

Terms of Reference (TOR)

Onboarding Architecture Design Consultancy Services for Tribal Arts and Development Centre, Mizoram

Title	Architecture design consultancy for Tribal Arts and Development Centre
Timeline	4 Weeks
Expected area of expertise	<ul style="list-style-type: none"> • Architect/ Architectural Firm/ Team with a minimum 2-year practical experience • Experience in designing community/ public facilities in field of architectural design, Interior design, documentation, architecture research • Proficiency in creating detailed architectural plans, 3d models, rendering, drawings, and other detail specifications. • Knowledge of sustainable and energy-efficient design principles and practices. • Understanding of design and area standards
Email and website	procurement@selcofoundation.org
Apply Link	https://forms.gle/L3R7eYVjo4VHGe2m6 (Contact Procurement for Form Link)
Last Date for Apply	17 th January, 2025

About SELCO Foundation:

SELCO Foundation's mission is to create a platform of solutions that uses sustainable energy as a catalyst to link environmental sustainability and poverty alleviation. With holistic development as the primary focus, the organization strives to create equitable societies where all communities have access to essential services. SELCO Foundation's Agri & Allied program focuses on empowering farmers and rural communities through sustainable agriculture practices, thereby creating an impact in terms of improved energy-efficient technology, increased crop yields, enhanced livelihoods, and reduced carbon footprint. To know more about SELCO Foundation, visit www.selcofoundation.org.

1. About Built Environment

The aim of the built environment program is to democratize access to design of livable habitats to address poverty and climate challenges in a climate-stressed world by integrating energy optimization through an ecosystem approach.

Terms of Reference (TOR)

Underserved communities are usually at the receiving end of the worst impacts of climate change coupled with improper ventilation, natural lighting and thermal conditions; the cost of building resilience and comfort is generally high. The overall energy performance of built environments is influenced by people, units and climate. Hence, innovations need to integrate energy optimization in the application of technologies and the environment of built spaces.

2. Summary of the project:

Mizoram is a mountainous state nestled in the southern tip of the north-east region of India. Lush forests with thick bamboo grooves, numerous waterfalls, large streams, deep valleys make up the typical landscape of the state. The region is rich in folklore and picturesque villages with houses built on stilts. With a rich cultural heritage and a distinct identity, the community in Mizoram is primarily composed of the Mizo people, an ethnic group. They engage largely in Jhum cultivation, which influences their festivals and social activities. Music and dance are an integral part of the Mizo culture, which has been passed down through generations. The traditional art of weaving, cane and bamboo handicrafts, and other art forms reflect the rich heritage and tradition of the community.

To inculcate the preservation, promotion, and celebration of tribal culture and its artistic expressions, SELCO Foundation is looking for experienced architects/ consultancy firms based in Mizoram to conceptualize and develop a Tribal Arts Centre that captures the cultural, traditional and local essence of Mizoram and integrates climate adaptability and energy efficiency

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3. Goal:

The goal of designing and implementing a model Tribal Arts and Development Centre is to create a platform that captures and showcases the cultural, traditional and local essence of Mizoram. Develop a holistic design for a model Tribal Arts Centre that captures the cultural, traditional and local essence of Mizoram and integrates climate adaptability and energy efficiency

4. Objective:

Terms of Reference (TOR)

- To design a state-of-the-art Tribal Arts and Development Centre that captures the cultural, traditional and local essence of Mizoram
- The centre should demonstrate energy efficient and climate adaptive built environments that is contextualized to Mizoram
- To create an innovative space that can strengthen livelihood activities for the local tribal community in the region
- To encourage tourism, with a vast display of the State's history, culture, art and tradition
- Ensure compliance with local and national standards and regulations.
- Incorporate sustainable building materials and practices to minimize the environmental impact and ensure climate adaptability

By achieving these objectives, the project will result in a well-designed, functional, and sustainable Tribal arts and Development centre that meets the needs of the community and will set a benchmark for cultural centers across the country.

5. Scope of Work

A. Site Assessment and Secondary research

Conduct comprehensive research on best practices and standards in community development spaces and analyse globally relevant case studies of successful arts and development centres designs. Assess the climate, culture, and terrain of Mizoram, to ensure that the design is well-suited to local conditions. Understand the spatial requirements of different functions listed out in the project brief, to integrate into the layout design.

B. Site visit, site analysis and Concept Development

Develop a detailed concept design for the Tribal Arts and Development center, focusing on creating a design solution that integrates solar energy, modular, futuristic, climate-smart, and inclusive strategies that will set a benchmark for cultural centers across the country.

