

INVITATION FOR TENDER

The Institute of Chartered Accountants of India (ICAI), Mangalore Branch, invites sealed quotations from qualified and experienced Architects for undertaking the renovation works of its premises situated at Padil, Mangalore.

1. Scope of Work

The selected Architect shall be responsible for providing comprehensive architectural consultancy services for the proposed renovation of the ICAI Mangalore Branch premises, including but not limited to the following:

1. Inspection and assessment of the existing premises and identification of renovation requirements.
2. Preparation of suitable renovation plans, drawings, designs, and specifications.
3. Preparation and submission of a detailed Bill of Quantities (BOQ) for the proposed renovation works.
4. The process stated in Sl. No. 1 to 3 to complete by 15.08.2026
5. Providing necessary technical guidance and assistance during the execution of renovation works.
6. Reviewing and vetting the quality of materials used by the contractor and ensuring compliance with approved specifications.
7. Monitoring the progress and quality of work executed by the contractor.
8. Advising the ICAI Mangalore Branch on matters relating to construction quality, workmanship, materials, and deviations, if any.
9. Performing all other professional duties and responsibilities generally expected from an Architect during renovation and execution of works.

2. Eligibility Criteria

Interested Architects/Firms shall possess:

- Appropriate professional qualification more than 5 years and registration as an Architect.
- Relevant experience in handling renovation/interior/construction consultancy projects.
- Experience in preparation of drawings, BOQs, and supervision of execution works.

3. Submission of Quotation

Interested Architects are requested to submit their quotations in a sealed cover addressed to:

**The Chairman / Secretary
ICAI Bhawan
Padil
Mangalore**

The sealed quotation shall clearly mention:

“Quotation for Appointment of Architect for Renovation of ICAI Mangalore Branch Premises”

The quotation shall include:

- Professional fee quotation (in lumpsum amount only) and applicable charges/taxes.
- Brief details of services proposed to be provided.
- Resume/Profile of the Architect/Firm.
- Copies of qualification certificates and relevant registration documents.
- Details of previous similar works undertaken.

4. Last Date for Submission

The sealed quotations along with the required documents shall reach the ICAI Mangalore Branch premises on or before:

31.07.2026

Quotations received after the due date shall not be considered.

5. Selection Process

ICAI Mangalore Branch reserves the right to evaluate the quotations based on professional qualification, relevant experience, scope of services offered, and commercial considerations. The Branch reserves the right to accept or reject any or all quotations without assigning any reason.

6. General Conditions

- The Architect selected shall execute the assignment with due professional care and diligence.
- The decision of ICAI Mangalore Branch regarding selection of the Architect shall be final.
- Any clarification regarding the tender may be obtained from the ICAI Mangalore Branch office during working hours.

For ICAI Mangalore Branch

Sd/-

Chairman

Date: 20.07.2026

Place: Mangalore