

TERMS OF REFERENCE

SELECTION OF CONSULTANT-INTERIOR DESIGNING FOR INTERIOR DECORATION

1. Background

Infrastructure Development Company Limited (IDCOL) was established on 14 May 1997 by the Government of Bangladesh. The Company was licensed by the Bangladesh Bank as a non-bank financial institution (NBFI) on 5 January 1998. IDCOL is engaged in renewable energy and infrastructure sector development with support from development partners such as the World Bank, ADB, JICA, IDB, KfW, GIZ, and USAID.

IDCOL operates multiple offices across Bangladesh, including its **Head Office and Monitoring offices**. To ensure efficient workspaces and enhanced functionality in **eight different district monitoring offices**, IDCOL seeks to engage a **Consultant-Interior Designing** for designing, space planning, cost estimation, BOQ preparation, and implementation supervision.

2. Qualification of Consultant-Interior Designing

The consultant should have:

- **Bachelor's degree in architecture or interior design or a related field with at least 10 years' experience in the relevant field of assignment with comprehensive intellectual and professional knowledge and skill.**
- **A proven track record of design projects associated with reputable firms or internationally recognized practices.**
- **Strong technical expertise in 2D and 3D design software such as AutoCAD, SketchUp, 3D Studio Max, Adobe, and 3D Walkthroughs.**
- **Experience in managing multi-location projects**, including coordination with stakeholders, clients, contractors, and suppliers.

3. Scope of Services Required

The consultancy services will be structured into three parts:

Part I - Overall Interior Design and Concept Development

- Develop an **interior theme/concept** aligned with IDCOL's requirements.
- Submit a **comprehensive design proposal** covering all workspaces, meeting rooms, reception areas, storage, and IT-related spaces.
- Ensure **space optimization**, modern aesthetic appeal, and compliance with corporate design standards.
- Provide **floor plans, ceiling designs, furniture layouts, color schemes, and material selection.**
- Deliver a **preliminary cost estimate** for all locations.

Part II - Detailed Design and BOQ Preparation (including specifications of all items)

- Prepare **detailed working drawings**, including:
 - **Furniture layouts, elevations, and 3D views.**
 - **MEP (Mechanical, Electrical, and Plumbing) integration plans.**
 - **Lighting, audio-visual, and IT system provisions.**
- Prepare **BOQ (Bill of Quantities) and cost estimates** for each location.
- Assist in the **evaluation of tenders** and contractor selection.

Part III - Supervision and Execution Management

- Ensure **on-site supervision and quality control** during execution.
- Monitor compliance with **approved design standards.**
- Provide **progress reports** and coordinate with IDCOL for issue resolution.
- Certify completion of work as per agreed specifications.

4. Location & Approximate Space (sft)

The consultant will be responsible for interior design across **eight district monitoring offices** in Bangladesh. The total estimated area to be designed is **approximately 14,199 sft** (to be updated based on space details from the provided document).

SL.	Monitoring Office Name	Address	Aprx. Space (SFT)
1	Dhaka	147/1/1 Monipuripara (Gate no.7), Old Airport Road, P.S. Tejgaon, Dhaka-1215	5,099
2	Mymensingh	Brothers Tower, Holding No. 78, Dholadia, Mymensingh	650
3	Chattogram	Akram Khaleda Heights 24/22, 7th Floor, CA, Agrabad, Chattogram	1,070
4	Bogura	Khoka Complex, Flat-A, 9/61, Alfaz Uddin Geda Sorok, Eakubia More, Sutrapur, Bogura	1,100
5	Rangpur	RDRS, Rangpur, Jail Road, Radhabollov, Rangpur-5400	780
6	Thakurgaon	Dr. Aziz Complex, Level-3, Bangobandu Sorok, Baro Math, Thakurgaon (In front of Thakurgaon Zilla School)	1,700
7	Kushtia	Suhail Tower, 9/2 B.C. Street, Babor Ali Gate, Kushtia	1,300
8	Jashore	TBD	2,000
9	Head Office of IDCOL, Dhaka	UTC Building, 8 Panthapath, Kawran Bazar, Dhaka-1215, Bangladesh	500 (if required)
Total			14,199 (Approx.)

5. Evaluation Criteria

Selection will be based on the following criteria:

Criteria	Points
Educational Qualification	20
Relevant Working Experience and its adequacy for the assignment	65
Suitability considering age, language skill, Regional experience etc.	10
Interview	05
Total Points	100

6. Consultant's Deliverables

The consultant must provide:

- **Conceptual Design Report** (Overall design approach, color schemes, layouts, and cost estimates).
- **Detailed Drawings & BOQ** (AutoCAD/SketchUp models, cost breakdowns, and work specifications).
- **Site Supervision Reports** (Weekly updates on implementation progress, compliance, and issue tracking).
- **Completion Certification** (Final report confirming project completion as per specifications).

7. Application Submission Requirements

Interested applicants should submit: A. **Cover Letter**. B. **CV with relevant certificates substantiating experience and educational qualifications**. C. **Financial Proposal** (including consultancy fees and reimbursable costs).

8. Consultancy Fee & Timeline

- The consultancy fee shall include **professional services, software, hardware, transportation, and supervision costs**.
- The engagement period is estimated at **2 man-months (intermittent engagement)**, subject to project complexity and execution timelines.

9. General Terms

- The consultant must adhere to **IDCOL's procurement and corporate standards**.
- The consultant shall ensure **confidentiality and intellectual property rights** related to the project.
- IDCOL reserves the right to accept or reject any application without assigning reasons.