The total floor area should not exceed **3000 sqft.** encouraging the team to push the boundaries of creativity and innovation within these constraints. The design to be limited to the first floor of the structure, keeping in mind that the ground floor will be utilised as market space by the local community.

Terms of Reference (TOR)

Plan the layout to include all essential facilities and equipment as identified, adhering to national and global standards, guidelines, and building codes. Ensure the design promotes optimal flow and functionality within the spaces while emphasizing energy efficiency and sustainability.

The architect/ agency is expected to design the following:

SI No.	Functions	Description	Type of Space	Floor	Footfall
1	Exhibition Area	Dedicated galleries for displaying various forms of artwork, with adjustable lighting and wall configurations.	Semi-Public	First Floor	100 person/ day
2	Visitor Information Center	A reception area providing information about events, exhibitions, and the center's programs.	Semi-Public	First Floor	100 person / day
3	VR Exhibition Space + Library	Dedicated areas equipped with VR headsets and technology, allowing visitors to immerse themselves in virtual art installations or experiences.	Semi-Public	First Floor	100 person / day
4	Outdoor Spaces	Gardens, courtyards, or plazas designed for outdoor exhibitions, performances, and community events.	Semi-Public	First Floor	100 person / day
5	Workshop studios	Well-equipped spaces for hands-on workshops/trainings, community gatherings, meetings, and educational programs that encourage local engagement.	Semi-Public	First Floor	100 person / day
6	Handicraft Souvenir Store	A retail space showcasing local handicrafts and artworks, allowing visitors to purchase unique souvenirs.	Semi-Public	First Floor	100 person / day
7	Multipurpose room/spaces	Areas that can be adapted for different types of activities like performances, such as movie screening, theater, dance, music, and visual arts.	Semi-Public	First Floor	100 person / day
8	Other services like parking, toilets, storage facilities, pantry, loading dock etc. to be considered in the design. Capacity for each of the spaces should be calculated as per the total footfall				

Terms of Reference (TOR)

C. The design developed should consider

- **Efficient Spatial Layout:** Optimizing space involves efficient planning to maximize functionality within a given area. Design should ensure every square foot serves a purpose, enhancing usability, flow, and resource efficiency while minimizing wasted or underutilized spaces.
- **Energy Efficiency:** Energy-efficient design with passive strategies leveraging natural resources like sunlight and ventilation to minimize mechanical reliance. This approach looks at improving comfort and reducing energy consumption through smart orientation and insulation
- **Environmentally responsible:** Design should prioritize sustainable practices that minimize ecological impact and promote resource conservation.
- **Inclusive:** Design should ensure spaces are accessible to all users, accommodating diverse needs and abilities. It should promote equitable access and fosters a sense of belonging within the built environment.
- **Context specific:** Solutions tailored to the unique characteristics of a location, considering vernacular materials and construction practices
- **Climate resilient:** Design should incorporate strategies that adapt to and mitigate the effects of climate change, ensuring buildings can withstand extreme weather events.
- **Culturally sensitive:** Design should respect and reflect the values, traditions, and identities of the community it serves.
- **Byelaws/ Building code:** Design must adhere to local by-laws and building codes to ensure compliance with safety, accessibility, and zoning regulations

D. Drawing List

Final design drawing set should have the following:

SL NO.	DRAWING LIST
1	Zoning plan
2	Area Statement
3	Floor plan with furniture layout
4	Section A
5	Section B

Terms of Reference (TOR)

6	Front Elevation
7	3D Views – Interior, exterior and isometric views providing information on building systems or illustrating key architectural concepts

E. Include the following construction details:

- Basic details like furniture, window opening and sizes, areas, etc. to be included in the drawings
- Specifications and recommendations for materials used in the building envelope, along with the rationale behind each choice
- Construction detail recommendations to be integrated into the design
- Energy systems, rainwater harvesting systems, and fire safety systems should be carefully considered and integrated into the design

6. List of deliverables and timelines

Sl. No	Items	Timeline
01	Signing of Contract and Initial Discussion and work plan	Signing of Contract
02	Concept Note: Include all ideas, concepts and any reference from literature review or case studies in the form of illustrations/ visualizations, etc. <i>Finalization of Concept Note to be done with SELCO team before moving to deliverable 2</i>	1 week from signing the contract
03	Drawing set with construction details <i>Finalization of design to be done with SELCO team before submission of deliverable 3</i>	1 week from finalization of concept note
04	Final Submission after Iteration (consider 2 iterations to the design)	1 week from finalization of design (deliverable 2)
	Estimated comprehensive timelines: 4 weeks from signing the contract	

Note:

Orientation and discussion sessions to be held with the Built Environment team of SELCO Foundation at every stage of the process.

