

Maldives Hajj Corporation Limited

Terms of Reference

Interior designing services of MIT Building

Announcement Number: (IUL)MHCL-P/1/2025/58

Date: 25.12.2025

Terms of Reference (TOR)

For: Interior Design Services

Project: MIT Tourism Hotel (Mixed-Use, 13 Story)

1.0 Project Background & Overview

Project Title: MIT Tourism Hotel

Project Type: Mixed-Use Development (Hospitality, Commercial, Residential)

Project Scale: 13 Story's

Project Location: Mantha Island Beach front (Land No. 315) , K.Maafushi

The MIT Tourism Hotel is envisioned as a landmark hospitality destination, designed to cater to both tourists and business travelers. The 13-storey tower will integrate multiple functions, requiring a sophisticated, cohesive, and brand-aligned interior design that enhances guest experience, operational efficiency, and overall aesthetic appeal. This TOR defines the scope, responsibilities, and deliverables exclusively for the appointed Interior Designer.

2.0 Objective

The primary objective is to appoint a highly qualified Interior Designer to conceive, develop, and document a comprehensive interior design scheme for all designated areas within the MIT Tourism Hotel. The design must:

- Create a unique, memorable, and marketable identity for the hotel.
- Optimize space planning for functionality, guest flow, and operational efficiency.
- Select and specify materials, finishes, furniture, fixtures, and equipment (FF&E) that are durable, sustainable, aesthetically pleasing, and within the project budget.
- Ensure all designs comply with relevant local building codes, accessibility standards, and hospitality industry best practices.

3.0 Scope of Work for the Interior Designer

The Interior Designer's services shall be broken down into the following key phases:

- **Phase 1: Concept Development & Preliminary Design**

- Conduct a detailed briefing with the client, architect, and project manager to understand the project vision, brand positioning, target market, and operational requirements.
- Review and understand all architectural drawings and MEP (Mechanical, Electrical, Plumbing) layouts.
 - Develop a conceptual design including:
 - Design Narrative & Concept Theme.
 - Preliminary space plans and layouts for all areas.
 - Mood boards, color palettes, and material samples.

- **Phase 2: Design Development**

- Refine the approved concept into detailed design development packages.
- Develop detailed floor plans, elevations, and reflected ceiling plans for all areas.
- Specify all interior finishes (flooring, wall coverings, ceilings, paints, etc.).
- Develop preliminary FF&E schedules.
- Produce 3D visualizations and renderings of key spaces (e.g., lobby, guest rooms, suites, restaurant).
- Coordinate with the Architect, MEP, and Structural engineers to integrate design intent.
- Present the design development package for client approval.

- **Phase 3: Document Submission**

- Prepare comprehensive and detailed Construction Documentation, including:
 - Final detailed drawings (plans, elevations, sections, joinery details).
 - Final FF&E schedules with full specifications.
 - Final Finishes Schedule.
 - Interior Lighting Schedule and specifications for decorative lighting.

- **Phase 4: Procurement & Contract Administration (Site Supervision)** if required with additional charge.

4.0 Areas of Design Responsibility

The Interior Designer shall be responsible for the interior design of the following areas:

- Public Areas
- Full Floor Areas of Ground to 13th Floor & Roof Top restaurant

5.0 Exclusions from Scope

The following are explicitly excluded from the Interior Designer's scope unless otherwise agreed in writing:

- Architectural design of the building shell, core, and structure.
- Detailed MEP, Structural, and Civil engineering design.
- Kitchen and Laundry equipment design (layout coordination is included).
- Audio-Visual, IT, and Security system design (coordination of locations is included).
- Signage and Wayfinding graphic design (coordination is included).
- Food and Beverage (F&B) Operator procurement.
- Cost consultancy and quantity surveying.

6.0 Key Deliverables

1. Concept Design Report & Presentation.
2. Design Development Package (Drawings, Schedules, Renderings).
3. Detailed FF&E and Finishes Schedules.
4. Tender Documentation Package for Interior Works.
5. As-Built Drawings (upon project completion).

7.0 Bidder Qualification Requirements

To be considered for this project, bidders must meet the following minimum eligibility criteria:

- **Valid Business Registration/License:** The bidding firm must possess a valid business registration and/or professional license to operate in the relevant jurisdiction.
- **Experience:** A minimum of 2 years of proven experience in interior design field. Bidders must submit at least 1 reference letter confirming the successful completion of similar scope of work within the past 2 years
- **Professional Certifications:** Key personnel involved in the project (e.g., Lead Interior Designer) must hold relevant professional certifications.

