



A1-250/25/SSK EKM

Dated : 04.02.2026

**BID NOTIFICATION**

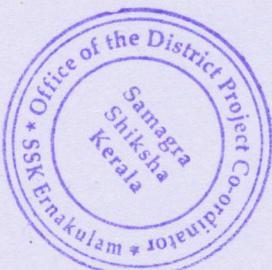
Accredited agencies having capability to execute works directly using their own inhouse infrastructure facilities, manpower and cost effective techniques as per G.O (P) No. 67/2021/Fin dt. 28.04.2021 are requested to submit their competitive offer on centage charges (in percentage) including applicable GST for the below-mentioned work.

Sl. No	Name of Work	Details of Work	Approx. Area (in Sq.m)	Time of Completion	Estimate Amount
1	Construction of Model Autism center in (GUPS Kuttikattukara) Ernakulam District Samagra shiksha kerala	Preparation of appropriate design, drawings, estimates (in PRICE software) and execution of Civil, Interior, flooring, Plumbing, electrical, networking, air conditioning, landscaping and fire safety works.(G+1)	477.42 Sq.m	10 months	270 Lakhs per unit

The offer documents in prescribed format shall be submitted **on or before 10th February 2026, by 2pm** in a sealed cover super scripting the name of work, and addressed to:

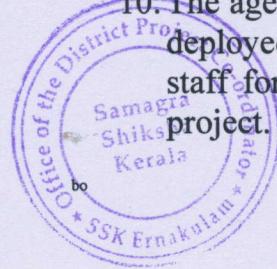
The District Project Co-ordinator  
Samagra Shiksha Kerala-Ernakulam  
Srv(D) lp schol Campus – 682011

Pre- Bid meeting will be on 10<sup>th</sup> February 2026 at 4 pm in the O/o the District Project Co-ordinator, Samagra Shiksha Kerala, Ernakulam



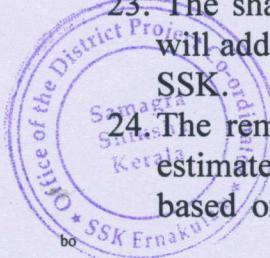
## **Terms & Conditions and deliverables**

1. The agency shall execute the works directly using their own in-house infrastructure facilities, manpower and or cost-effective techniques etc.
2. The service of the agency will be for the entire period of the work (including defects liability period). Necessary site inspection during defect liability period shall be done by the agency. Final inspection and certification after defect liability period shall also be done by the agency.
3. They shall do the project formulation and Appraisal including the Architectural, Structural, Facade engineering, mechanical, electrical, plumbing, air conditioning, firefighting services and interior works, etc for the projects assigned to them and implementation of the Projects till the successful completion, commissioning, billing and handing over works to Samagra Shiksha Kerala(SSK). The agency shall also be responsible for the execution of the project with due control for safety, quality control, cost control, project monitoring, and after successful completion, commissioning, handing over works and periodic inspection, till the defects liability period.
4. The agency shall obtain site information (site locality and other basic data) and ascertain Client's requirement. The agency shall do site appraisal including contour survey, subsoil investigation etc. The agency shall prepare preliminary report along with preliminary drawings, Master plan, preliminary estimate based on the approved scheme and shall submit to SSK along with contour drawings and subsoil investigation report.
5. Investigation, Planning, Design & preparation of estimates: Detailed investigation, design of structures and preparation of drawings are to be done before preparation of detailed estimates by the agency. Detailed estimates shall be prepared in latest PRICE Software based on CPWD/MoRTH/MoRD Specifications & Data and prevailing DSR with applicable cost index. The estimate shall be prepared by using DSR items by avoiding OD/Market rate items to the maximum possible extent.
6. The agency shall execute the work by following the provisions of CPWD/KPWD Manual, relevant Government orders and circulars in letter and spirit of the projects undertaken. For procurement of goods, if any, shall be complying with the provisions in Kerala Stores Purchase Manual.
7. The Agency shall ensure that, the designs done by private firms shall be proof checked by Competent Government agency and approved by the competent TS authority.
8. In case any work is entrusted to any agency for direct execution and the agency is not a Govt agency, Technical Sanction shall be issued by a competent Government authority, measurement & check measurement shall be done by SSK Engineer. In such cases, Consultancy charges payable to agencies shall be reduced by 10% of approved centage charge.
9. The agency shall obtain all necessary approvals/ clearances from all concerned local authorities, if such approvals are necessary and make necessary modifications as may be required by the competent authority in consultation with the client without any extra charge. Statutory fees will be reimbursed by the Client.
10. The agency should ensure that sufficient numbers of experienced Engineers shall be deployed as per requirement of site. Agency shall appoint competent supervisory staff for supervising and monitoring the work for the timely completion of the project. For Govt. agencies, Billing/ scrutiny of bills for executed works shall be



