

## LIST OF WORKS

### **CORPORATE AND OTHER OFFICES**

1. Airtel Corporate Office	New Delhi
2. Bharti Telecom Corporate Office	New Delhi
3. Bharti Telesoft Ltd.	Okhla
4. Bharti Telesoft Ltd.	Gurgaon
5.. Kumon India Education Pvt. Ltd	New Delhi
6.. KLM City Office, Cargo Office, IGI Airport Office	New Delhi
7. KLM City Office, Cargo Office	Bombay
8. KLM Office	Madras/ Chennai/ Banglore
9.. Cathay Pacific Airways , City Office	New Delhi
10. Cathay Pacific Airways ,City Office, Airport Lounge	Bombay
11. American Express Bank	New Delhi
12. Dentsu India Ltd	New Delhi
13. Bank of Tokyo	New Delhi
14. Time Life Magazine Office	New Delhi
15. Voltas, Chairman's Office	New Delhi
16..Tata Tea	New Delhi
17. TELCO, Parliament Street	New Delhi
18. Tata Services, Parliament Street	New Delhi
19. TISCO, Parliament Street	New Delhi
20. Tata Unisys	New Delhi
21. Tata Chemicals , Bhikaji Cama Place	New Delhi
22. Goodlass Nerolac Paints Ltd	New Delhi
23. Volkart Fleming Shipping Services Ltd, Tatas	New Delhi
24. The Indian Tube Co. Ltd.	New Delhi
25. Escorts Ltd.	New Delhi
26. Schlumberger Ltd.	New Delhi
27. Welcom Group ( ITC )	New Delhi
28. India Today ( Living Media P. Ltd. )	New Delhi
29. ICIM Parliament Street	New Delhi
30. Subhash Projects and Marketing Ltd.	New Delhi
31. Frost International Ltd.	New Delhi
32. Herbertsons Ltd.	New Delhi
33. Vam Organic Chemicals Ltd..	New Delhi
34. Phipsons & Co. Ltd. (United Breweries )	New Delhi
35. Forbes Forbes Campbell and Co	New Delhi
36. Lucas India Pvt. Ltd	New Delhi
37. Forbes Forbes Campbell and Co. ( A.P.L.)	New Delhi
38. Forbes Forbes Campbell and Co. ( Shipping Division )	New Delhi
39. Nuclear Science Centre	New Delhi
40. Lakshmi Machine Works	New Delhi
41. Orient Craft Limited	Gurgaon
42. Auto Ignition Ltd	Faridabad
43. India Business Solutions	New Delhi

## **RESIDENCES/APARTMENTS/SHOWROOMS/EXHIBITIONS/ HOTELS/ RESTAURANTS**

1. Voltas Ltd.	New Delhi
2. Tata Chemicals/ Tata Fertilizers	New Delhi
3. NSCI Club	New Delhi
4. Bank of Tokyo	New Delhi
5. Agrani Convergence Ltd.	New Delhi
6. Assam Emporium	New Delhi
7. Orissa State Handloom Dev. Corp.	New Delhi
8. TELCO, Spare Parts Showroom	New Delhi
9. National Industrial Dev. Corp Asia 72	New Delhi
10. FCI of India Asia 72	New Delhi
11. Handloom Tableau for Ministry , Republic Day Parade	New Delhi
12. O.N.G.C. Tableau Republic Day Parade	New Delhi
13. Farm house/ Residences	Gurgaon/ New Delhi
14. Hotel Maya ( ITC Welcom Group )	Balrampur
15. Hotel Jumolhari	Bhutan

## **OUR PHILANTHROPIC WORKS**

1. St. Stephen's College ( auditorium + Seminar Room )	Delhi
2. Delhi Public School	Noida
3. Delhi Public School	Ranipur
4. Lal Bahadur Shastri Sewa Niketan	Indore

**Disclaimer: Our list of works (partial) includes work done by us from 1976 to 2007.  
During this period some of the clients may have redone the interiors.**

### **WHAT ARE CLIENTS SAY ABOUT US....**

“ We certify that they completed the work very efficiently keeping high quality and workmanship. The entire project was coordinated to our utmost satisfaction. We recommend them very highly ”

**A. J. Bronkhorst, Controller for India, Nepal, Bangladesh and Bhutan, KLM Royal Dutch Airlines**

" Their design was adjudged the best "

**Manager, Assam Government Marketing Corporation Ltd.**

"... they completed the work very efficiently, keeping high quality and workmanship. The entire project was coordinated and designed to our utmost satisfaction "

**Mr. M. S. Subramanian, Director, Operations and Administration, American Express Bank**

" The Workmanship is of a high quality and the interior has been designed both elegantly and tastefully making maximum use of space. M/s The karigars are co-operative, reliable and trustworthy and we have no hesitation in recommending their services to anyone "

**K. Kuzume, General Manager, The Bank of Tokyo Limited, New Delhi**

" The karigars have been instrumental in conceiving absolutely imaginative designs for our various Shastri Sewa Niketans which have schools, clinics, community centres etc. Their designs though economical , are greatly appreciated and we have found them very reliable."

