



Request for Proposal

Interior Partition & Fit-Out of Skilling Center – Dehradun

Introduction

Nasscom Foundation is a non-profit, non-governmental, non-religious organization established under the Indian Society Act in India. Nasscom Foundation is a voluntary organization focused on improving the quality of life of individuals by imparting Education and Information Technology (IT) & Computer related skills development and training among women and youth.

As part of its skilling initiatives, Nasscom Foundation is setting up a new Skilling Center in Dehradun. The center is located on the 4th floor of the premises, covering a carpet area of approximately 3,450 sq. ft. Nasscom Foundation is inviting proposals from experienced interior fit-out vendors to design, partition, and fit out the premises on an end-to-end basis, as detailed in the Scope of Work below.

Project Overview

Nasscom Foundation requires a competent interior fit-out vendor to undertake the complete partitioning, electrical, fit-out, and branding work for its upcoming Skilling Center in Dehradun. The vendor will be responsible for converting the existing bare/open premises into a fully functional skilling center comprising a computer lab, classrooms, an open reception and workstation area, counselling rooms, a pantry space, and a center manager's room, along with reinstallation of existing assets and complete center branding.

Location	Kanwali Road, Opposite Nayara Petrol Pump, Gram Kanwali, Dehradun, Uttarakhan 248001.
Floor	4th Floor
Carpet Area	Approx. 3,450 sq. ft.
Nature of Work	End-to-end interior partition, electrical, fit-out and branding

Scope of Work

Objective

Nasscom Foundation is looking to onboard an interior fit-out vendor to plan, partition, and fit out the Dehradun skilling center premises (3,450 sq. ft., 4th floor) into the following functional spaces, along with associated electrical, fit-out, and branding work, on a complete end-to-end basis.

1. Space Planning & Partition Requirements

- Computer Lab (Partition is already there, need furnishing)
- Classrooms 3 (Need Partition)
- One open area with Reception and 8 workstations
- 2 Counselling Rooms with an attached storage space
- Center Manager Room (Partition is there need furnishing)
- 3 washrooms are already existing at the premises – no civil work required, only touch-up/finishing as needed

2. Reinstallation of Existing Assets

The following existing materials are available on-site/in storage and need to be reinstalled at the new premises as part of the fit-out:

- Air Conditioners (AC) (Combination of new and old AC)
- Desktops (Used Desktop)
- Chairs
- Tables
- CCTV Cameras

3. Electrical Work

- Complete fresh electrical wiring across the premises
- Wiring to support the computer lab, classrooms, reception/workstation area, counselling rooms, pantry, and manager's room

4. Partition Work

- Partitioning of classrooms and the reception/open workstation area as per the space plan

5. Fit-Out Requirements

- Lighting fit-out across all rooms and common areas
- Fire extinguishers and fire safety fit-out as per applicable norms

6. Branding

- Complete end-to-end branding of the center (signage, wall branding, entrance/reception branding, and other branding elements as required) is to be undertaken and managed entirely by the vendor

Work Requirements

1. Design & Planning
 - a. Vendor to prepare and share a detailed layout/floor plan covering all the spaces listed above, subject to Nasscom Foundation's approval before execution.
2. Partition
 - a. Vendor to execute partitioning of classrooms and the reception/workstation area as per the approved layout.
3. Electrical Work

- a. Vendor to carry out fresh electrical wiring across the entire premises, ensuring safety compliance and adequate power points for computer lab, workstations, and common areas.

4. Fit-Out

- a. Vendor to install lighting fixtures and fire extinguishers across the premises as per requirement and applicable safety norms.

5. Reinstallation of Existing Assets

- a. Vendor to reinstall existing AC units, desktops, chairs, tables, and CCTV cameras at designated locations within the new layout.

6. Branding

- a. Vendor to take complete ownership of designing and executing the branding of the center as an end-to-end solution.

7. Timelines

- a. Vendor must clearly indicate the total number of days required to complete the entire scope of work, from commencement to handover.

8. Compliance

- a. All work must comply with applicable safety, electrical, and fire-safety norms and standards.

Proposal Requirements

Vendors are required to share a detailed proposal covering the following:

1. Commercials – item-wise/head-wise cost break-up (partition work, electrical, fit-out, reinstallation, branding, etc.), inclusive of applicable taxes, with no hidden charges.
2. Total number of days required to complete the entire task, from work commencement to final handover.
3. Branding Plan – vendor to take complete ownership of the branding of the center and detail the proposed branding approach and elements as part of the end-to-end solution.

Deliverables

- Fully partitioned premises as per the approved layout (computer lab, classrooms, reception with 8 workstations, 2 counselling rooms with storage, center manager room, pantry space).
- Complete fresh electrical wiring tested and functional.
- Lighting and fire extinguisher fit-out completed as per norms.
- Reinstallation of all existing assets (AC, desktops, chairs, tables, CCTV cameras) at designated locations.
- Complete end-to-end branding of the center.
- Handover of the fully fitted-out and branded premises, ready for use.

Organization's Profile

Sl. No	Company Overview	
1	Registered Name	
2	Focus Area of work	
3	Year of Establishment	
4	Registered Office	
5	Names of Directors/Partners	
6	Brief Profile of Senior Management	
7	Address	
8	Contact Person	
9	Phone Number	
10	Mobile Number	
11	Fax Number	
12	Email	
13	Website	

Sl. No	Financial Details	
1	Total Turnover of the Organization (Rs.) in last 3 years	
	FY 2024-25	
	FY 2023-24	
	FY 2022-23	
2	Registration Certificate	
3	PAN Number	
4	GST Number (if applicable)	
5	Has the Organization ever been blacklisted (Provide details, if Yes)	
6	Does any personnel of the Organization have any business relationship of any kind with Nasscom Foundation's officers, directors, employees or agents (Yes/No), Please provide details if Yes	

Documents to be Submitted

Organization's Profile, Financial Proposal, Detailed Technical Proposal (including layout plan), Last 3 years' Audited Income Statement and P&L, Some examples of past work/case studies (relevant interior fit-out projects).

- Last Date for Proposal Submission: 8th August 2026
- A 30-minute call can be scheduled for any clarification

All proposals should be mailed to **rfp@nasscomfoundation.org** with the subject line:

“Skilling Center Dehradun – Interior Fit-Out & Branding Proposal - <Name of the Organization>”.

For any clarification or query, please connect at rfp@nasscomfoundation.org