Terms of Reference (TOR)

1. Any **field visits** for primary data collection to be planned with the SELCO team. Travel costs will be associated with Agency based on the SELCO travel policy.
2. SELCO Foundation team should be involved and consulted in every stage of research and design development for better coordination and understanding of the context, process and outcome.

7. Site Description:

The total floor area should not exceed **3000 sqft.**

Sample

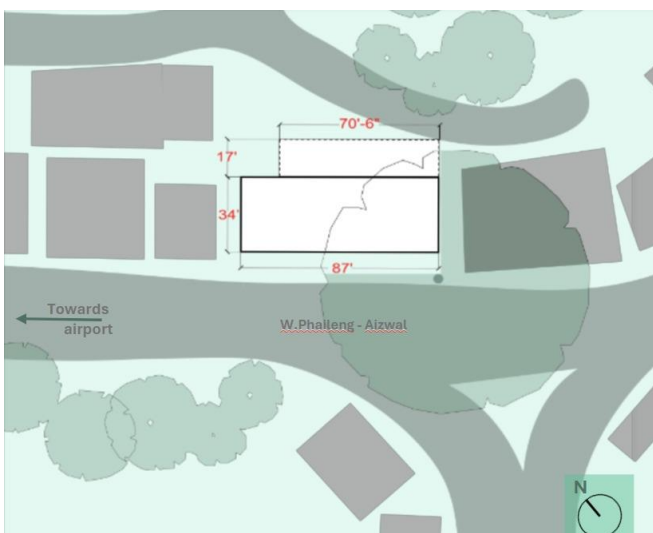
Location

Photos:

<https://drive.google.com/drive/folders/1w5taJGg2pnnKs-s685cRA-h5uQdloXdl?usp=sharing>

GPSLocation:

https://www.google.com/maps/@23.8310224,92.6268917,81m/data=!3m1!1e3!5m1!1e1?hl=en&entry=ttu&g_ep=EgoyMDI1MDEwOC4wIKXMDSoJLDEwMjExMj



[MzSAFQAw%3D%3D](#)

8. Requirements:

- Proven experience of minimum 2 years in the field of architectural design, Interior cost-effective design and multiple project execution at a time.
- Proven track record of successfully executing and monitoring in community space design with all necessary services projects.
- Strong local connections with vendors and subcontractors, ensuring efficient procurement of materials and resources for the project. Ability to obtain samples and materials promptly from reliable sources.

Terms of Reference (TOR)

- Portfolio showcasing previous work; Demonstrating ability to design functional and aesthetically pleasing workspaces
- Fluency in English and knowledge of other local languages
- Strong capacity to translate technical information into simple, clear, accessible content for various stakeholders such as end users, masons, contractors, NGOs etc
- Strong understanding of composition and color theory
- Those interested may apply with the following information:
 1. The candidate CV, Portfolio with evidence of relevant work experience and education
 2. Portfolio showcasing relevant work in design, architectural research
 3. Financial quote with costs against the deliverables. More detail and relevant

9. Selection Criteria:

The technical proposal will be evaluated based on the following general areas:

- Individual/ team or agency/ agency will be evaluated based on prior work experience/ portfolio and qualified team with relevant experience
- All relevant files, including editable versions of the deliverables, need to be provided by the Agency/Company.
- The proposals submitted by the prospective Consultant / Agency will be evaluated and examined by an expert in-house committee. The final selection will rest with the competent authority of the SELCO Foundation.
- Eligible Interested Consultant / Agency are requested to submit their Expression of Interest (EOI) with all supporting documents as indicated in eligibility criteria.
- Consultant / Agency having good domain knowledge on drafting, 3D modelling, visual graphics, visualization, productization/ templatization, research and writing.
- The financial proposal will be evaluated based on expertise, cost, lead-time and proposed payment terms.

10. Timelines: 30days

4 weeks for secondary research, site visit, concept development, producing relevant drawings & 3D visuals and necessary revisions.

11. Payment Terms:

Payments will be made based on the completion of agreed deliverables. A detailed payment schedule will be included in the contract and based on considered each party agrees.

Agency are invited to submit a quotation against the deliverables.

Terms of Reference (TOR)

Proposal should be:

1. Please provide a break-up of the costs as agreement quotation for the service provided on an official letterhead with signatures and stamps, wherever needed.
2. Kindly mention your name, address, contact information along with correct bank details and signature in the agreement quotation.
3. Please note that the prices quoted by the consultant are firm, final, and binding and not subject to variation on any account.
4. The quotation is inclusive of all necessary taxes and applicable costs.
5. Other than the proposed amount, no additional amounts will be paid as fuel, phone charges, etc.
6. Deliverables need to be submitted as per the given timeline or before the expected date.

