



Project: Institute of Actuaries of India, (IAI) L&T Seawood Ltd., Seawood

Date: 6th September 2016.

Project Background, Project Understanding and Client Requirement:

Please refer the following attachments.

1. [RFP Template](#) - to be submitted with duly signed and stamped
2. [Architect Questionnaire](#) - to be submitted with duly signed and stamped
3. [Client Requirement](#) - to prepare layouts
4. Floor Layout ([.dwg](#) | [.pdf](#)) – Autocad layout to prepare working drawings
5. [Agreement draft](#) – For reference only
6. [Proposal Form](#) - to be submitted with duly signed and stamped

C&W is acting as Project Management Consultants (PMC) for this Project.

On behalf of IAI, C&W requests your best offer for Architectural Design and MEP Services for the above project.

The details scope of work and target milestones for the project are mentioned in the RFP documents.

The schedule for the RFP process:

1. Sharing the RFP with shortlisted Architect : 6th of September 2016
2. Site visit for the Architect / Consultant : 9th of September 2016
3. Presentation of Layout by Architect : 10th of September 2016 (Architects are requested to come along with the test fit layout for the meeting. Time slot for the meeting will be share on 9th September 2016.)
4. First detail presentation of the Architect with layout, 3D views, material sample board – 16th September
5. Final presentation of the shortlisted Architect : 21st September

Any queries related to site and design brief should be mail on or before 9th September 2016 which can be discussed on 10th September meeting.

Your offer submission shall include the following information but not limited to the following;

- Acceptance on all RFP documents, dully signed & stamped
- Test Fit layouts capturing all requirements as per Design brief
- 3D views based on the proposed Test Fit
- Package wise cost sheet (rates per Sq.ft.) with specifications & type of materials under consideration for all trades, Exclusion list, Make-list for proposed material for all trades.



Institute of Actuaries of India

302, Indian Globe Chambers, 142, Fort Street, Off D. N. Road, Mumbai – 400001

+ 91 22 67843333 + 91 22 67843330

- Material sample board (based on the material proposed in above cost sheet)
- Project specific presentation with images of project executed in past of similar nature (to showcase the capability)
- Organization structure and company profile.
- Team proposed for the project
- MEP consultants
- Any other information that is deemed to be necessary.