REQUEST FOR PROPOSAL (RFP)

RFP FOR HIRING OF ARCHITECT FOR RENOVATION OF ANNEXE, MEN'S CHANGE ROOM (MCR) POOLSIDE, 1ST TEE HUT, 10TH TEE HUT, CADDY MASTER HUT AND 12TH TEE CAFE AT THE DELHI GOLF CLUB (DGC)

RFP NO.: 01-11/2026 DATED 13TH NOVEMBER 2026
WEBSITE: WWW.DELHIGOLFCLUB.ORG

1. Bids in sealed cover are invited for Services listed in Part II of this RFP. Please super scribe the above-mentioned Title, RFP number and date of opening of the Bids on the sealed cover to avoid the Bid being declared invalid.

2. The address and contact numbers for sending Bids or seeking clarifications regarding this RFP are given below-

a. Bids/queries to be addressed to: **The Secretary, The Delhi Golf Club, Dr. Zakir Hussain Marg New Delhi- 110003.**
b. Postal address for sending the Bids: **As mentioned Above**
c. Name/designation of the contact personnel: **Mr. Arvind Kumar, Civil Engineer (DGC)**
d. Telephone numbers of the contact personnel: **8882416692**
e. e-mail ids of contact personnel: **civilengineer@delhigolfclub.org**

3. This RFP is divided into three Parts as follows:

Part I – Contains General Information and Instructions for the Bidders about the RFP such as the time, place of submission and opening of tenders, Validity period of tenders, etc.
Part II – Contains essential details of the items/services required, such as the Schedule of Requirements (SOR), Technical Specifications, Delivery Period, Mode of Delivery and Consignee details.
Part III – Contains Standard Commercial Conditions of RFP, which will form part of the Contract with the successful Bidder.

4. This RFP is being issued with no financial commitment and the Buyer/DGC reserves the right to change or vary any part thereof at any stage. Buyer/DGC also reserves the right to withdraw the RFP, should it become necessary at any stage.

Part I – General information

1. Last date and time for depositing the Bids: By 02:00 PM on 23rd NOVEMBER 2026

The sealed Bids, Technical and Commercial bids should be deposited in separate envelopes by the due date and time. The responsibility to ensure this lies with the Bidder.

2. **Manner of depositing the Bids**: Sealed Bids should be either dropped in the Tender Box kept in **the Main Office of DGC** or to be sent by registered post at the address given above so as to reach by the due date and time. Late tenders will not be considered. No responsibility will be taken for postal delay or non- delivery/non-receipt of Bid documents. Bids sent by FAX or e-mail will not be considered (unless they have been specifically called for by these modes due to urgency).

3. Time and date for opening of Bids: At 04:00 PM on 23rd NOVEMBER 2026

If due to any exigency, the due date for opening of the Bids is declared a closed holiday, the Bids will be opened on the next working day at the same time or on any other day/time, as intimated by the Buyer/DGC**.**

4. Location of the Tender Box: Tender Box will be placed in Main Office Area outside Finance Controller's (FC) cabin. Only those Bids that are found in the tender box will be opened. Bids dropped in the wrong Tender Box will be rendered invalid.

5. Place of opening of the Bids: Tender will be opened in the Board Room of DGC. The Bidders may depute their representatives, duly authorized in writing, to attend the opening of Bids on the due date and time. This event will not be postponed due to non-presence of your representative.

6. Two-Bid system: The Tender is a Two-bid system. The bidders are required to submit Technical Bids and Commercial Bids in two different envelopes. Only the Technical Bid shall be opened at 04:00 PM on 23 November 2026. Date and Time of opening of the Commercial Bids shall be decided after acceptance of the Technical Bids. Commercial Bids of only those bidders will be opened, whose Technical Bids are found compliant/suitable after technical evaluation is done by the Buyer/DGC.

7. **Forwarding of Bids –** Bids should be forwarded by Bidders under their original memo / letter head inter alia furnishing details like GST number, Bank address with NEFT Account if applicable, etc. and complete contact details, postal & e-mail address of their office.

8. **Clarification regarding contents of the RFP:** A prospective bidder who requires clarification regarding the contents of the bidding documents shall notify to the Buyer/DGC in writing about the clarifications sought not later than 3 (three*)* days prior to the date of opening of the Bids.

