

REQUEST FOR PROPOSAL (RFP)

Commercial Building Interior & Exterior Painting Project

RFP Number: AP-2025-001

Issue Date: January 15, 2025

Submission Deadline: February 15, 2025, 5:00 PM IST

Project Location: Cyber City, Gurugram, Haryana

1. PROJECT OVERVIEW

Client: Stellar Properties Pvt. Ltd.

Project Name: Tech Tower Business Complex

Project Type: Commercial Office Building - Complete Painting

Project Scope

We are seeking proposals from qualified painting contractors for the complete interior and exterior painting of our newly constructed 12-story commercial office building.

Building Specifications:

- Total Built-up Area: 150,000 sq. ft.
 - Floors: Ground + 11 floors
 - Exterior Surface: 45,000 sq. ft.
 - Interior Surface: 105,000 sq. ft.
 - Parking Basement: 25,000 sq. ft.
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2. SCOPE OF WORK

Interior Painting

- All office spaces, corridors, and common areas
- Conference rooms (12 nos.)
- Executive cabins (24 nos.)
- Open workspaces (8 floors)

- Lobbies and reception areas
- Stairwells and elevator lobbies
- Washrooms and utility areas

Exterior Painting

- Main facade painting with weather-resistant coating
- Service areas and mechanical spaces
- Basement parking area
- Emergency exits and fire escape areas

Surface Preparation

- Cleaning and preparation of all surfaces
 - Filling of cracks and surface irregularities
 - Primer application on all surfaces
 - Putty application where required
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3. TECHNICAL REQUIREMENTS

Paint Quality Standards

- **Interior Walls:** Premium emulsion paint, minimum 2 coats
- **Exterior Walls:** Weather-resistant emulsion, minimum 2 coats
- **Wooden Surfaces:** Premium enamel paint
- **Metal Surfaces:** Anti-rust primer + enamel finish
- **Basement:** Cement paint or epoxy coating

Color Scheme

- Primary: White and off-white shades
- Accent walls: As per architectural drawings
- Basement: Light grey
- Fire safety markings: Standard colors

Quality Certifications Required

- ISO 9001:2015 certified company
 - All paints must be ISI marked
 - VOC compliant paints (low emission)
 - Warranty certificate for materials
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4. PROJECT TIMELINE

Project Duration: 90 days from date of commencement

Tentative Start Date: March 1, 2025

Expected Completion: May 31, 2025

Milestones

1. Surface preparation: 15 days
 2. Interior painting: 45 days
 3. Exterior painting: 25 days
 4. Touch-ups and finishing: 5 days
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5. PROPOSAL REQUIREMENTS

Technical Proposal

1. Company profile and registration details
2. List of similar projects completed (minimum 3 projects of $\geq 100,000$ sq. ft.)
3. Team composition and manpower deployment plan
4. Equipment and machinery details
5. Quality control procedures
6. Safety management plan
7. Project execution methodology
8. Environmental compliance approach

Financial Proposal

1. Detailed bill of quantities (BOQ)

2. Material specifications and brands
 3. Labor cost breakdown
 4. Equipment and machinery costs
 5. Overhead and profit margins
 6. Payment terms and schedule
 7. Warranty period and terms
 8. Validity of quotation (minimum 90 days)
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6. ELIGIBILITY CRITERIA

Mandatory Requirements

- Registered company with valid GST registration
- Minimum 5 years of experience in commercial painting
- Completed at least 3 projects of similar size in last 3 years
- Average annual turnover: ₹2 crore+ (last 3 years)
- Valid labor license and contractor license
- PAN and TAN registration
- ISO 9001:2015 certification

Technical Capability

- Minimum 50 skilled workers available
 - Own equipment: spray guns, scaffolding, safety gear
 - Quality testing equipment
 - Project management tools and software
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7. EVALUATION CRITERIA

Proposals will be evaluated on the following basis:

Criteria	Weightage
Technical Capability	30%
Past Performance & References	20%
Price Competitiveness	25%
Quality of Materials Proposed	15%
Project Timeline & Methodology	10%

Total: 100%

Minimum Qualifying Score: 70%

8. PAYMENT TERMS

- Advance Payment: 10% upon signing of contract
- Stage Payments: 4 installments based on completion milestones
 - 20% upon completion of surface preparation
 - 30% upon completion of interior painting
 - 25% upon completion of exterior painting
 - 10% upon final handover
- Final Payment: 5% after 30 days defect liability period

Payment Mode: Bank transfer within 15 days of invoice submission

9. TERMS AND CONDITIONS

General Terms

1. All materials to be approved by client before use
2. Contractor responsible for safety of workers and site
3. Compliance with all local labor laws mandatory
4. Insurance coverage for workers required
5. Daily progress reports to be submitted
6. Weekly review meetings with project manager

Warranty

- Workmanship warranty: 2 years from completion
- Material defects: As per manufacturer's warranty
- Free touch-up service for first 6 months

Penalties

- Delay beyond timeline: 0.5% of contract value per week (max 5%)
 - Quality defects: Rectification at contractor's cost
 - Safety violations: ₹50,000 per incident
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10. SUBMISSION DETAILS

Submit Proposals To:

Mr. Rajesh Kumar

Project Manager - Tech Tower Project

Stellar Properties Pvt. Ltd.

Email: rajesh.kumar@stellarproperties.com

Phone: +91-9876543210

Submission Format:

- Technical Proposal: PDF format
- Financial Proposal: Excel + PDF
- Supporting Documents: PDF/Scanned copies

Pre-bid Meeting:

Date: January 25, 2025, 11:00 AM

Venue: Site Office, Tech Tower, Cyber City, Gurugram

Site Visit:

Mandatory site visit can be arranged between Jan 20-30, 2025

Contact site office to schedule: +91-9876543211

11. CONTACT INFORMATION

Technical Queries:

Arch. Priya Sharma

Email: priya.sharma@stellarproperties.com

Phone: +91-9876543212

Commercial Queries:

Mr. Amit Verma

Email: amit.verma@stellarproperties.com

Phone: +91-9876543213

12. SPECIAL CONDITIONS

1. Working hours: 8:00 AM to 6:00 PM (Monday to Saturday)
 2. No work on Sundays and national holidays
 3. All waste material to be disposed as per local regulations
 4. Contractor to provide own storage facility at site
 5. Security deposit: 10% of contract value (refundable)
 6. Performance guarantee: Bank guarantee of 5% of contract value
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Note: The client reserves the right to:

- Reject any or all proposals without assigning reasons
- Negotiate with selected bidder(s)
- Cancel or modify the RFP at any stage
- Award contract based on technical merit over price

This RFP is not a commitment to award contract

Authorized Signatory

Stellar Properties Pvt. Ltd.

Date: January 15, 2025