

REQUEST FOR PROPOSAL

Architectural Design of Hostel Block at a **Prestigious College of Delhi University, Delhi, India** Issued by PNB Housing Finance Limited (PNB HFL) under its Corporate Social Responsibility (CSR) Initiative.

This RFP comprises of the following:

- Section 1 - Owner's Objective
- Section 2 - Scope of work
- Section 3 - Minimum Eligibility criteria for Architects
- Section 4- Submission Requirements
- Section 5- Evaluation & shortlisting
- Section 6- Submission process

SECTION 1 – OWNER'S OBJECTIVE

PNB Housing Finance Limited (PNB HFL), under its CSR program, intends to appoint an experienced architectural firm to design and deliver a hostel block at one of the prestigious colleges of Delhi University.

The selected architect will be responsible for developing the design concept and advancing it through detailed design and construction documentation phases, culminating in Good for Construction (GFC) drawings.

SECTION 2 – SCOPE OF WORK

The Architect shall undertake to provide the Detailed Design Presentation and the Good for Construction (GFC) docket for the Architectural Design of the Hostel Block at one of the prestigious colleges of Delhi University

Schematic Design:

- Development of the master plan design concept and scheme
- Development of preliminary floor plans, elevations, and sections
- Exploration of different design options and materials o Preliminary site analysis and zoning compliance review

Design Development:

- Finalization of design concepts and materials Development of detailed floor plans, elevations, and sections
- Creation of interior design concepts
- Preparation of preliminary construction documents
- Construction Documentation Phase:

Construction Drawings:

- Preparation of detailed construction drawings, including architectural, structural, MEP (mechanical, electrical, plumbing) drawings
- Coordination with other consultants (e.g., structural engineers, MEP engineers, landscape architects)
- Development of specifications for materials, finishes, and construction methods

Submission Drawings:

- Assistance with obtaining necessary permits and approvals from local authorities

GFC Drawings:

- Preparation and issuance of final construction drawings that are complete, accurate, and ready for construction
- Coordination with other design stakeholders/contractors (MEP, Structure, Landscape, Facade etc.)
- Incorporation of any changes or revisions made during the construction process
- Verification of compliance with all applicable codes, standards, and regulations Additional Services as applicable.

Interior Design:

- Development of interior design concepts and GFC drawings, Base build finishes, coordination with interior design contractors/vendors, Selection of finishes.

BOQ & Specifications

- Preparation of a detailed Bill of Quantities (BOQ)
- Finalization of technical specifications based on approved drawings

Site Visits & Monitoring

- Mandatory minimum of one site visit per month
- Review and monitoring of construction works to ensure compliance with sanctioned drawings and design intent

Walkthrough:

- Minimum 5-minute walkthrough showcasing the proposed plan with realistic renderings

SECTION 3- MINIMUM ELIGIBILITY CRITERIA

- At least one educational campus of 5 acres or two campuses of 2.5 acres each
- At least one institutional building of 50,000 sq.ft. or two of 25,000 sq.ft. each
- At least one institutional building with construction cost \geq 20 crores or two \geq 10 crores each

Desired Eligibility

- Firm established for minimum 15 years
- Registered under CGST & SGST (Delhi NCR preferred)
- At least one educational campus project in Delhi NCR or within 100 km radius
- Familiarity with Delhi Municipal laws, NGT guidelines and local authority liaising

SECTION 4 – SUBMISSION REQUIREMENTS

Interested architects are requested to share the following details:

- Company profile and organization details
- Experience certificates and key completed projects
- Client references (minimum 5)
- Details of recent 5 major projects & cost details
- Certifications, licenses and registrations
- Financial details (last 3 years' turnover)
- Proposed project team with CVs of key personnel
- Approach to sustainability and CSR alignment
- List recognitions, awards and competitions won in the architectural category (additional advantage)

SECTION 5 – EVALUATION & SHORTLISTING

- Submitted profiles will be **evaluated by the internal team** based on predefined criteria.
- **Shortlisted architect** may be invited to participate in **future RFPs / tenders** as and when projects are launched.
- The shortlisting process will be based on a balanced assessment: **50% technical criteria and 50% financial criteria**
- Submission of RFP does **not guarantee selection or award of work**.

SECTION 6- SUBMISSION PROCESS

Interested vendors may submit their profiles and supporting documents via:

Email: rfp.csr@pnbhousing.com

Last date for submission: 3rd May 2026