specialist consultants.
- ii. Based on the information provided by the Client, review the design with respect to local bye-laws and requirements of statutory authorities.
- iii. Coordinate various aspects of the project with Structural, Electrical, Plumbing, HVAC, and other Consultants.
- iv. Prepare a detailed list of finishes intended to be used for various areas for approval from the Client.
- v. Develop the Schematic Design to a stage sufficient to allow K. K. Wagh to prepare and make an application/submission to the relevant competent authority as required under the relevant laws and regulations.
- vi. Prepare area statements sufficient to inform K. K. Wagh for the preparation of submission drawings.
- vii. Further refine the building floor plans, site layout, and landscape design intent.
- viii. Develop the skin of the buildings and profile sections to explain them.
- ix. Provide recommendation for future expansion flexibilities.
- x. Present final layout proposal and obtain the final sign-off.
- xi. **Deliverables:**
 - Revised and/or amend Concept Design drawings, Plans, Sections and Elevations.
 - Detailed and updated Area Statement. List of material specifications. Updated perspective views to explain the Schematic Design.

- Final Façade Design. Floor Plans at appropriate scale of each component showing circulation, public areas, service areas and unit / tenant spaces. Schematic Design Report.
- Site Layout Plan, Refined Building Plans, Circulation and Parking layout, Updated building area tabulation (carpet area and built-up area only).
- Concept design ideas for key interior spaces and specialized spaces through mood boards, reference images, themes and colour palettes.
- Budgetary cost estimates.

C. Design Development Phase:

- i. Commence on Design Development drawings following the receipt of the Client's approval for the Schematic Design.
- ii. Coordinate and integrate various aspects of the project with the latest input from Structural, Electrical, Plumbing, and HVAC Consultants.
- iii. Provide drawings to the Registered Architect for confirmation of the design with respect to local bye-laws and requirements of statutory authorities.
- iv. Update detailed list of finishes for approval from the Client and assist the Quantity Surveyor, appointed by the Client, in the preparation of cost estimates and Bills of Quantities.
- v. Coordinate and check relevant drawings and documents submitted by Specialist Consultants such as Structural, Electrical, HVAC, Plumbing, Fire-Fighting, Landscape, Lighting, and Signage.
- vi. Develop building shell and core documents, including curtain wall, building skin, roof, and finishes.
- vii. Develop key architectural details critical to the design intent of the building.
- viii. **Deliverables:**
 - Revise and/or amend Schematic Design drawings if required.
 - Working drawings and General arrangement and Tender Drawings.
 - Updated Area Statement. List of material specification. Detailed Plans for all levels including roof, Detailed Sections and elevations, Detailed Reflected Ceiling Plans, Detailed Core Drawings, Detailed Wet Area Drawings, Door and Window Schedule, Detailed balcony, handrails and staircase drawings, Detailed Wall Sections including Façade System.
 - Building Area Calculations (excluding FAR calculations), Schedule of both Interior and Exterior finishes, in-house three-dimensional rendered illustrations.
 - Cost estimates.

D. Tender Documentation & Tendering Phase:

- i. Provide assistance in selection of and negotiation with Contractors and Sub-Contractors if required by the Client.
- ii. Advise to Client's appointed Registered Architect in the preparation of drawings and documents for Municipal approvals.
- iii. Assist PMC and Client in the tender process by providing responses to pre-bid queries pertaining to the scope.
- iv. **Deliverables:**
 - Detailed bill of quantities document specifying all materials used in the project along with their specifications and quantities.
 - Detailed drawings for all disciplines viz. Architecture, Interiors, MEPF, landscape, façade etc.. Cost estimation.

E. Construction Documentation (Good for Construction - GFC) Phase:

- i. Prepare GFC drawings.
- ii. Stamping and signing on the GFC in the capacity as Design Consultants.
- iii. Supply to the contractor additional drawings, schedules and specifications as needed in response to queries and clarification requests.
- iv. **Deliverables:**
 - Site plan showing marking out of the building and surroundings.
 - Detailed drawings for all disciplines showing all aspects needed by the contractor to execute the project effectively.
 - 8 sets of hard copies to be provided for use on site, and soft copies electronically for record purposes.

