Sreenarayanaguru Open University
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Inviting Expression of Interest for Designing Buildings and Preparing Masterplan for Sreenarayanaguru Open University, Kollam

Sreenarayanaguru Open University invites expression of interest from reputed Architectural firms to prepare a Detailed Project Report covering 120000 Sq. Feet buildings and masterplan for its campus. The selected firm will be responsible for creating a functional, sustainable, energy efficient and aesthetically pleasing, State of art and a unique landmark design that meets the university's needs. To be eligible, firms must have minimum 15 years of experience in architectural design and construction, proven experience in completing construction of buildings with a minimum area of 120000 Sq. Feet along with the compliance report and proof and strong portfolio showcasing relevant projects.

Please submit your expression of interest (soft & hard copy) by 13.06.2025, 05.00pm.

Opening date 16.06.2025, 11.00am.
Mail id. planning@sgou.ac.in.

More conditions and details are available in www.sgou.ac.in

Location of land for Master Plan

District   **: Kollam**

Taluk   **: Kollam**

Village   **: Mundakkal**

Block No;   **: 25**

Resurvey No;   **: 125/4**

Land Area   **: 806.60 cent**

Proposed Area of the buildings to be constructed : 120000 sq. feet

Details of Components to be included in Masterplan:

1. Unique entry arch/ security cabin
2. Compound wall
3. Internal Roads with pedestrian area
4. Roadside trees and Landscaping
5. Parking areas – in two sides
6. Bank - ATM

7. Post Office

8. Auditorium Block

   Multi-Purpose Auditorium (1000 capacity) with all modern facilities

   Theatre with (300 capacity)

9. Student Amenity Centre : Commercial Student amenity complex/Medical centre/learner facilitation centre, Day care centre, DTP/Photocopier, Cafeteria, Stationary stores - with Dining hall and Wash area.

10. Two Seminar halls of different capacities- 100, 200 with ICT facilities

11. Cafeteria

12. Admin block (presently building- 60000 sq. feet)

    (Estimate required-detailed requirements attached below)

13. a) Academic block and research centre (60000 sq. feet) (7-10 schools -school head office- HOD   room- 6-7 assistant professor cabins under each schools-Research centre-

    b) CIQA Centre

    c) Library including Digital Library

    d) Training Centre

    e) Research Centre

    f) Seminar Hall (50/100 capacity)

    g) Rooms for BoSS and BoS Meetings

13. MDDC block   -100 content developer sitting space for development, editing, proof reading rooms, Computer lab facilities, director's room, Asst. Director's room, DTP and Printing room, office room 10 occupancy, storage space – MDDC library facility for SLM preparation, 2 lakh book storing capacity (ground floor), Library and research and training centre, seminar rooms (50, 100 occupancy)- complex, printing press, loading and unloading facility, wash rooms

14. Sreenarayanaguru Museum

15. Visitor's gallery

16. Open air auditorium

17. Office of the Controller of Examinations

    1) CE Room

    2) Room for PA to CE

    3) Confidential room (50 capacity)

    4) Pre Examination Section: Exam registration section – UG, PG, Certificate, Diploma Programmes

    5) Post Examination Section

    6) Evaluation Hall (200 evaluators space- capacity alterable halls/arrangements)

    7) Viva/dissertation -conference-seminar halls (multipurpose)

    8) Exam Store : paper storage space 2 lakh + sheet storage capacity

    9) Online exam centre- provisions for 250 occupancies with proper networking, Computer/laptop table space-connection provisions

10) Examination IT Section

11) Help Desk for Examinations

18. Cyber Wing

    a) Cyber controller space -officer

    b) CC office (10 capacity)

    c) IT section – Programmer room -15 seating capacity

    d) System manager Room

    e) Store Room

    f) Virtual Manager Room

    g) IT office space (5 capacity)

    h) Video recording room – 3 rooms- 2-3 people capacity

    i) Video editing room – 10 editing facility at same time

    j) Digital library Hall

    k) 30 sound proof cabins -2 occupancy- For taking 30 Live online classes parallelly

19. Centre for Internal Quality assurance (CIQA) – Director's space, office space- 5 people capacity, file storage, wash area, guest room, visitors sitting space, front office area, conference room (50 capacity), computer Room

Research Incubation/ start-up /patent centre

Internal complaint centre

Grievance redressal centre

Equal Opportunity Centre

Placement Cell with Interview and GD rooms

20. Guest House:

21. VC Quarters, PVC quarters, Registrar quarters, Five- floor statutory officer apartments-3BHK- Controller of Examination, Cyber Controller, Finance Officer, Campus Director,

22. Management Development Programme (MDP Hostel-25 capacity)- guest rooms- flat complex- 25 occupancy- expandable upto 50 (for external research and training participants occupancy), Suite room for syndicate members-10 Nos, Guest rooms - studio type- 5 nos., Two VIP suit Rooms, Dining area, Kitchen Space, wash rooms

23. Admin DR/AR – 2BHK- 10 numbers,

    Teachers flat complex- two bed room flats-30 Nos.

