

## **Scope of Services of Interior Design & Furnishing Consultant for Eklavya Bhopal Campus (Part of Consultancy Services Agreement)**

1. Preparation of interior and furnishing plan in consultation with different teams of Eklavya. Developing time-schedule for execution.
2. Preparation of working drawings for each item of work.
3. Preparing detailed Bill of Quantities (BOQ) and preliminary cost estimates.
4. Preparing material requirement statements from BOQ.
5. Assisting in identifying financially sound, experienced and technically competent labour contractors for the interior and furnishing work, taking competitive labour rate quotations from best three of them, final negotiations and award of work in co-ordination with the Centre Incharge, Eklavya, Bhopal.
6. Providing two sets of all working drawings to appropriate scale and a soft version thereof.
7. Ground work for procurement of material required for the work i.e. market enquiry (calling offers from retailers, distributors or the manufacturers, whichever is most beneficial). Assisting in negotiating and finalizing supply orders in co-ordination with the Purchase Committee of Eklavya.
8. Preparing monthly material consumption statements during course of work and making sure that the wastage is within normal tolerance limits.
9. Concurrent supervision of entire work. It is expected that the interior design and furnishing consultant will pay at least three visits to the works in a week during entire period of execution.
10. Measurement / certification of running / final account bills of various contracts and preparing the final material consumption statement.
11. Providing two sets of entire completion drawings of the completed work to the same scale as for the original working drawings and soft version thereof.