

No. SE-I/Remodeling/New  
Admin.

Dated: 29.08.2024

To

Architects/Interior Designers

Sir,

Sub:- Remodeling of Office Work Spaces in the New Administrative Building of  
Cochin Port Authority (CoPA) - Appointment of Consultants - reg.

1. Cochin Port Authority (CoPA) proposes to appoint Consultants for providing services for remodeling of office work spaces in the New Administrative Building excluding Chambers of Chairperson and Dy. Chairperson.

2. The scope of work to be entrusted with the Consultant includes:

- **Preparation of Concept Designs:** Developing concept interior designs, plans, and elevations by re-arranging the existing office spaces, creating an ergonomic and modern design for work spaces (Cubicles/Cabins), re-arranging of services like electrical, electronic, and communication systems (if required), face lifting of entrance lobby, Board Room, Conference Hall, open areas in the second floor etc including overall aesthetic appearance of the building (front and rear views).
- **Material Planning:** Proposing high-quality, cost-effective materials & finishes for office cubicles/cabins and storage cabinets including potential reuse of existing partition walls, cubicles and services
- **Cost Estimation and preparation of detailed specifications for work & material:** Preparing detailed working drawings for contract execution, along with detailed estimate, specifications of work & material and SoQ for inviting tenders based on CPWD/market rates.
- **Consultation and Presentation:** Delivering a PowerPoint presentation of the proposal to CoPA. Additionally, Consultants are expected to engage in periodic site visits and meetings with CoPA officials.

3. The layout plan of the existing work spaces and proposed tentative rearrangement etc. are attached for reference.

4. It is requested you to visit the site and discuss with concerned officials of CoPA and submit your budgetary offer for the total consultancy services on a lump sum basis.

5. Your prompt response within 04.09.2024 would be greatly appreciated.

Yours faithfully



Johny M.V  
Superintending Engineer-I