    HOS -2BHK- 10 Nos, Bachelors' flat – Studios apartments

24. Multipurpose indoor ground-basket -ball, outdoor sports track,

25. Local Fund Audits Section

26. Sewage plant - CCTV camera - Provision for solar panels in all buildings - Rain water harvesting and purification - Generator room

Fire & safety /electrical room - Godown facilities - Engineering and maintenance wing with Room for University Engineer, office facilities - Security Officer Rooms

Estimate required urgently for Admin block with requirements as listed below:

Admin block, unique building, provision for 5 floors in future, land mark building) [G+2- G0, G1, G2]

I) G0- (Ground floor)

Reception office - Security Officer Room

1. Registrar Office

    a) Entry to Registrar office /front office

        Registrar Room and Room for Personal staff

    b) Registrar- administration-office- under different sections (details listed below) as listed- 35-50 staff space with table, file storage, printer, Document rack, important document safe storage, meeting room, confidential section

Front office – learner support/enquiry/ Janasevana kendram model / bank front office model with different enquiry/service counters – with visitor seating-refreshing/wash facility

Different sections to be included

1. PRO office- officer + 2 assistants + 5 Data entry operators
2. Tapal section – two assistants/ Data entry operator/ 1 SO (three staff capacity/ file storage, seal storage.
3. Purchase section – 2 assistants, 1 AR, register storage space
4. Academic administration -2 data entry operator, 3 section- clerks/assistants,1- Section officer, 1-Assistant registrar, 1-Deputy registrar
5. Administration – 3 section clerks/assistants, 1 section officer, 1-AR
6. RC-Hq. -1 clerk/assistant, 1 so, 1 AR
7. LSC administration- 2 assistants, 1 SO, 1AR
8. Learner support section -2 assistants, 1 SO, 1AR
9. Learner grievance section- 2 assistants, 1 SO, 1AR
10. Establishment office – two assistants, 1 AR, 1 DR
11. Engineering/civil works office/maintenance office
12. Course certificate/ TC wing
13. Arts & sports programs wing
14. Syndicate section wing
15. Govt. communication section
16. Public information officer wing
17. Right to information office section- file storage
18. Credit transfer/banking wing)

c) Registrar's office space - 16 seat visitor capacity, office room, meeting room, wash room, dining area   File storage, University /achievement/ display facility, Fittings requirements: computer, TV, networking, air condition, fan

2. Finance Office

Room for Finance Officer

Finance office - 12 staff space with table, file storage, printer, Document rack, important document safe storage, meeting space

Fin-I, Fin-II, Fin-III, Fin-IV

      I.   Chest/Locker
      II.   P&D
      III.   Salary Section
      IV.   Internal Audit
      V.   Exam Finance
      VI.   Accounts Section
      VII.   Cash Section
      VIII.   Payroll Section
      IX.   E grants wing   [200 sq. feet]

Finance office space- 16 seat visitor capacity, office room, wash room, meeting space, dining area (400 sq. feet.) File storage, University /achievement/ display facility, Fittings requirements: computer, TV, networking, air condition and fan

Audit officer's room

Audit office – 2 assistants, 1 Dr, file storage space

3. Medical room

4. Material development and distribution centre-MDDC 1

6. CIQA centre

7. Conference room [300 seat capacity]

8. Library – with advanced features

9. Visitors lounge

10. VIP lounge - 11. Wash areas

11. Concurrent Audit Office (A separate wing)

Audit
JD Office

G1 (first floor)

1. VC Office

   a) Entry to VC staff office /front office to vc office

       VC Room -Personal staff

   b) VC office- Three staff space with table, file storage, meeting room

   c) VC space inside- 16 seat visitor capacity, office room, wash room, dining cum area cum rest room

File storage, University /achievement/ display facility

Fittings requirements: computer, TV, networking, air condition, fan

Meeting room with syndicate meeting room

2. PVC Office

   a) Entry to PVC staff office /front office to VC office

       Personal staff

b) PVC office- Two staff space with table, file storage

c) PVC space inside- 16 seat visitor capacity, office room, wash room, dining area