9. **Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the DGC may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.

10. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional tenders will be rejected.

11. **Unwillingness to quote:** Bidders unwilling to quote should ensure that intimation to this effect reaches before the due date and time of opening of the Bid, failing which the defaulting Bidder may be delisted for the given range of services as mentioned in this RFP.

12. **Validity of Bids:** The Bids should remain valid till Finalization of the vendor by the Buyer/DGC.

13. **Earnest Money Deposit (EMD):** NA

Part II – Essential Details of Services required

1. Scope of Work/Schedule of Requirements

The scope of this **RFP covers the hiring of a reputed and renowned Architect / Architectural Firm** for undertaking the comprehensive architectural planning, design, renovation and refurbishment of various facilities and locations within the premises of the Delhi Golf Club, including but not limited to the **Annexe, Men's Change Room (MCR) Poolside, 1st Tee Hut , 10th Tee Hut, Caddy Master Hut and 12th Tee Café** (hereinafter referred to as the "**Project**").

The appointed Architect / Architectural Firm shall provide **concept planning, design development, preparation of detailed drawings, technical specifications, assistance in tender documentation, assistance in vendor selection, and complete architectural supervision during execution** until successful completion and handover of the Project. The Architect shall provide comprehensive professional services covering all stages of the Project, including but not limited to: -

1. **Site Assessment and Evaluation:** Conducting detailed site visits, assessing existing conditions, measuring and documenting the areas, and evaluating existing infrastructure, layouts and facilities.
2. **Conceptualisation and Design:** Developing architectural concepts, space planning, layouts, interior designs, elevation plans, 3D views, renderings and design presentations, keeping in view the Club's heritage, aesthetics, functionality and operational requirements.
3. **Detailed Architectural Drawings:** Preparing detailed architectural, interior, civil, structural and other relevant technical drawings, wherever applicable, along with specifications and schedules.
4. **Services Coordination:** Planning and coordinating requirements relating to electrical installations, lighting, plumbing, drainage, HVAC, fire safety, acoustics, IT and other building services, in consultation with the respective technical consultants wherever required.
5. **Material and Finish Specifications:** Recommending suitable materials, finishes, fixtures, furniture, fittings, lighting and other elements, keeping in view durability, quality, aesthetics, maintenance and lifecycle costs.
6. **Cost Estimates and BOQ:** Assisting in preparation of detailed estimates, Bills of Quantities (BOQ), technical specifications and tender documents to facilitate the procurement and execution of the proposed works.
7. **Tendering and Technical Evaluation:** Assisting the Club in the tendering process, responding to technical queries, evaluating bids from contractors and providing technical recommendations, wherever required.
8. **Project Execution and Supervision:** Providing periodic site supervision, reviewing workmanship and quality of materials, monitoring conformity with approved drawings and specifications, and advising the Club on any deviations or modifications required during execution.
9. **Coordination and Reporting:** Coordinating with the Club's management, appointed contractors, vendors and other consultants, and periodically reporting on the progress of the Project.
10. **Completion and Handover:** Conducting final inspections, identifying deficiencies, ensuring rectification of defects, reviewing as-built drawings and assisting the Club in the final handover of the completed works.

The appointed Architect / Architectural Firm shall ensure that all proposed designs and works are in accordance with applicable statutory requirements, building regulations and relevant safety standards, and shall obtain or assist in obtaining necessary approvals wherever applicable, as per the scope and responsibility assigned by the Club.

The detailed scope, deliverables, timelines and responsibilities shall be finalized in consultation with the Club and shall form an integral part of the Agreement to be executed.

Mandatory Site Visit: -

All prospective bidders shall be required to undertake a site visit to the Delhi Golf Club to familiarize themselves with the existing facilities, site conditions, infrastructure, spatial constraints and operational requirements relating to the proposed renovation and refurbishment works.

The site visit shall be mandatory, and bidders shall be required to submit an acknowledgement/ certificate of having undertaken the site visit along with their technical proposals.

