

**TENDER**

**FOR**

**PROVIDING ARCHITECTURAL CONSULTANCY SERVICES  
FOR  
RENOVATION WORK AT GROUND FLOOR OF REGISTERED OFFICE OF  
JKDFC  
AT  
JAWAHARLAL NEHRU UDYOG BHAWAN RAIL HEAD COMPLEX JAMMU**



**Tender No.: JKDF-HAIT/17/2025/824 Dated:09-12-2025**

The details of the tender document are available on [www.jkdfc.org](http://www.jkdfc.org)

**J&K DEVELOPMENT FINANCE CORPORATION LTD**

*(AGovt.of India Enterprise)*

**Regd.Office:** Gr. Floor, J.L. Nehru Udyog Bhawan,

Rail Head Complex, Jammu (J&K)-180012.

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FaxNo.+91-191-2479179

Email:[contactjkdfc@gmail.com](mailto:contactjkdfc@gmail.com) Website:[www.jkdfc.org](http://www.jkdfc.org)

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**Detail of Tender**

**NOTICE INVITING TENDER FOR APPOINTMENT OF ARCHITECT**

Tender Enquiry No:	JKDF-HAIT/17/2025/824 Date: 09-12-2025.
Tender document for	Hiring of Architectural Consultant for Providing Architectural Consultancy Services
Estimated Project Cost (for renovation work)	Rs 85.00 lakh (approx.)
Date of Advertisement uploaded on the website	09-12-2025
Start Date of downloading tender document	09-12-2025
Last Date and Time of Submission of Bid	15-12-2025 up to 3:00 P.M
Date and Time of Opening of Tender	15-12-2025 at 4.00 P.M

Sealed tenders are invited under two bid system (i.e. Technical & Financial) by the JKDFC for Hiring of Architectural Consultant for Providing Architectural Consultancy Services

The tender are to be submitted on prescribed tender document which can be downloaded from the website [w.w.w. jkdfc.org](http://www.jkdfc.org) or collected from the registered office of the Corporation,

**Gr. Floor, Jawaharlal Nehru,  
Udyog Bhawan, Rail Head Complex,  
Jammu -180012  
Phone no: 0191-2479516, 2479179  
Mail id: [contact@jkdfc.org](mailto:contact@jkdfc.org).**

The last date for submission of Sealed tender is **15-12-2025 up to 3.00 P.M.** The technical Bids will be opened on **15-12-2025 at 4.00 P.M**

TWO BID SYSTEM shall be followed for this tender. Bidder should take due care to submit tender in accordance with requirement in sealed covers. Bid Evaluation Criteria, shall be the basis for evaluation of tenders. Bids submitted with incomplete information or information not in conformity with the Bid Documents will summarily be rejected. All the terms and conditions stated in the Bid Document are final in nature and request for any subsequent alterations/modifications will not be entertained. While submitting the Bids, the Bidders must exercise utmost care to fill up the bid in all respect as per the specified terms and conditions. Submission of the bids amounts to acceptance of all terms and conditions mentioned therein.



**J&K Development Finance Corporation Ltd (JKDFC) invites tenders on behalf of the Managing Director, JKDFC for Engagement of Architectural Consultant for Providing Architectural Consultancy Services for interior renovation work of its Registered office of JKDFC at Ground Floor, Jawaharlal Nehru Udyog Bhawan Rail Head Complex, Jammu. Interested Bidders /Firms fulfilling the eligibility criteria shall submit their applications in the office of JKDFC at Ground Floor, Jawaharlal Nehru Udyog Bhawan Rail Head Complex, Jammu-180012 by or before 15-12-2025 3:00 P.M**

**A) Scope of Service:**

- i) Prepare Architectural drawing of proposed work including all internal utility services like water supply, electrical, firefighting, telephone conduit, Air Conditioning. However, the Corporation reserves the rights to exclude any of the above services from the scope of the Architect work.
- ii) Interior planning/designing of office area by removing the existing tables, cupboards and re-designing the space for office usage comprising cabins, workstations, server room, pantry, washroom and meeting room etc
- iii) Interior decoration of office areas by providing suitable architecture wall panels, false ceiling, flooring or toughened glass design as per suggestion of Architect Consultant.
- iv) Planning/ Designing of lighting fixture, AC conducts outlay in false ceiling area or other material as per architect suggestion.
- v) Planning/Designing of Conference Hall with AV/Multimedia/Video Conferencing facility
- vi) Interior design of reception area/lobby.
- vii) Makeovers of Main Entrance Gate for enhancing aesthetic
- viii) Responsible for preparation of GeM BOQ/RPF for execution of civil work & interior designing on the basis of approved design
- ix) Provide certificate during execution/after completion of work of civil & interior designing that "the work done is completed as per the specification provided in the Bid document"



