







**TENDER DOCUMENT FOR INTERIOR FIT-OUT WORKS OF**  
**METROPOLITAN HIGHER SECONDARY SCHOOL, PUTHENCAVU,**  
**CHENGANNUR**

Client: **The Headmaster, MHS Puthencavu** representing **The Manager, M D Corporate Schools, Devalokam, Kottayam**

**Project:** Interior Fit-Out Works for MHS School Auditorium

**Location:** Metropolitan Higher Secondary School, Puthencavu, Chengannur

**Tender Reference Number:** PBA/MHS/Tr ID 075/02/25

**Issued On:** 17<sup>th</sup> Feb 2025

**Due Date for Submission:** 25<sup>th</sup> Feb 2025

**Time for Collecting Tender:** 10:00AM to 3:00PM on all days

## **SECTION 1: INVITATION TO TENDER**

### **1.1 Scope of Work**

The works include but are not limited to:

- Supply and installation of **false ceiling works** using gypsum board / calcium silicate board, grid ceilings, or other approved materials.
- Supply and installation of **decorative wall panelling**, including wooden, PVC, veneer, or fabric panels.

### **1.2 Eligibility Criteria**

- Bidders must have a minimum of **5 years of experience** in interior fit-out works.
- Should have successfully completed at least **3 similar projects** (false ceiling and wall panelling works) in the last **3 years**.
- Must possess valid licenses, GST registration, and PAN.

### **1.3 Site Inspection**

Bidders are encouraged to visit the site before submitting their bids. Site inspection will be facilitated on 17<sup>th</sup> Feb 2025 to 21<sup>st</sup> Feb 2025 from 10:00 AM to 3:00 PM.

## **SECTION 2: GENERAL CONDITIONS OF TENDER**

### **2.1 Submission Requirements**

- All tender submissions shall include the following documents:
  1. Cover Letter
  2. Company Profile
  3. List of Past Projects (attach certificates/completion letters)

4. Proposed Work Plan & Schedule
5. Detailed Price Bid
6. Warranty/Guarantee Statement for materials and workmanship.

## 2.2 Tender Submission

- The tender must be submitted in **sealed envelopes** clearly marked as: *"Tender for Interior Fit-Out Works of MHS, Puthencavu, Chengannur."*
- Addressed to: **The Headmaster, M H S School, Puthencavu, Chengannur**
- Deadline for submission: **25<sup>th</sup> Feb 2025**      Time: Before 3:00 PM
- Late submissions will not be entertained.

## 2.3 Tender Evaluation

- The evaluation will be based on:
  1. Compliance with tender specifications and eligibility criteria.
  2. Technical Proposal & Work Schedule.
  3. Price Competitiveness.

## 2.4 Work Schedule

The total duration for completion of the works is **12 weeks** from the date of work order issuance.

# SECTION 3: TECHNICAL SPECIFICATIONS

## 3.1 False Ceiling Works

- Material: Gypsum board, Calcium Silicate board (Gyproc / Saint Gobain / Ramco / Truesteel / Xpert) metal grid ceilings (as per approved design). Spacing not exceeding 500mm
- Finish: Smooth finish with approved paint/polish.
- Height & Layout: As per architectural drawings.
- Supporting structures and framing shall be galvanized iron or aluminum sections.
- Integrated provisions for lighting fixtures, HVAC vents, and speaker systems.

## 3.2 Decorative Wall Panelling

- Material: Wooden panels, veneer panels, fabric panels, WPC / PVC panels (as approved by the client).
- Design: Custom decorative patterns or plain, as per approved design.
- Installation: Ensure firm fixing, levelled and aligned with no visible gaps.
- Finishes: As per approved colour and polish.

### 3.3 Electrical & Lighting Works

- Concealed wiring for lighting fixtures within the false ceiling.
- Supply and installation of approved LED panel lights, cove lights, and decorative lights.

### 3.4 Painting & Polishing

- Painting works using **premium quality paints** (Asian Paints/Dulux/Berger or equivalent).
- Polishing of wooden surfaces where applicable.

### 3.5 Quality Standards

All works shall conform to IS codes and relevant industry standards.

## SECTION 4: COMMERCIAL TERMS

### 4.1 Payment Terms

- Mobilization Advance: [Insert %] against submission of Bank Guarantee.
- Interim Payments: Based on actual work completed and certified by the Engineer-in-Charge.
- Final Payment: Upon successful completion and handover of works.

### 4.2 Retention Money

- 5 % of each running bill shall be retained to a maximum of Rs.1 Lakh and released after the defect liability period of **12 months**.

### 4.3 Penalties for Delay

- A penalty of [**5% per week**] will be imposed for delays beyond the stipulated completion period.

**For any clarifications, contact:**

**The Headmaster,**

Metropolitan Higher Secondary School,

Puthencavu, Chengannur

Ph No: +9194468 36817

**Dr. Biju C Thomas**

Consultant

Prime Builders & Architects.

Ph No: +9193889 10354

**Signature:**

**Place:**

**Date**

**Name & Address of Tenderer:**

**TENDER FOR INTERIOR FIT OUT WORKS OF METROPOLITAN HIGHER SECONDARY SCHOOL AUDITORIUM,  
PUTHENCAVU, CHENGANNUR**

Sl No	Description	Approx. Qty	Unit	Rate		Amount
				In Figures	In Words	
1	Supply and installation plain false ceiling(both side ) in main hall area using 12 mm gypsum board with <b>Truesteel</b> channels as per design	2,060.00	sqft			
1.a	Supply and installation plain false ceiling(both side ) in main hall area using 12 mm gypsum board with <b>xpert</b> channels as per design	2,060.00	sqft			
1.b	Supply and installation plain false ceiling(both side ) in main hall area using 10 mm gypsum board with <b>xpert</b> channels as per design	2,060.00	sqft			
2	Supply and installation center drop ceiling(level 1) in main hall area using 12 mm gypsum board with <b>Truesteel</b> channels as per design	1,460.00	sq.ft			
2.a	Supply and installation center drop ceiling(level 1) in main hall area using 12 mm gypsum board with <b>xpert</b> channels as per design	1,460.00	sq.ft			
3	Supply and installation center design works in main hall area in drop ceiling (level 2) using 12 mm gypsum board with <b>xpert</b> channels( <b>wood finish texture inside</b> ) as per design	1,900.00	sq.ft			
4	Supply and installation plain false ceiling in stage using 10mm gypsum board with <b>Turesteel</b> channels as per design	665.00	sq.ft			
4.a	Supply and installation plain false ceiling in stage using 12 mm gypsum board with <b>xpert</b> channels as per design	665.00	sq.ft			

5	Supply and installation center drop ceiling(level 1) in stage using 12 mm gypsum board with xpert channels as per design	475.00	sq.ft			
6	Supply and installation design works in wood texture in stage ceiling using 12 mm gypsum board with xpert channels as per design	280.00	sqft/ rft			
7	Supply and installation design works in wood texture in stage wall using 12 mm gypsum board with xpert channels as per design	150.00	sq.ft			
8	Supply and installation pillar /beam design on wall / ceiling in wood texture (16 nos) using 12 mm gypsum board with xpert channels as per design	2,100.00	sq.ft			
9	Supply and installation texture design works in stage ceiling / wall as per design	1,300.00	sq.ft			
10	Supply and installation design works in wood texture in stage front using plywood ost pu finish as per design	40.00	sq.ft			
		<b>TOTAL</b>				

**Signature**

**Place:**

**Name & Address of Tenderer**

**Date:**