

**NOTICE INVITING TENDER**  
**FOR THE INTERIOR DESIGN WORKS FOR**  
**THE AUDITORIUM BUILDING OF METROPOLITAN HIGHER SECONDARY**  
**SCHOOL, PUTHENCAVU, CHENGANNUR**

From,

**The Manager,**

M D Corporate School Board

Devalokam, Kottayam.

**Sub: Tender / Contractual Conditions for Interior Works of the Auditorium Building of Metropolitan Higher Secondary School, Puthencavu**

**1. Introduction**

This document outlines the contractual conditions for the interior works, as per the design provided by **The Manager** or his representative, M D Corporate School Board, Devalokam, Kottayam, prepared through its consultant **M/s. Prime Builders & Architects**. The purpose of this tender is to select a qualified contractor who can meet the specified requirements and execute the interior works with high quality and within the agreed timeline.

**2. Scope of Work**

The scope of work includes but is not limited to the following:

- Supply and installing ceiling and other interior elements as per design issued by the Authority using approved materials and specifications.
- Facia work using ACP Cladding as per specification and detailing issued by School authority,
- Providing roof for proposed Verandha
- All Interior works, including finishing of wall, painting, necessary cladding and panelling works etc complete, as per design and specification provided.

**3. Submission of Tender**

Interested Tenderers are requested to submit their respective tender for each work proposals or in total, in a sealed envelope, clearly marked as "**Interior Works Tender**" addressed to, **The Headmaster, Metropolitan Higher Secondary School, Puthencavu, Chengannur**. Tender documents can be obtained from the office of the School from **17<sup>th</sup> February 2025** to **25<sup>th</sup> February 2024** from 10:00 AM to 03:00 PM & the final submission of signed & sealed document with all supporting documents in specified format is on **25<sup>th</sup> February 2025** before **05:00 PM**. Late submissions will not be accepted.

**4. Eligibility Criteria**

To be eligible for consideration, contractors must:

- Be competent to do such works and the list of similar works along with all necessary details and references executed shall be presented along with filled tender documents.

- Tender documents shall be filled in its specified format only and other documents not fulfilling the specified format can be either rejected.
- Possess valid licenses to conduct construction works in the specified area will be appreciated.
- Provide references from previous clients.

## **5. Method of award of work**

Tender would be invited from the qualified contractors for interior works of the Auditorium of Metropolitan Higher Secondary School, Puthencavu, Chengannur. The Tenderer shall ascertain himself with all item works & quantity of works involved in the work. Specification and detailed drawing for each item work involved will be issued along with tender document for reference and further, any clarification required shall be clarified from the Consultants Office between 9:00 AM & 3:00 PM on all working days. The contractors quoted rate shall be applicable to all the items indicated in the BOQ.

## **6. Evaluation Process**

Tender proposals will be evaluated based on the following criteria:

- ❖ Relevant experience and qualifications of the contractor.
- ❖ Compliance with the specified requirements and design.
- ❖ Proposed timeline and project management approach.
- ❖ Cost-effectiveness.

## **7. Contractual Conditions**

If selected, the contractor will be required to adhere to the following contractual conditions:

- Sign a formal contract with **The Manger**, M D Corporate School Board, Devalokam, Kottayam or his representative
- Provide a performance bond of [amount or percentage] of the total contract value.
- Comply with all local regulations and obtain necessary permits and approvals.
- Maintain a safe working environment and follow health and safety guidelines.
- Provide regular progress reports and updates to [Your Company Name].
- Ensure adequate liability insurance coverage for the duration of the project.
- Handle any defects arising from the executed works for a specified period after completion.

## **8. Special Instructions to bidders**

Each page of the application shall be signed by an authorized person on behalf of the firm/company.

If the space in the Proforma is insufficient for furnishing full details, such information may be given in separate sheets.

Applicants are required to furnish information against each item of the application. In case certain item is not applicable, please write NA. Application containing incorrect and or inadequate information is liable to be rejected.

For any further clarification, the applicant may contact on the number, as given below during office hours. **The Headmaster, +91 94468 36817 or Fr. Biju T Mathew +91 79076 78545**

If any information furnished by the applicant is found to be incorrect at a later stage, the contractor is liable to be debarred from tendering / taking up any future work of The Church and its Institutions. The Owner reserves the right to verify the particulars furnished by the applicant independently.

The Owner also reserves the right to reject any application without assigning any reason whatsoever and to restrict the list to any number as deemed fit. If too many applications are received satisfying the basic pre-qualification criteria, Owner also has the right to reject all the applications and go in for re-advertisement without assigning any reason thereof.

## **9. Taxes**

**1. Goods and Services Tax (GST)/Value Added Tax (VAT):** Specify whether the quoted prices include or exclude GST or VAT. If it is excluded, clearly mention the applicable percentage of GST or VAT to the quoted price.

**2. Tax Registration:** The Tenderer shall provide proof of tax registration and compliance with all relevant tax laws and regulations.

**3. Tax Certificates:** The Tenderer shall provide tax clearance certificates or any other relevant tax-related documents to ensure their tax compliance.

**4. Penalty for Non-compliance:** The Tenderer upon finalization of work and on noncompliance of applicable tax system can lead to financial penalties or cancellation of the tender, in case the tenderer fails to comply with tax obligations or provide false or misleading information regarding taxes.

## **10. Confidentiality**

All information provided in the tender proposals shall be treated as confidential and used solely for the evaluation process. Contractors retain their intellectual property rights relating to their proposals.

## **11. Disclaimer**

**The Manger**, M D Corporate School Board, Devalokam, Kottayam, reserves the right to accept or reject any tender proposal without providing any reason or entering into any further discussions.

## **12. General conditions regarding the period of completion of work, guarantee conditions, and maintenance:**

1. Period of Completion: Period of completion shall be provided by the tenderer and shall strictly adhere to the time period, lapse in execution will invite penalty based on the arbitration rights by the Arbitrator defined above.

3. Extension of Time: Extension of time period shall be at the strict discretion of The Manger, M D Corporate School Board, Devalokam, Kottayam

4. Guarantee Period: Guarantee period during which the bidder is responsible for rectifying any defects or issues arising from their work is for 365 days from date of completion of works and its hand over for the use of Office.

5. Defect Liability: Any defects other than due to proper usage of items shall be the liability of the contractor.

For any technical clarifications or inquiries regarding this tender, please contact the Consultant of the project at details mentioned herewith:

**Dr. Biju C Thomas**

**Prime Builders & Architects,**

**Chengannur & Kottayam**

Ph: +91 93889 10354 / +91 96560 10354

Email: [primebuilders84@gmail.com](mailto:primebuilders84@gmail.com)

**Notice published for the attention of general public on 14<sup>th</sup> day of February' 2025 for the reference and needful action from part of all eligible contractors for each item works**

**The Manager**

**M D Corporate School Board**

**Devalokam, Kottayam**