

Notice Inviting Tender for selection of Architect for rendering Professional Services as Architect cum Interior Designer with Implementation

Infrastructure Investment Facilitation Company (IIFC) is an advisory body of the Government of Bangladesh under the Economic Relations Division (ERD) of the Ministry of Finance. IIFC was established to facilitate private sector investment in infrastructure of Bangladesh. IIFC was incorporated in 1999 as a company limited by guarantee under the Companies Act 1994. It became operational in January 2000. IIFC's objective is to promote and facilitate infrastructure projects in the country through Public-Private Partnership (PPP). To meet the current capacity and project management requirements IIFC has to relocate.

1 PURPOSE

Infrastructure Investment Facilitation Company (IIFC) invites submission of proposals from qualified architects (firm) interested in providing interior design and implementation services in connection with the proposed project as described herein.

2 SITE DESCRIPTION

The third floor with an area of 9,000 sft (gross) of the JDPC Bhaban, 145, Monipuri Para, Tejgaon, Dhaka, Bangladesh. The usable area is 8,500 sft (approx.). Floor plans are enclosed.

3 OBJECTIVES

To determine the most efficient use of the office space mentioned above as per the wish list to be provided by the owner (IIFC).

4 SCOPE OF WORK

- 4.1 Review and evaluate the existing building floor plan.
- 4.2 Prepare spatial use plans for review and discussion with the owner, including layouts using furniture or other options for utilization of rooms and open spaces as currently built, or with minor changes/enhancements (without structural changes).
- 4.3 Provide a detailed design with implementation plan including furniture equipment, fittings, network connectivity etc.
- 4.4 After the approval of detailed interior design, implementation services are required for the floor area covering 8500 sft. Based on the detailed design, applicable furniture and fixtures must be supplied and installed considering the following requirements.

Sl. No.	Particulars	Specification/Size (approx.)	Quantity
1.	Managing Director's room with Toilet (newly built) and Tea room	N/A	1
2.	Executive Director (ED)	15'X8'3"	4
3.	Additional Director	10'X8'	3
4.	Joint Director (JD)	10'X8'	3
5.	Deputy Director (DD)	6'X5'	6
6.	Sr. Assistant Director (Sr. AD), Assistant Director (AD), Project Officer (PO)	Open Space for Workstation	24
7.	Space/ room for MD's PS cum Waiting Room (3-4 persons)	8'X10'	1
8.	Consultant's Room	10'X7'	2
9.	Waiting space cum Reception with A Mujib corner	-	1

Sl. No.	Particulars	Specification/Size (approx.)	Quantity
10.	Conference Room	30'X14'	1
11.	Mini Conference Room-1	14'-4"X11'-3"	1
12.	Mini Conference Room-2	12'X10'	1
13.	Project Office	12'X10'	2
14.	Library Room	12'X10'	1
15.	Dining Room for 5 to 6 persons	12'X10'	1
16.	Store General	6'X10'	1
17.	Store -File (cabinet)	10'X8'	1
18.	IT equipment Store/Almira	5'X6'	1
19.	Server Room	7'X5'	1
20.	Kitchen & Tea Room	-	2
21.	Driver's Room for 4-5 persons	-	1
22.	Core Accounts (DD-1; AD-2) near ED (Finance) room	-	3
23.	Project Accounts, HR & IT (AD-4)	-	4
24.	Toilets	All high commode	2
25.	urinal	-	3 nos.
26.	Basin at common bathroom	-	2 nos.
27.	Space for ablution at common bathroom	-	-

- 4.5 The main conference hall, mini conference room, Managing Director, Executive Director, Additional Director and Joint Director's rooms need to be fixed with sound proof partitions (10 mm Glass partition) with tempered door; Deputy Director's rooms need to be set with partition (10 mm Glass partition with 6 feet Height) and for other officials (Sr. AD/AD/PO) existing desk will be used for their sitting arrangement.
- 4.6 Based on the concept and design, ceiling must be supplied and installed (if needed).
- 4.7 Supplied and installed server connectivity with all networking required ([CAT6 with CISCO](#)) for all officers' room and stations, consultant rooms, ES Room, receptionist, conference room, and mini conference room and project office. ([Specification: \(a\) Network cable: Vivanco cat-6, Purple network cable; \(b\) Main Router: MikroTik; \(c\) CISCO Switch unmanaged \(24 port X 3\)\)](#)
- 4.8 Connection with PABX need to be set for all officers' room and stations, consultant rooms, receptionist, conference room, and mini conference room and project offices.
- 4.9 CCTV has to be installed specially in and exit point (As required).
- 4.10 Based on the floor capacity existing AC system needs to be used and if required new AC will be installed.
- 4.11 Different ceiling for MD's room, conference room and reception.
- 4.12 Mujib Corner (at the reception).
- 4.13 Entire floor lighting system.
- 4.14 Electronic door lock and attendance system has to be installed.
- 4.15 [Fire alarm system and safety equipment like extinguisher has to be installed.](#)
- 4.16 Roller blinds /vertical blinds for windows.
- 4.17 [Painting for required wall.](#)
- 4.18 IIFC Signboard-inside and outside
- 4.19 All design and drawing must be submitted in hard and soft copy with AutoCAD file.

5 SELECTION PROCESS

- 5.1 From a review of the statement of qualifications received, the Owner intends to evaluate the proposals and possibly invite one or more firms to be interviewed before making a final selection of a firm for the project. The Owner will notify selected firms of the date and times of any interview(s). The Owner reserves the right to make a selection based solely on statements of qualifications received, without interview(s).
- 5.2 A pre-bid meeting will be held on **14/03/2022, 3:00 pm** at IIFC to clarify the scope.
- 5.3 The criteria to be used to evaluate the proposal responses will include, but not be limited to, the following items:
 - a) General Qualifications of Firm: Minimum 10 years working experience in architectural and interior designing,
 - b) Experience: Minimum 5 years' experience in similar works.
 - c) Available Resources to Complete the Project: The firms must have the capacity to implement the project.

6 SUBMISSION INSTRUCTIONS

- 6.1 Sealed submissions of the proposal are required to be delivered (Two copies) at the address set forth below on or before **12:00 p.m. on 20/03/2022**.

Executive Director (Finance & HR) and Company Secretary
Infrastructure Investment Facilitation Company (IIFC)
3rd Floor, A J Tower
4 Kawran Bazar, Sonargaon Link Road, Dhaka-1215.
- 6.2 All submissions must be labeled- "Proposal for interior design services".



Md. Zasim Uddin
Executive Director (Finance & HR)
and Company Secretary