**Anil K. Shastri, Ex Finance Minister, General Secretary and Treasurer, Lal Bahadur Shastri Sewa Niketan, New Delhi.**

" Rajiv' s ability to assess and to comprehend the needs of his clients and translate them in shape and form is laudable. He tends to achieve excellence blended with simplicity. I appreciate his style of functioning with the utmost pains he takes and with the degree of involvement and responsibility he grapples with the work he takes in hand.

I would strongly recommend Rajiv to anyone who looks for layouts of buildings, areas with aesthetics, simplicity and low cost."

**Padmashri S. L. Dhawan, Principal, Delhi Public School, Noida.**

“ We would like to extend our heartfelt thanks to the Karigars for the excellent work done by them. We really appreciate their thorough finesse in their work with a “ Never compromise” attitude. We also appreciate their promptness, quick response and sincere attitude.”

**Mr. Hiroyuki Kobayashi, Managing Director, Kumon India Education Pvt. Ltd.**

## **DETAILED TERMS AND CONDITIONS**

### **DESIGN**

We charge a small percentage of the total project cost ( 6 % to 10 % depending on the size, value and also if the work is of a repetitive nature ), as our design fee, divided into 2 phases

#### **a. Drawing and Budget**

#### **b. Start actual designing work**

#### **a. PHASE I**

#### **Drawing and Budget**

We shall take up the design work on receipt of a mutually agreed upon advance .

Against this advance , we shall do the following :

1. In case the project is in Delhi/ NCR based, we shall arrange to send a designer from our office to take detailed measurements including all details of electrical lights, switches, fittings, windows, doors , cabinets etc. In case the project is outside Delhi/ NCR , the client will arrange to send us a measured drawing giving all details as mentioned above.
2. We shall prepare a layout plan as per brief discussed with you and show you the same for your approval and carry out any changes if necessary.
3. We shall prepare an Excel sheet of the budget which will include the areas, quantities and rates to be charged by various contractors/ vendors for all the items shown in the plan.. However it will not have any design details.

#### **b. PHASE II**

#### **Start actual designing work**

On your approval of the same, we shall take up designing of the entire project and the design fee shall be paid to us in advance in 4 installments as follows :

1. 40 % payment to start work on detailed drawings
2. 30 % on presentation of all drawings and subsequent approval ( less initial advance received )
3. 20 % on presentation of bill of quantities and tender document
4. 10 % after completion of work

The following shall be done by us in lieu of the design fee :

- Final layout plan
- Choice of materials, colour cards and soft furnishings
- Elevations of walls, partitions, cabinets etc.

Details of the above ( wherever necessary )

- Sections.
- Flooring plan and floor designs

- Ceiling plan
- Electrical plan (you would hire an electrical consultant locally to supervise and certify , we will hire consultant here )
- Calculation of electrical load
- Furniture drawings / photocopies.
- Elevation of glazings where required
- Details of toilets, pantry and service stations , where required
- Quantities and specifications
- Signage details , if any
- Coordination of the project with the various contractors / sub-contractors
- Supervision of workmanship, and quality control
- Checking of running bills / measurements and final bill
- Ensuring adherence to time schedule

Besides the above we shall look into all requirements of Telecommunications and Computers and coordinate with your IT Manager.

**Kindly note** that all coordination work of Government Departments eg. electricals, water supply, telephones, estate etc. shall be coordinated directly by you. We shall not take responsibility of any work of this nature.

## **CO-ORDINATION AND SUPERVISION**

On approval of the drawings, schedule of quantities and budget, we shall ask approved contractors on our panel to quote for the job. These contractors have been selected by us on the basis of their workmanship, adherence to time schedule and cost factor. The client can also suggest names of any contractor / contractors to quote for the job.

Then we shall short list one of the contractors and negotiate the lowest price possible keeping in mind quality and workmanship desired.

The Work Orders for the various contractors shall be prepared by our office and the same shall be signed by you and forwarded to the various contractors along with the advance payments.

The contractor shall work under our supervision and we shall ensure quality control and adherence to time schedule.

All payments to be made to the contractor / sub contractors shall be regulated through us and we shall check them and recommend them for payment.

The final bill / areas shall be checked by us and only then the Pre final bill shall be recommended for payment.