12. Terms and conditions

1. The designs should consider the most economical options for good quality materials and final products.
2. The quotation is inclusive of all necessary taxes and costs applicable.
3. Other than the proposed amount, no additional amounts will be paid as overheads for rent, fuel, phone charges, etc.
4. All materials and workmanship shall be the best of the respective kind. The decision of the SELCO Foundation regarding the rates, quantity, and sufficiency of materials will be final and binding.
5. All relevant files, including *editable versions of the deliverables*, need to be provided by the consultant. SELCO Foundation has the right to use the materials as per needs.
6. Deliverables need to be submitted as per the given timeline or before the expected date.

13. To apply

Interested consultants / organisations, with relevant experience (please include portfolio and links of relevant work and/or references of the previous similar work as proof of experience) and based out of India are requested to reach out with a detailed proposal giving a brief on the methodology and the process they will uptake for this project, including budgets (with break-ups and explanation), timelines and milestones and submit the same to google form <https://forms.gle/oWB34nhvHHgBcFaH7> on before **17/01/2025**.

Any further queries please write to procurement@selcofoundation.org with a subject line: **“Architectural consultancy for Tribal Arts and Development Centre”**

Terms of Reference (TOR)

Note: The application will be evaluated on a rolling basis.

Refer Terms and Condition:

- 1. Sub-contracting:** In the event that the Consultant requires the services of subcontractors to perform any obligations under the Contract, the Consultant shall obtain the prior written approval of the Foundation. Any rejection or non-performance of the subcontractor shall not, in and of itself, entitle the Consultant to claim any delays in the performance, or to assert any excuses for the non-performance, of any of its obligations under the Contract, and the Consultant shall be solely responsible for all services, obligations and deliverables performed by its subcontractors
- 2. Quality Assurance**

The data submitted to Selco Foundation should be accurate, complete, reliable and relevant. Consulting agency shall establish additional layers for data cleaning and submission.
- 3. Financials & Reporting**

TDS will be deducted on the fixed amount as per Income Tax Act and Rate of Percentage. In accordance with the Central Board of Direct Taxes circular No. 7 of 2022 dated 30th March, 2022 in relation to the clarifications with respect to Section 114AAA of the Income-tax Rules, 1962, failure to link Aadhar number to the PAN card and/or failure by any person, who falls within the income tax bracket or otherwise, to file tax returns in relation to payment of TDS for any service (in accordance with Section 206AB and 206AA) and/or an inoperative PAN card will result in a 20% tax deduction.
- 4. Indemnification**

Both parties shall indemnify and hold its Trustees, Directors and representative officers, employees, agents harmless from and against any and all claims, demands, actions, losses, liabilities, charges, damages, costs and expenses (including but not limited to reasonable attorney's fees) arising out of or resulting from (1) any claims arising in connection with activities undertaken by both parties in connection with the project or (2) Consultant's gross negligence or willful misconduct or breach of any undertaking, covenant, representation or warranty contained in this agreement and/ or the actual infringement of any patent, trademark, copyrights, trade secret or any other intellectual property right of the third party.
- 5. Patent, Copyright and other Proprietary Rights**
 - (i) Except as is otherwise expressly provided in writing in the Contract, the Foundation shall be entitled to all intellectual property and other proprietary rights including, but not limited to, patents, copyrights, and trademarks, with regard to products, processes, inventions, ideas, know-how, or documents and other materials which the Consultant has developed for the Foundation under

Terms of Reference (TOR)

- the Contract and which bear a direct relation to or are produced or prepared or collected in consequence of, or during the course of, the performance of the Contract. The Contractor acknowledges and agrees that such products, documents and other materials constitute works made for hire for the Foundation.
- (ii) Subject to the foregoing provisions, all documents, reports, recommendations, documents, and all other data compiled by or received by the Consultant under the Contract shall be the property of the Foundation, shall be made available for use or inspection by the Foundation at reasonable times and in reasonable places, shall be treated as confidential, and shall be delivered only to the Foundation's authorized officials on completion of work under the Contract
 - (iii) The Consultant will treat all information given to him/her as information with proprietary value and will not disclose the same to competitors or any outsiders. The Consultant will not at any time, except under legal process, divulge any trade or business secret relating to the Foundation or any customer or agent of the Foundation, which may become known to him by virtue of his position as consultant, save in so far as such disclosure shall be necessary in the interest and for the benefit of the said Foundation and will be true and faithful to the Foundation in all dealings and transactions whatsoever relating to the said Foundation.
 - (iv) Reports or other data that are developed specifically for the performance of this Contract shall be the property of the Foundation and the Consultant shall deliver reports and data to the Foundation as per the milestones. Dissemination of the reports and any information from the said contracts shall be done with written approval from the Foundation.