The bidders shall be deemed to have examined the site conditions and familiarized themselves with the nature and extent of the proposed works before submitting their proposals. No additional claim arising out of lack of familiarity with the site conditions shall ordinarily be entertained at a subsequent stage.

The date and time for the site visit shall be notified by the Club separately.

2. Delivery / Completion Period

The entire project, including planning, design, approval of drawings, tender documentation, and execution, shall be completed within a total period of **120 (One Hundred Twenty) days** from the date of signing of the contract, divided as follows:

- **Planning, Design & Finalization of Scope of Work (including approval of drawings, BOQ, and specifications):** within **30 days** of contract date.
- **Civil, Interior & Allied Works Execution:** within **90 days** thereafter.

The project must be completed and handed over in all respects within the stipulated time period. **In case of delay, the DGC/ Client reserves the right to unilaterally cancel the contract without any liability and to engage another vendor at the risk and cost of the defaulting vendor.** Extension of the contracted delivery period, if any, shall be at the **sole discretion of the DGC**, subject to the applicability of the **Liquidated Damages clause**.

3. Liquidated Damages (LD)

In the event of failure by the Architect to submit required drawings/documents within the agreed timelines, failure to provide adequate site supervision/oversight, or failure to ensure completion of the project as per agreed specifications and timelines, the DGC/ Client shall, at its discretion, withhold payments until satisfactory completion of the contract. Further, **Liquidated Damages @ 2% of the total contract value per week or part thereof of delay** shall be levied, subject to a maximum of **10% of the contract value**. Beyond this limit, the DGC reserves the right to terminate the contract, in addition to engaging alternate agencies at the risk and cost of the appointed Architect.

4. Terms of Payment

Payment shall be made as per the following milestones.

Stage	Payment Schedule
Approval of site assessment and preliminary layouts and conceptual design	15%
Approval of detailed designs and drawings	25%
On appointment of Contractor & Mobilization	20%
Final inspection and handover and snagging completion	35%
Retention Money	5%
Total	100%

Note: - The quoted consultancy fee must include all services under the RFP, irrespective of the number of site visits, design revisions required by the Club, or coordination meetings.

I. Payment Conditions

- All payments shall be made by DGC/ Client through account payee cheque / electronic transfer after deduction of applicable taxes.
- All invoices raised by the Architect must be accompanied by deliverable submission records and progress reports duly acknowledged by DGC/ Client.
- No advance payment shall be admissible under this contract.
- Any delay or deficiency in deliverables or site supervision will result in withholding of payments until rectification to the satisfaction of DGC/ Client.

II. Retention / Withholding

- DGC/ Client reserves the right to withhold **5% of the Contract Amount** as retention money, to be released only after successful completion of defect liability period of **6 months** from the date of completion and handover.
- In case of unsatisfactory performance or breach of contract, DGC/ Client shall be entitled to adjust such withheld sums against any loss, damage, or additional cost incurred.

5. Responsibilities of the Architect

The Architect engaged under this RFP shall be responsible for the following:

- **Conceptual Design & Planning**
  - Develop multiple design concepts, space planning options, and interior layouts in alignment with DGC's/ Client's functional, aesthetic, and operational requirements.
  - Propose suitable material palettes, finishes, lighting concepts, and furniture layouts, ensuring harmony with the overall character of the Club.
  - Incorporate feedback from DGC/ Client and obtain formal approval before proceeding to detailed design stage.
- **Preparation of Drawings & Documentation**
  - Prepare all necessary architectural, structural, services (Mechanical, Electrical, Plumbing, HVAC, Fire Safety, etc.), and interior drawings required for execution.
  - Prepare working drawings, Good for Construction (GFC) drawings, and shop drawing approvals as required during the execution phase.
  - Assist in preparation of all tender documents, including **Bills of Quantities (BOQs), technical specifications, and conditions of contract**, for floating of works contracts tenders.

NOTE: No alteration in design layout /material is allowed once the submitted drawing/material is approved by DGC/ Client

- **Vendor Selection & Technical Assistance**
  - Provide technical assistance in the pre-qualification, shortlisting, and evaluation of vendors/contractors.
  - Scrutinize contractor/vendor submissions, including material samples, method statements, and mock-ups, and provide recommendations to DGC/ Client for approval.