F. Construction Administration Phase (Periodical Inspections/Site Visits):

- i. Examine, evaluate and comment on the work progress schedule submitted by the contractor before commencement of work.
- ii. Advise Client in relation to critical decisions to be taken as they become evident.
- iii. Advise the contractor of changes requested or approved by the Client during the course of the project.
- iv. Review relevant shop drawings submitted by the contractor/consultants, which are not reviewed by the Design Consultants.
- v. Provide periodical inspections, as required by the client to ensure that the works are being executed in accordance with the drawings.
- vi. Attend site meetings, periodical inspections monthly &/or as required.

- vii. Respond to queries from the site and provide feedback on drawings and materials.
- viii. **Deliverables:**
 - Clarifications to site queries in consultation with inputs from other consultants/vendor.
 - Review and approval of mock-ups, samples, materials, etc..
 - Site visit reports including documentation and pictures for every site visit.

G. Post-Construction Stage:

- i. Inspect and prepare a Schedule of Defects after the completion of the project.
- ii. Assist Client in technical and administrative matters in finalising contracts and rectification of defects.
- iii. Issue a completion certificate/stability certificate for the project upon written confirmation from the project manager that execution of all works complies with GFC drawings and contract documents.
- iv. Review and certify the As-Built Drawings submitted by the contractor, ensuring they accurately reflect the final executed works. The Architect shall formally sign off on these drawings as part of project closure documentation.

[B] Coordination with Client-Appointed Consultants

- 1. Assist the Client in appointing and defining the scope of work of various specialist consultants.
- 2. Coordinate various aspects of the project with Structural, M&E Consultant (Air-conditioning, Mechanical Ventilation, Electrical, Sanitary & Plumbing, Fire Protection and Fire Fighting, Security, Public Address, Vertical Transportation, BMS), Landscape, etc, consultants.
- 3. Coordinate and check relevant drawings and documents submitted by Specialist Consultants such as Structural, Electrical, HVAC, Plumbing, Fire-Fighting, Landscape, Lighting, and Signage.
- 4. Align systems working as per the master plan vision and planning with different teams of consultants.
- 5. Review documents prepared by services consultants and coordinate/integrate them with Construction Documents.

III. Services Expressly Excluded (Client's Responsibility)

The following scope of services are expressly excluded from this proposal, and if required, will be covered under separate contracts or by other client-appointed parties:

1. **Daily Site Supervision & Project Management:** Daily Site supervision. Project Management, including bid technical & comparative statements, full-time supervision, controlling project costs, tendering, bill checking and certification, operation manuals.
2. **Authority Submissions & Liaison:** Submission drawings, authority submissions and liaison. Municipal liaisoning, including preparation of drawings. Obtaining permission from statutory bodies, fees & charges payable to statutory bodies and liaison/legal charges for obtaining any approvals required and pre-DCR.
3. **Specialist Consultant Disciplines:** Fees for work normally performed by other specialist consultants. Client is responsible for retaining and directly paying all consultants required for this Project including, but not limited to:
 - A. Municipal or Liaison Architect.
 - B. Project Manager.
 - C. Landscape Consultants.
 - D. Façade Engineering Consultant, if required (though we don't anticipate)
 - E. Graphics, Signage and Way-Finding Consultant.
 - F. Acoustics Consultant.
 - G. Interior Design Consultant (if beyond common areas/hard finishes).
 - H. Kitchen Specialist / Food Service Consultancy.
 - I. Traffic & Parking Consultant.
 - J. Specialist Lighting Consultant.
 - K. Green Mark/Sustainability Consultant / LEED Certification.
 - L. Retail Consultant, F&B Consultant, FF&E Consultant, Market Researcher.
 - M. 3D artist, BIM consultants, Specifications & Tendering (beyond tender documents prepared), Vastu.
 - N. Sports consultant.
 - O. AV / Audio Visual.
 - P. Access control and Security design.
 - Q. IT Planning for the campus.
4. **Surveys, Investigations & Testing:** Cost and conduct of topographical survey of the site and its surrounds, site survey, geo-technical/soil investigation and testing, detecting existing M&E services, and other tests as required.
5. **Marketing Materials & Physical Models:** Cost of physical models and marketing animation/walk-through. Costs of brochures, models, video/animation, and other materials specially prepared for marketing purposes or unforeseen special requests beyond the scope.