8.0 Proposal Submission & Evaluation

- **Clarification Period:** Bidders may submit written requests for clarification regarding this TOR or the project scope within one Week of announcement.
- **Evaluation Criteria:** Proposals will be evaluated based on the following criteria:
 - Technical Proposal (Design Approach, Methodology, Creativity, Compliance with TOR): 25%
 - Relevant Experience and Portfolio: 10% - (Relevant reference letter from clients within the last 2 years must be submitted)
 - Duration: 15%
 - Financial Proposal (Cost-effectiveness, Value for Money): 50%

9.0 Preparation of Bid

- **Language:** The Language of the Bid should be in English or Dhivehi
- **Documents compromising of the bid:**
 - Business Registration Certificate
 - GST Registration Certificates (if applicable)
 - Company Profile
 - Reference Letters (if applicable)
 - Completed and Signed Copy of Bid Submission Form as per Annex 1 of this TOR
 - Completed and Signed Copy of Quotation as per Annex 2 of this TOR
- **Bid Prices and Currency:** The bidder shall quote entirely in Maldivian Rufiyaa including GST at the time of current rate.
- **Validity of Bid:** 60 (Sixty) Calendar days from the date of bid submission

10.0 Bid Registration and Bid Opening

- **Bid Registration:**
 - Bidders shall use the provided link to complete the bid registration form.
 - **Registration Link:** <https://forms.office.com/r/ysYje1iYBn>
 - Deadline for registration: 31st December 2025 1400hours
- **Location, date and time of Bid Opening:**
 - Location: Maldives Hajj Corporation Limited, G. Sikandharu, Lonuziyaaraiy Magu, Malé, Maldives 20143
 - Date and Time of Bid Opening: 8th January 2026 1100hours
- **Contact details for further Clarifications:**
 - Procurement Department – Email Address: procurement@mhcl.mv
 - Deadline for Clarification: 31st December 2025, 1400 Hrs
 - Answers to the Clarifications will be provided on 4th January 2026.

- **Important notes:**

- “4 (a) Save as provided in Section 4(d), all transactions carried out in the Maldives must be conducted in MVR. This includes transactions related to goods, services, price, fees and charges, remuneration, rent salary.”
 - Regulation on Foreign Currency (2024/R-91)
- Fine for late delivery will be charged per day and if the work/ item(s) are not completed within the agreed period, MHCL has the right to cancel the contract.
- Penalty charges shall be imposed in respect of each item/service of non-compliance with the bid conditions.
- MHCL has the right to explore other external options to check market price for the requirement.
- (If applicable) it shall remain your responsibility to ensure that your quotation/proposal reaches the email on or before the deadline. Quotations/Proposals that are received after the deadline indicated above, for whatever reasons, shall not be considered for evaluation.
- Please note that we may purchase all the items, selected items, or none of the items, based on comparative offers from different vendors.
- MHCL reserves the right to cancel or reject any quotation/proposal that is deemed to have an unusually low quoted price, which may indicate a potential compromise on the quality of goods/services provided. Vendors are expected to submit quotations/proposals that reflect realistic pricing in line with industry standards. Any bid that significantly deviates from the expected norm may be subject to further scrutiny, and if it is determined that the bid does not meet the required quality standards, it may be disqualified.
- MHCL reserves the right to conduct background checks and due diligence on any vendor, including but not limited to legal, financial, and performance history, prior to the issuance of a Purchase Order (PO). MHCL may, at its sole discretion, disqualify or reject any vendor based on the outcome of such checks without any liability or obligation to provide further explanation
- Any actual or prospective bidder or contractor who is aggrieved in connection with the solicitation or award of a bid, contract or proposal, may appeal to the MD of MHCL. The appeal must be in writing and must list the pertinent facts giving rise to the appeal.

Annex 1- Bid Submission Form

[Name and address of Client]

Dear Mr. Mohamed Shakeel,

We, [insert name of the company/personnel], hereby submit our proposal for the supply of goods in accordance with your Request for Proposal dated [insert date] and our accompanying submission. Enclosed is our proposal, sealed in an envelope for your consideration.

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this proposal may lead to our disqualification by the client.
- (b) We meet the eligibility requirements as stated in section 4.1.
- (c) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We remain,

Yours sincerely,

Authorized Signature *In full and initials:*

Name and Title of Signatory:

Address:

Contact information (phone and e-mail):

Annex 2 – Quotation

Company Name:

Quotation Number:

Address:

Quotation Date:

Email Address:

Tin Number:

Contact Number:

Item No.	Item Name	Unit	Quantity	Unit Price (MVR)	Total Price (MVR)
Sub Total:					
GST 8%					
Total Amount:					

(Authorized by)

(Company seal if applicable)