PRACTICAL PROJECT TOOL

Interior quotation comparison template

Use this worksheet to put interior design or contractor quotations on the same scope, specification and commercial basis. Keep every original quotation attached to the completed comparison.

1. Issue the same brief	2. Normalize every line	3. Resolve every gap	4. Record the decision
Give each bidder the same rooms, drawings, services, constraints and submission date.	Use one master description, quantity, unit and required specification for all bidders.	Mark included, excluded, provisional or unclear; obtain written clarifications.	Compare the normalized total, responsibility, programme and risk - not only price.

Project and issue details

Project name		**Site address**	
Client / decision-maker		**Comparison prepared by**	
Brief revision and date		**Drawing / BOQ revision**	
Quotation deadline		**Required completion**	
Bidder A		**Quotation reference / date**	
Bidder B		**Quotation reference / date**	
Bidder C		**Quotation reference / date**	

Before pricing: attach the same project brief, room list, drawings, specification assumptions, site constraints and required services to every request.

MASTER SCOPE

Line-by-line quotation comparison

Use one row for each service or work item. Continue on another copy of this page where necessary.

Master-scope item / location	Qty / unit	Required specification	Bidder A status / amount	Bidder B status / amount	Bidder C status / amount	Clarification / normalized adjustment
Design stages and drawings						
Demolition / civil work						
Floor, wall and ceiling finishes						
Electrical / lighting						
Plumbing / waterproofing						
Fixed joinery / kitchen / hardware						
Loose furniture / furnishings						
Protection / transport / debris						
Testing / snagging / handover						
Additional item						
Additional item						
Additional item						

Status vocabulary: INCLUDED / EXCLUDED / PROVISIONAL / CLIENT-SUPPLIED / UNCLEAR. Record the bidder's original reference before making any normalized adjustment.

COMMERCIAL REVIEW

Terms, exclusions and responsibility

Complete this page only from written proposal terms or a written clarification. Do not infer that silence means included.

Commercial term	Required or reference position	Bidder A	Bidder B	Bidder C	Unresolved risk / action
Normalized work subtotal					
Professional services					
Taxes and duties					
Delivery, protection and disposal					
Provisional allowances					
Client-supplied items					
Known exclusions					
Quotation validity					
Programme assumptions					
Payment milestones / evidence					
Variation approval process					
Warranty / defects / handover					
NORMALIZED COMPARISON TOTAL					

DECISION RECORD

Clarifications, checks and appointment handoff

A normalized total is only one input. Record the evidence, delivery responsibility and unresolved conditions behind the decision.

Decision check	Bidder A	Bidder B	Bidder C	Evidence / final action
Comparable project and exact role				
Named team and contracting entity				
Required services and drawings				
Site visits and coordination				
Programme and dependencies				
References checked				
Insurance / registrations where relevant				
Final exclusions accepted				
Preferred bidder and reason				
Conditions before appointment				

NEXT STEP	SOURCE AND USE NOTE
Transfer the accepted scope, quotation revision, clarifications, payment triggers, programme and change procedure into the written appointment. A comparison worksheet does not replace the signed contract documents.	Interio's documentation approach is informed by the measurement, variation and payment discipline described in the CPWD Works Manual. Private interior appointments differ. Source: https://cpwd.gov.in/Publication/CPWD_Works_Manual_2022_13122022.pdf