- **Execution Supervision & Quality Control**
  - Provide regular site supervision, inspection, and coordination of works to ensure conformity with approved drawings, specifications, and quality standards.
  - Issue site instructions, clarifications, and revisions (if any) to ensure smooth execution.
  - Certify workmanship, materials, and compliance with approved samples at all stages of work.

- **Statutory & Regulatory Compliance**
  - Ensure that all designs, drawings, and works comply with applicable **building codes, NBC, local bye-laws, fire safety norms, and statutory requirements.**
  - Assist DGC/ Client in obtaining necessary approvals, NOCs, or clearances from statutory authorities, if applicable.

- **Financial & Administrative Role**
  - Assist DGC in monitoring project costs and ensuring that works are executed within the approved budget.
  - Highlight any anticipated variations in cost or scope to DGC/ Client in writing for prior approval.

- **Coordination & Reporting**
  - Maintain continuous coordination with DGC/ Client officials and other consultants/contractors involved in the project.
  - Submit progress reports, minutes of site meetings, and status updates at regular intervals as directed by DGC/ Client.
  - Provide prompt resolution of design/site queries raised during the course of execution.

- **Completion & Handover**
  - Ensure timely completion of works in line with the approved schedule.
  - Prepare and submit **As-Built drawings** in hard and soft copies, along with completion certificates.
  - Provide assistance during final inspection, snag rectification, and handover of the renovated areas to DGC/ Client.

- **Defect Liability Support**
  - Provide post-completion support during the **Defect Liability Period (minimum 6 months)** for design-related clarifications, modifications, or resolution of defects attributable to drawings, detailing, or coordination lapses.

6. Termination of Contract

The DGC/ Client reserves the right to terminate the contract at any stage in case of unsatisfactory performance, breach of contractual obligations, delay beyond permissible limits, or failure to adhere to agreed specifications. In such case DGC/ Client reserves the right to engage another agency at the risk and cost of the defaulting Architect.

Part III – Evaluation Criteria & Price Bid format

1. Evaluation Criteria

The evaluation of bids will be carried out in two parts marking system– **Technical Evaluation (60) and Commercial/Financial Bid (40).** Only those bidders who qualify in the Technical Evaluation will be considered for the next stage.

a. Eligibility Screening:

- Bids will first be evaluated for compliance with all **eligibility and qualifying requirements** of this RFP, including submission of supporting documents and credentials.
- Incomplete or non-compliant bids will be summarily rejected.

b. Technical Evaluation (60):

- Each eligible proposal shall be evaluated on the following parameters: -

S. No.	Evaluation Criteria	Marks
1.	Experience & Track Record (minimum 10 years)	10
2.	Relevant Project Experience	15
3.	Design Portfolio, Creativity & Quality of Completed Projects	10
4.	Project Approach, Methodology & Execution Strategy	10
5.	Project Team, Qualifications & Professional Competence	15
	TOTAL	60

- Bidders not fulfilling any one of the above criteria shall be disqualified from further evaluation.

Supporting Documents: -

The applicants shall submit the following documents in support of their technical proposals:

1. Firm's profile, year of establishment and details of professional experience.
2. List of relevant projects completed, indicating client name, project location, scope of work and project value.
3. Copies of work orders, completion certificates or client references as documentary evidence.
4. Portfolio of completed projects, including photographs, design concepts, layouts and 3D visualizations, wherever available.
5. Proposed project methodology, implementation strategy and indicative timelines.
6. Details of the proposed project team, including qualifications, experience and roles and responsibilities of key professionals.

The Club reserves the right to verify the credentials, project experience and supporting documents submitted by the applicants. The decision of the Club's Evaluation Committee regarding technical assessment shall be final without any liability to any of the bidders.

c. Commercial / Financial Bid (40):

- Financial bids of only technically qualified bidders will be opened.
- The lowest financial bid (L1) will be awarded a score of 40, and others will be scored proportionately.

d. Combined Evaluation:

- **Final Score** = (**Technical Score**) + (**Commercial Score**).
- The bidder with the highest Final Score shall be awarded the contract, subject to DGC's/ Client's discretion and successful completion of negotiations.

e. Rights of The Delhi Golf Club

The Delhi Golf Club reserves the following rights, which bidders expressly acknowledge and accept by submitting their proposals:

- To **reject any or all bids** without assigning any reason and without incurring any liability.
- To **Select any bidder** at its sole discretion.
- To **cancel or modify** the RFP at any stage prior to award of contract.
- To **negotiate** with one or more shortlisted bidders to achieve the most competitive fee for the Club.
- To **accept or reject** any deviation, omission, at its discretion.
- To **verify credentials and references** provided by the bidders, including contacting past clients.
- To **disqualify** any bidder found furnishing false information, misrepresentation, or failing to comply with RFP requirements.