**B) Technical Eligibility Criteria:**

Sr. No.	Requirement	Criteria	Document Proof Required
1.	Professional Qualification	Degree in B. Architecture.	Copy of Degree/Certificate.
2.	Professional Registration	Must possess a Valid Registration with the Council of Architecture (CoA).	Copy of Valid CoA Registration.
3.	Working Experience	Minimum 05 years' experience in the relevant field.	Profile/Certificates.
4.	Tendering Experience	Experience in drafting Two Bid Tender Documents & Agreement with a Contractor for Civil work & Interior Designing.	Self-declaration/Relevant work samples.
5.	Financial Turnover	Minimum average annual turnover of Rs. 1.50 Lakh for the last three Financial Years (FYs).	Last three years' ITR copies. ( CA certificate )
6.	Project Experience (Consultancy for Executed Projects)	Experience in providing consultancy for commercial/Govt. building projects of similar nature (in FY 2022-23, 2023-24, & 2024-25) meeting EITHER of the following criteria:	Completion/Performance Certificates from an officer of Executive Engineer or equivalent/Project Head.
		i. At least one Project costing not less than Rs. 5 Crore.	
		OR	
		ii. At least two Projects costing not less than Rs. 3 Crore each.	
7.	Office Location	Must have an active office in the Union Territory of J&K. (Bidders outside J&K jurisdiction will be outrightly rejected).	Self-Attested copy of address proof.

**C) Mandatory Documents (Technical Bid Submission)**

The Bidder must submit self-attested copies of the following documents:

1. Statutory Documents:
  - a) Copy of PAN Card.
  - b) Copy of GSTIN Registration No. (if applicable).
  - c) Last three years' ITR statements.
2. Legal/Registration Documents:
  - a) Certificate of incorporation along with MOA & AOA (for Company).
  - b) Partnership deed and firm registration certificate (for Partnership Firms).
  - c) Power of Attorney in favor of the signatory, or Board Resolution (for Company).
3. Undertaking:
  - a) Undertaking/Self-declaration (as per Annexure – A) confirming that the firm has NOT been blacklisted, debarred, or suspended by any Government/PSU authority.
4. Any other important information supporting technical competence.

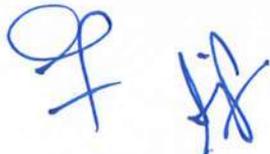
**D) Financial Terms & Payment:**

- a) Bidders shall quote the total consultancy fee in INR as per Annexure B (Financial Bid/Price Schedule).
- b) The fee must be inclusive of all prevailing taxes and levies (including GST), and the cost of all visits, travel, accommodation, documentation, and all out-of-pocket expenses necessary for service delivery.
- c) The quoted fee is fixed and shall not be increased due to project cost overrun, extension of time, or any other reason.
- d) Payment shall be released in stages:

Stage of Completion	Payment Release
After approval of Drawing/Design	10%
After Preparation & uploading of BOQ/RPF on GeM Portal	10%
After completion of work and issuance of final specification certificate	80% (Balance)

E) Any Legal dispute arising shall be within the Jammu Jurisdiction only.

F) The Corporation reserved the right if the offers are not received according to the instructions detailed herein above, they shall be liable for rejection.



**Annexure-A**

**(On Letter Head of Bidder)**

Ref No.:

Date:

**Undertaking/Self declaration**

Our firm/company \_\_\_\_\_ has NOT been blacklisted, debarred, or suspended by any Central Government Department, State Government Department, Public Sector Undertaking (PSU), or any other Central/State Government Autonomous Body or Authority in India for failure to execute any work or for any other reason, as on the date of bid submission.

1. There are no pending legal cases, injunctions, or inquiries against our firm/company concerning blacklisting or debarment by any government or semi-government authority.
2. Should this declaration be found to be false or incorrect at any stage of the contract, the Client/Purchaser shall be entitled to summarily reject our bid/terminate the contract and forfeit the Performance Security/impose any other penalty as deemed fit.

I/We fully understand the implications of this declaration and confirm that the statements made herein are true and correct to the best of my/our knowledge and belief.

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## Annexure- B

### FINANCIAL BID (Price Schedule)

S.No	Description of items	Fee inclusive of all expenses (Rs)including Taxes
01	Total Consultancy Fee	In figures Rs ----- In Words Rs _____

(Signature of the Bidder along with seal)

Date:

Place:

Notes:

1. The "Total Consultancy Fee" is inclusive of all charges and all out-of-pocket expenses (such as travel, accommodation, documentation, communication, printing, etc.) necessary for the delivery of the services.
2. The fee includes the preparation and submission of all necessary design and working drawings (in both hard and soft copies), as well as 3D views/models required for the project.
3. The quoted fee explicitly includes the cost for weekly visits to the site throughout the duration of the project, as required.
4. In case of any discrepancy between the amount written in figures and the amount written in words, the amount written in words shall prevail for the purpose of evaluation and contract.