6. Publicity, use of name & Logo of the Foundation: The Consultant shall not advertise or otherwise make public for purposes of commercial advantage or goodwill that it has a contractual relationship with the Foundation, nor shall the Consultant, in any manner whatsoever use the name, emblem, logo or official seal of the Foundation or that of SELCO in connection with its business or otherwise without the written permission of the Foundation.

7. Observance of Law:

- (i) The Consultant shall comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the Contract.
- (ii) The Consultant represents and warrants that neither it, its parent entities, partners or subcontractors nor any of its subsidiary or affiliated entities (if any) is engaged in any practice inconsistent with the rights set forth in the *Child Labour (Prohibition and Regulation) Act of 1986*, which, *inter alia*, requires that a child shall be protected from performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical, mental, spiritual, moral, or social development.

Terms of Reference (TOR)

- (iii) The Consultant represents and warrants that it shall adhere to the mandates prescribed under the *Sexual Harassment of Women (Prevention, Prohibition & Redressal) Act, 2013*, which requires all workplaces to have a Policy and Internal Committee to address complaints of sexual harassment that women may face at the workplace

8. Termination:

Either party may terminate this contract by giving a notice in writing to the other party stating their intention to terminate the same on the expiration of Seven (7) days from the date of such notice. In addition, the Foundation may also terminate this contract forthwith in the event of any fraud, misconduct or neglect of duties on the part of the Consultant. Any notice to be given hereunder shall be sufficiently given to the Consultant if forwarded by registered post or by Courier Service to the last known postal address of the Consultant and shall be sufficiently given to the Foundation if similarly forwarded to the registered office. Upon the termination of this contract and payment of the said fees due up to such termination, and payment of all disbursements and out-of-pocket expenses incurred up to the date thereof (provided the same have been incurred after obtaining prior approval), the Consultant shall deliver all deeds, documents and paper in his possession relating to the business of the Foundation or as the Foundation shall direct, and shall continue to afford him all reasonable assistance for concluding pending matters at the date of such termination without making any charge thereof.

9. Force Majeure:

- (i) *Force majeure* as used herein means any unforeseeable and irresistible act of nature, any act of war (whether declared or not), invasion, revolution, insurrection, terrorism, or any other acts of a similar nature or force, *provided that* such acts arise from causes beyond the control and without the fault or negligence of the Consultant
- (ii) In the event of and as soon as possible after the occurrence of any cause constituting *force majeure*, the affected Party shall give notice and full particulars in writing to the other Party, of such occurrence or cause if the affected Party is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under the Contract. The affected Party shall also notify the other Party of any other changes in condition or the occurrence of any event which interferes or threatens to interfere with its performance of the Contract. Not more than fifteen (15) days following the provision of such notice of *force majeure* or other changes in condition or occurrence, the affected Party shall also submit a statement to the other Party of estimated expenditures that will likely be incurred for the duration of the change in condition or the event of *force majeure*.



Terms of Reference (TOR)

- (iii) On receipt of the notice or notices required hereunder, the Party not affected by the occurrence of a cause constituting *force majeure* shall take such action as it reasonably considers to be appropriate or necessary in the circumstances, including the granting to the affected Party of a reasonable extension of time in which to perform any obligations under the Contract.
- (iv) If the Consultant is rendered unable, wholly or in part, by reason of *force majeure* to perform its obligations and meet its responsibilities under the Contract, the Foundation shall have the right to suspend or terminate the Contract on the same terms and conditions as are provided for in this Contract.

10. Both the Foundation and the Consultant fully and freely intend to create an independent Contractor relationship under this Contract. Nothing herein shall be deemed to establish a partnership, joint venture, association or employment relationship between the parties. Both parties agree that the consultant has the right to sole and exclusive control over the manner and means employed in performing their activities under this Contract.

11. Settlement of disputes:

- (i) The Parties shall use their best efforts to amicably settle any dispute, controversy, or claim arising out of the Contract or the breach, termination, or invalidity thereof.

Any dispute, controversy, or claim between the Parties arising out of the Contract or the breach, termination, or invalidity thereof, unless settled amicably, within sixty (60) days after receipt by one Party of the other Party's written request for such amicable settlement, the matter shall be referred by either Party to arbitration in accordance with the Arbitration and Conciliation Act, 1996. The venue of the arbitration shall be at Bangalore. Likewise, the jurisdiction will vest with courts in Bangalore.