The decision of The Delhi Golf Club, both during evaluation and at the time of award, shall be **final, conclusive, and binding** on all participating bidders without incurring any liability on any of the bidders.

2. Requirement Overview

Project: Appointment of a reputed and renowned **Architect / Architectural Firm** for undertaking the comprehensive architectural planning, design, renovation and refurbishment of various facilities and locations within the premises of the Delhi Golf Club, including but not limited to the **Annexe, Men's Change Room (MCR) Poolside, 1st Tee Hut, 10th Tee Hut, Caddy Master Hut and 12th Tee Café** (hereinafter referred to as the "**Project**").

Scope of Work: The appointed Architect / Architectural Firm shall be responsible for providing comprehensive professional services in connection with the Project, covering all stages from initial site assessment and evaluation, conceptualisation, architectural and interior designing, space planning, preparation of detailed drawings, technical specifications, BOQs and cost estimates, to tendering assistance, technical evaluation of contractors, coordination with various consultants and agencies, periodic site supervision, quality monitoring, implementation support and final inspection and handover of the completed works.

The scope shall also include providing appropriate design and technical solutions, recommending suitable materials, finishes, fixtures and fittings, and ensuring that the proposed works meet the Club's functional, aesthetic, operational, quality and maintenance requirements.

The appointed Architect / Architectural Firm shall undertake the assignment in close coordination with the Club's Management and ensure that the proposed renovation and refurbishment works are planned and executed with minimum disruption to the Club's day-to-day operations and member facilities.

The detailed scope of services, deliverables, timelines and responsibilities shall be as specified in this RFP and as may be further finalised by the Club.

3. Proposal Submission Requirements

Interested bidders shall submit a comprehensive proposal including:

- **Technical Bid in a separate envelope** containing all the supporting documents as mentioned in point 1 b above**.**
- **Fee Proposal (Price Bid) in a separate envelope** and in the prescribed format.
- **Statutory Documents** – PAN, GST, firm registration, etc.

4. Contract Terms

The selected Architect will enter into a **formal contract agreement** with the Delhi Golf Club, defining:

- Detailed scope of services and deliverables.
- Payment terms and milestones
- Timelines for completion.
- Provisions for delay, liquidated damages, and termination.
- Arbitration and dispute resolution mechanisms.

5. Price Bid Format

The Price Bid shall be submitted in a separate sealed cover, in the following format: -

Sl. No.	Description	Amount
1.	**Professional Architectural Consultancy Fee:** Fixed lump-sum fee for the complete Project, covering all services, deliverables and responsibilities as specified in this RFP.	Rs. _____
2.	**GST / Applicable Taxes:** As applicable, indicating the applicable rate and amount separately.	Rs. _____
3.	**Total Contract Value (Inclusive of GST)**	Rs. _____

Notes: -

1. The quoted professional fee shall be a fixed lump-sum amount covering all professional charges, consultations, travel, local conveyance, site visits, meetings, documentation, preparation of drawings, presentations and other incidental expenses necessary for providing the complete services mentioned in this RFP.
2. GST shall be payable extra, as applicable, against submission of a valid tax invoice.
3. No additional charges, reimbursements or claims over and above the quoted lump-sum professional fee shall be entertained by the Club unless specifically approved in writing by the Club.
4. Payments shall be linked to satisfactory completion and acceptance of the respective deliverables by the Club.
5. The quoted fee shall remain firm and fixed for the entire duration of the assignment, unless otherwise agreed in writing by the Club.

Lt. Col. Rohit Singh (Retd.)
Secretary
The Delhi Golf Club