

SISTER NIVEDITA UNIVERSITY

CAFETERIA DESIGN COMPETITION

ADDENDUM – 02

Commercial Submission & Formatting Standards

Issued By: Sister Nivedita University

Date: 04-04-2026

Reference: Competition Announcement, Design Brief, and Addendum–01

1. Purpose of this Addendum

This Addendum establishes **uniform commercial, documentation, and submission formatting standards** for all participants to ensure fairness, comparability, and transparency during evaluation.

All participants must strictly follow the instructions below. Non-compliance may lead to disqualification at the discretion of the University.

2. Submission Structure (Mandatory)

Each submission shall be organized into **three clearly separated sections**:

PART A — Design Proposal (Technical Submission)

This section shall include:

- Design narrative aligned with the competition theme
- Concept diagrams and explanation
- Floor plans (2,500 sq. ft. and 4,000 sq. ft. options)
- Sections/elevations (if required for clarity)
- 3D views/renderings
- Material palette and spatial intent
- Circulation and seating strategy
- Fire and safety considerations (conceptual level)

Important:

No commercial information shall appear in Part A.

PART B — Commercial Proposal (Financial Submission)

This section shall be submitted as a **separate document/file** containing:

1. Lump-sum execution cost for:
 - Option A — 2,500 sq. ft.
 - Option B — 4,000 sq. ft.
2. Cost breakup (indicative only), including:
 - Civil works
 - Interior works
 - Furniture and fixtures
 - Lighting
 - Finishing works
 - Professional fees (if included)
3. Cost per square foot (for reference comparison).

PART C — Compliance Declaration

Participants must include a signed declaration confirming:

- Acceptance of competition terms and addenda
- Validity of quoted price
- Commitment to execute the project if selected
- Confirmation that the submission is original work

3. Commercial Quotation Requirements

3.1 Nature of Pricing

- Prices must be quoted as **lump-sum turnkey execution cost**.
- Costs must include labour, materials, installation, supervision, overheads, and contractor margins.

3.2 Taxes and Duties

Quoted amounts shall clearly indicate:

- Base project cost
- Applicable GST
- Total project value

All statutory taxes, levies, duties, transportation, insurance, and compliance costs must be considered within the quotation.

4. Price Validity

Commercial quotations must remain valid for a minimum period of:

180 days from submission deadline.

5. File Format and Naming Convention

Participants shall submit digital files using the following structure:

Section	File Name Format
Design Proposal	SNU_Cafeteria_PartA_[FirmName].pdf
Commercial Proposal	SNU_Cafeteria_PartB_[FirmName].pdf
Compliance Declaration	SNU_Cafeteria_PartC_[FirmName].pdf

6. Drawing Standards

- All drawings must include scale indication.
- Dimensions must be clearly readable.
- North orientation must be marked.
- Floor areas must be mentioned.
- Layouts should correspond to the shared bare-shell drawings.

7. Presentation Format

- Maximum recommended length: **25–30 presentation pages** (excluding appendices).
- Renderings should clearly communicate spatial intent rather than excessive decorative visualization.
- Concept explanation should remain concise and legible.

8. Evaluation Neutrality

To ensure impartial evaluation:

- Participant logos and firm identities should appear **only on the cover page**.
- Jury evaluation may be conducted using anonymized submissions.

9. Submission Mode

Submissions shall be made:

- In digital format (PDF) via the officially notified submission email/portal.
- File size limits and upload instructions shall be followed as notified separately.

Late submissions shall not be considered.

10. Intellectual Property Confirmation

Submission of entries constitutes confirmation that:

- All drawings and materials are original.
- The University retains ownership rights over submitted designs as stated in the competition terms.

11. Clarifications

Any further queries must be submitted in writing to the official competition email ID within the notified clarification window.

Only written responses issued by the University shall be considered binding.

12. Binding Effect

This Addendum shall form part of the Competition Documents and shall be read together with:

- Competition Advertisement
- Design Brief
- Addendum-01
- Any subsequent addenda issued by the University

Issued with approval of the Competent Authority

Authorized Signatory
Sister Nivedita University

Date: 04-04-2026

END OF ADDENDUM – 02