



SINDH EDUCATION FOUNDATION
GOVT. OF SINDH
(HEAD OFFICE)

SEF (Plot. No. 21/A, Block No.7 & 8 Overseas Cooperative Housing Society,
Ameer Khusro Road) Karachi. 021-34169182 & 184



Individual Consultant(Architect) Required

RFP # SEF/WEB/15-16/22

The Government of Sindh has received a loan from the World Bank for Reconstruction & Development towards the cost of Sindh Education Reform Program (SERP-II). It is intended that part of proceed for this loan will be applied to eligible payments under the contract for "Promotion of Private Schools in Rural Sindh".

The Procurement Department, Sindh Education Foundation, Govt. of Sindh now invites CVs from individual Consultant (Architect) who can perform the following responsibilities as mention below in detail:

S.#	REQUIREMENT	Qty	WORK DETAIL
1	Consultant (Architect)	01	For Work Detail please check Terms of Reference in below.

Evaluation Criteria:

<u>Shortlisting Criteria</u>
Individual Consultant should have at least 5 renovation projects completed (evidence required).
Individual Consultant should have no litigation (evidence required).
Individual Consultant should have Bachelor's degree in Civil/Architect subject (evidence required).
Individual Consultant should have registered in all relevant Tax Dept. (NTN & SST).

Interested individual is allowed to submit his / her CVs /profiles to Procurement Department; the shortlisted candidates will contact for interview and onward selection process.
Kindly see bellow mentioned TORs for detail work requirement.

The Last date submission of CVs /Profiles on or before December 10th, 2015 (17:00PM)

Sd/-
Deputy Director Procurement

TERMS OF REFERENCE

1.0 SCOPE OF SERVICES:

The Interior Designer shall provide professional services for the Refurbishment of SEF offices, Space Planning, Interior Design, and Top Supervision of the area to be occupied by the Client for its own office premises.

The office detail is as follows:

KARACHI SUB OFFICE:

At Khalid bin Waleed road:

Office plot address: **Bungalow No. 143-0, Block-2, PECHS Karachi.**

Plot size: **1000 Sq. Yards.**

Detail of floors and rooms: **02 Floors. 15 rooms. 02 Lounges.**

Total Placement of Staff in office: **99 (As par details received)**

KARACHI SUB OFFICE :

At Ameer Khusro Road:

Office plot address: **House # 30/24, Block 7/ 8, Overseas Cooperative Society.**

Plot size: **1000 Sq. Yards.**

Detail of floors and rooms: **02 Floors.**

Total Placement of Staff in office:

SUKKUR OFFICE:

Bungalow # A-66 Sindhi Muslim Cooperative Housing Society Airport Road Sukkur

Plot size: 600 Sq Yards It is a double story building consisting of two floors. There are four rooms and one conference hall on ground floor and 4 rooms with lounge plus corridor on the first floor.

Total Placement of Staff in office: 22 including support staff

Room Size: 14x16 (4 rooms)
12x12 (4 rooms)

Hall Size: 16x35 (one hall)

Open space (Car parking): 1400 Sq Feet

HYDERABAD OFFICE:

Office plot address: Bungalow No: A-121 Sindhi Muslim Housing Society Qasimabad Hyderabad.

Plot Size: "Measuring 1000 square yards (Approx)"

Detail of floors and rooms: Ground Floor + 1st floor + Roof.

Total no: of Rooms = 14 (with attached bathrooms)

Total no: of Conference hall = 1

Total no: of Kitchens = 3

Total no: of parking areas = 3

Total no: of store rooms = 3

Total Placement of Staff in Office: 56 persons, in future, 100 persons of staff can be accommodated

Furthermore, on First floor (Flat roof area) there is an area available for the construction of Hall where around 100 persons can sit and accommodate for any activity like teachers' training.

OTHER SUB OFFICES:

Training halls in five offices in Sindh (Mirpurkhas, Larkana, Sehwan, Mithi & Thatta)

The details of services are as follows:

1. Surveying existing site (incase as built drawings are not available)
2. Recommend the overall theme for the premises.
3. Space Planning and furniture layouts for the project.
4. Produce Renovation drawings and documents including specifications documents necessary for the execution and completion of the project.
5. Coordinate with consultants plans for electrification, HVAC & IT
6. Select and specify materials, finishes, fixtures and furniture.
7. Supply information, drawings and documents, pertaining to the Refurbishment of SEF offices to contractors for the execution of the works.
8. Conduct top supervision including issuing instructions to Contractors so that the works are carried out in accordance with the specifications. Detailed supervision, if any, shall be conducted by the representative of the Client.

1.1 PHASING OF INTERIOR DESIGN AND ENGINEERING SERVICES:

- a. INVESTIGATION AND CONCEPT DESIGN PHASE:
 - i. Receive initial statement of requirements from the Client, develop the Client's brief further, and ascertain the requirement for the proper design and Renovation of the project.
 - ii. Discuss with the Client detailed requirement of services and any special requirements of the project.
 - iii. Prepare concept design layout plans.

b. DESIGN DEVELOPMENT PHASE:

- i. Prepare from the approved conceptual final design development / preliminary working drawings, bidding documents consisting of plans, BOQ and other related drawings for the building for interior spaces.

c. RENOVATION DOCUMENTS PHASE:

- i. Prepare from the design development documents working drawings and material specifications.
- ii. Prepare description of works, bill of quantities, and any other documents necessary for the implementation and Renovation of the Project.

d. RENOVATION PHASE:

- For services under this phase the Interior Designer/his representatives shall make periodic visits to the site as they consider necessary to inspect generally the progress and quality of the work and determine in general if the work is proceeding in accordance with the contract documents.
 - Prepare interior and exterior color schemes and any further designs and drawings necessary for the information of the contractors to enable them to carry out the works.
- Assist in identifying Project/Renovation Supervisor/s.