6. **Taxes & Reimbursable Expenses:**

- A. All applicable taxes, Goods and Services Tax (GST), etc..
- B. All transportation (including flights-economy), food, & lodging in connection with travel to Nashik for project meetings.

IV. Programme / Schedule (Anticipated Timelines for Design Stages)

- 1. **Overall Project Completion Assumption:** The scope for both phases is assumed to be completed in 24 months (maximum 36 months).

V. General Terms & Conditions

- 1. **Governing Law and Language:** This engagement shall be governed by and construed in accordance with the laws of India. The courts of **Nashik, Maharashtra** shall have exclusive jurisdiction over all matters arising out of or in connection with this engagement. The language of communication and documentation shall be **English**.
- 2. **Right to Publish Work:** The consultant has the right to publish any artistic works in relation to the Project for self-promotion purposes but upon request and approved by the Client.
- 3. **Commencement and Mobilization:** Services shall commence upon receipt of the Client's Letter of Appointment and the commencement fee. A mobilization period of two (2) weeks is considered after receipt of written confirmation of appointment.
- 4. **Termination of Agreement:** The agreement may be terminated by either party giving a written notice of not less than thirty (30) days if the other fails substantially to perform its terms, provided the failure is not caused by the initiating party. ***Payment for services performed up to the written notice date***, along with all disbursements and other expenses, shall be made.
- 5. **Payment Terms:** Fees would be payable within 30 days from the date of invoice approval by the Client.
- 6. **Travel and Site Visits:** The Architect shall plan for up to 30–35 site visits over a period of 24 months as part of the design and coordination scope. These visits may include design reviews, coordination meetings, site inspections, quality checks, and post-construction evaluations.

While the professional time and effort for these visits is considered included in the quoted fee, all actual travel-related expenses—including travel (air/train/local), accommodation, and meals—shall be reimbursable at actuals upon submission of relevant bills, subject to prior approval where necessary.

Any additional visits beyond the agreed 35 may be undertaken upon mutual consent and shall be compensated on a per-visit basis, as per rates agreed in advance.

- 7. Disputes if any or legal proceedings arising out of the Tender Notice / Document and process at any time of whole proceeding shall lie in court of law having jurisdiction in Nashik only.

VI. Payment Milestones

Concept Master Plan

	MILESTONE	%
Stage 00	Advance along with Letter of Appointment	05%
Stage 01	Site analysis	10%
Stage 02	Draft Master Plan	25%
Stage 03	Concept Master Plan	30%
Stage 04	Final Master Plan Report	30%

Detailed Master Plan

	MILESTONE	%
Stage 01	Updates to the Concept Master Plan	10%
Stage 02	DBRs for utilities, infrastructure and landscape - Site and buildings	20%
Stage 03	Detailed Drawings for Site	30%
Stage 04	Master plan Tenders - Landscape, Site infrastructure	40%

Architecture, Interiors, Structure, & MEPF

	MILESTONE	%
Stage 00	Advance	10%
Stage 01	On submission of Schematic Design	15%
Stage 02	On submission of NOC / Statutory drawings for approvals	10%
Stage 03	On submission of BOQ and Tender Drawings for civil works	10%
Stage 04	During Construction Documentation phase of not exceeding 6 months	30%
Stage 05	During Construction Phase	20%
Stage 06	On issuance of Completion Certificate	05%

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