

Scope of Work – Renovation project in the NASC Complex

1. Objective

The objective of this assignment is to engage a qualified contractor to carry out the renovation of the WorldFish India office located in the NASC Complex. The selected contractor must ensure quality workmanship, compliance with safety standards, timely completion, and cost-effectiveness in line with WorldFish's procurement policies.

2. Scope of Work

The selected contractor shall be responsible for providing all necessary labour, materials, equipment, and supervision required to complete the following renovation activities:

- Civil and interior works (e.g., partitioning, false ceiling, flooring, wall painting)
- Electrical and lighting installations
- HVAC system upgrades or installations (if applicable)
- Plumbing and sanitary fittings (if any)
- Furniture work (customized or modular, as required)
- Proper removal and disposal of debris/waste in compliance with local regulations

A detailed SOW will be shared in Appendix 1

3. Expected Deliverables

- Completion of renovation work as per approved BOQ and design specifications
- Weekly progress reports to WorldFish
- Final inspection and handover report
- Minimum 6–12 months warranty for materials and workmanship

4. Timeline

- **Expected start date:** 15th August 2025
- **Completion date:** 30th September 2025
- **Total duration:** 7 weeks from the date the Purchase Order (PO) is issued.

5. Eligibility Criteria

Interested bidders must meet the following minimum requirements:

- Registered business in India with a valid GST number
- Minimum 5 years of experience in similar renovation projects
- Proven track record with at least three references or completed projects
- Demonstrated financial capacity to undertake the project (submission of latest audited financial statement may be required)
- Must not be debarred or blacklisted by any government agency or international organization

6. Proposal Requirements

Vendors must submit the following documents as part of their proposal:

- Company profile highlighting relevant experience
- Technical proposal including proposed approach, methodology, and work plan
- Itemized financial proposal (in line with the BOQ)
- List of key personnel assigned to the project
- Proposed project timeline and payment schedule
- Copies of valid statutory and legal documents (e.g., registration, tax clearance)

Appendix 1

Scope of Work for WorldFish Office Renovation at NASC Complex

No	Line Description	Unit
1	Director's Room <ul style="list-style-type: none"> a. Director's L-shape Table (4-foot width, multiple drawers), b. Director's chair (with spinal support), c. 2 nos. of visitor chairs 	1 1 2
2	Drawing Room: <ul style="list-style-type: none"> a. Workstations – 8 nos. of tables (3 feet width) with 2 compartment drawers in each table, overhead shelf, and work chairs (with spinal support) 	8+8
3	Finance Room: <ul style="list-style-type: none"> a. Manager L-shape Table (4-foot width, multiple drawers), b. Manager chair (with spinal support), c. 2 nos. of visitor chairs 	1 1 2
4	Meeting Room: <ul style="list-style-type: none"> a. Modular meeting table for 6 persons b. 6 meeting chair (with spinal support) 	1 6
5	Cafeteria: <ul style="list-style-type: none"> a. Cafeteria with sink space b. 125 L fridge c. Working station/platform for 2 people d. Pantry accessories <ul style="list-style-type: none"> • Towel Racks • Soap Dispenser • Toilet paper holder • Taps 	1 1 2 1 1 1 1
6	Lights, Fans and electrical wiring: <ul style="list-style-type: none"> a. White coloured hanging LED lights for all workstations and all rooms b. Ceiling Fans (simple white coloured): 1 for Director's room, 2 for Drawing room, 1 for Manager room, 1 for cafeteria, 1 for 	12 8

	<p>conference room</p> <p>c. 3 electrical sockets in each workstation and electric wire connection. As. require.</p> <p>d. Wires should be properly placed inside the casings and fixed to the walls. No wire should hang outside.</p> <p>5 star rated AC 1.5 ton each * 5 No</p>	5
7	Rolling curtains for 4 windows	4
8	Full Glass partitioning with door (80% opaque) for Server room, Manager room, Pantry, Washroom (2) and Director room (10 ft height)	6
9	<p>Washroom (Gents & Ladies)</p> <p>Sink, Commode, Urinal & Seat with full bathroom accessories</p> <ul style="list-style-type: none"> • mirror • Faucet/jet spray Gun • Towel Racks • Soap Dispenser • Toilet paper holder • Taps 	<p>2</p> <p>6+6</p>
10	Floor tiles for office	
11	Server Room with 3 Foot table with drawer	1
12	Main name board at office entrance	1
13	few ornamental indoor potted plants	