File storage, University /achievement/ display facility

Fittings requirements: computer, TV, networking, air condition, fan

3. MDDC section -2

Content developers - discussion hall/conference room 1-300 capacity, office space/ computer lab]

4. Auditorium/senate room 1 – [300- 500] seat capacity

5. Syndicate Conference hall – 30 seat capacity – with advanced/features

6 Senate Hall/ Academic Council meeting Hall/

6. VIP lounge [500 sq. feet – two rooms- attached, front sitting area]

7. Guest dining space

8. Syndicate members room (individual) - 10 nos [attached] - office room, file storage

9. 7-10 schools

1. Rooms for 7-10 Heads of schools

2. Space for Assistant Professors 5-8 * 7-10 schools

3. Computer lab/printing facility

4. Wash area - Dining area

5. BoSS/BoS meeting rooms

6. Conference room (100 capacity)

10. Cyber center-1

Cyber controller's office - IT, admission -registration, exam-IT, fee portals-IT, e-grant portals-IT- office space-conference-computer lab, server room, networking room

System Manager Room

Admission Sections – UG, PG, Certificate and Diploma programmes

Cyber IT section 2

1. Room for Virtual Programme Manager

2. Multimedia Rooms

3. Class recording studio -3 nos.

4. Editing centres [3 nos.]

5. Live/online class broadcasting cabins -sound proof- 20 cabins [single/two people occupancy]

6. Smart class rooms with 70 occupancy – 10 numbers

7. Wash area

8. Space for Radio station

G2 (Second floor)

Office of the Controller of Examinations

1) CE Room
2) Room for PA to CE
3) Confidential room (50 capacity)
4) Board Meeting Room (Scrutiny Board, Pre Valuation Board, Pass Board etc)
5) Pre Examination Section: Exam registration section – UG, PG, Certificate, Diploma Programmes
6) Post Examination Section
7) Examination Control Room
8) Packing – Despatching - Tapal section
9) Evaluation Hall (200 evaluators space- capacity alterable halls/arrangements)
10) Viva/dissertation -conference-seminar halls (multipurpose)
11) Exam Store : paper storage space 2 lakh + sheet storage capacity
12) Online exam centre- provisions for 250 occupancies with proper networking, Computer/laptop table space-connection provisions
13) Revaluation Section
14) Examination IT Section
15) Help Desk for Examinations
16) Question bank/ work/ print – system + print options
17) On Screen Valuation facilities
18) Answer sheet/ scanning /storage/ screen valuation/monitoring space
19) Tabulation/ results wing
20) Certificate wing
21) Printing Sections with computer /Photocopy facilities.

Terms   & Conditions

- The Syndicate of the University reserves the right to accept or reject any Expression of Interest in full/part which does not satisfy the above terms and conditions. Any other terms & conditions other than in the quotation notice, included by the firms is not acceptable. These applications which does not contain compliance report are also not acceptable. The expression of interest without the compliance report, EoI will summerly rejected.
- Deals of works executed in the past, penalties imposed in earlier works should be included in the Expression of interest. The details of penalties – works terminated with risk and cost, blacklisting/direction for blacklisting, action taken against contractor for manipulation of documents, fines imposed etc. for the previous five years to be listed with details. If there are no such cases, a NIL certificate should be submitted by the interested firms. (In case of major irregularity in the last five years or it is found that the information furnished is false, the Expression of interest can be rejected without any further notice).
- The Syndicate of the University has every right to cancel this notification without assigning any reason.

Details of amount (tender form cost and EMD) to be remitted along with the expression of interest.

Tender form price: Rs.17640 + 18% GST (No tender form is issued from University. But the firms participated in the bid should remit the amount to the University account and copy of the remittance details to be attached along with the expression of interest.)

EMD (Earnest Money Deposit)

Rs. 63000/- towards Earnest money (refundable) to be remitted by the firms along with the expression of interest.

Earnest Money can be also submitted as

- National Saving Certificate
- Approved interest-bearing securities
- Post office cash certificates
- 10 years Treasury savings/ Deposits/Certificates
- 12 years National Saving Certificate

The firms those are exempted from payment of tender form price and Earnest money Deposit by Govt. orders are also exempted from such and such payments.

Bank Name : Union Bank of India

Branch   : Kollam

Account no. : 361401010035599

IFSC   : UBIN0536148

University has already prepared Contour map of the University land.

Kollam   Sd/-

02.06.2025   **Registrar**