done using required staffs time to time, without affecting fund flow of the project. It may be ensured that, necessary supervision, monitoring and billing for civil works, electrical works (external/internal electrification, HVAC, ELV works etc), water supply works, sanitary works, effluent treatment plant, fire protection and security system, landscaping etc are done through experts in relevant field.

11. The agency shall submit a detailed programme for the project and shall forward the same to SSK. The programme shall be updated as soon as any change is noticed / forecasted.
12. Necessary provisions/ facilities and necessary precautions shall be taken by the Non- PMC as per prevailing Govt. guidelines, for labour/staff accommodation.
13. Taking care that no deviation / modification from the approved drawings and designis made in the execution of works and if at all during execution of works any deviation/ modification is found necessary, it shall be specifically brought to the notice of SSK in writing before the agency execute such deviation / modification of work.
14. The agency shall ensure that timely completion of entire project in scheduled completion period/ completion of any component or part of work as per requirement of SSK.
15. The agency shall
  - a. Conduct concrete mix design test in approved tabs well in advance, so as to avoid the delay in commencing concrete works as scheduled.
  - b. Arrange to conduct all required tests for quality of materials and work as per IS.
  - c. Agency shall furnish progress reports to SSK time to time.
16. Agency shall ensure that all mandatory requirements for the contract including report to CTE wherever required. Assisting in replying to the audit/CTE observations/litigations, wherever required.
17. The agency shall ensure keeping and maintaining records like materials register, material test register, cube test register, log books, register for hindrance in work, site order books etc. at site.
18. The agency shall ensure usage of materials like cement, reinforcement steel, structural steel, plumbing materials, electrical materials firefighting materials and other construction materials shall be as per approved makes in CPWD works. The agency shall ensure that the works are executed as per CPWD specifications and by following statutory rules.
19. The agency shall deposit all Measurement Books, level field books, Site order books and other relevant records with SSK as permanent records along with the final bill.
20. The agency shall give certification of utilization of materials/expenditure in the project whenever SSK calls for the same.
21. The agency shall prepare rate analysis of extra items, if required, based on contract conditions schedule of rates under which estimate of works was prepared and submit the same to SSK prior to execution.
22. The agency shall report the monthly physical and financial progress of work to SSK.
23. The shall ensure that no extra items/quantity deviation will be entertained that will add to the cost of project unless such changes are admissible and approved by SSK.
24. The remuneration payable to the agency shall be the agreed percentage on the estimate cost or actual cost of work whichever is lower. Interim payment shall be based on work order value to be adjusted in the final payment as per the final



execution of value of work.

25. The agency shall ensure that the total work in hand will not cross the limit prescribed by SSK.
26. They shall ensure safety practices in execution of works at project site for ensuring complete safety for works, workers, general public and structures and properties adjacent to work site. Preparing hygiene and housekeeping guidelines to be followed at site.
27. Submission to the Client final drawings of all structures as actually built at site and final layout of the work, signed by the agency. Soft copy of drawings also should be submitted.
28. To keep watch of structures and works built, during the defect liability period and undertake repair if any needed during that period time to time.
29. Samagra Shiksha Kerala has the right to reject the tender at any point of time without assigning any reason.
30. Strict over all contract administration and management including conducting site meetings, preparation of minutes and ensure that decisions taken in the meeting is implemented properly.

#### 31. Schedule of payment:-

The payment for the construction work will be released by SSK on Submission of the certified bills by the agency, along with all the supporting documents.

Approved Centage charge up to 90% will also be released along with bill for works. Balance 10% will be released only after the Defect Liability Period.

❖ The fee shall be calculated based on estimate cost/ contract value/executed value of work, without GST.

Schedule of release of payment terms, against work progress is as follows:

❖ The Consultant should raise GST invoice at their quoted percentage based onvalue of executed works at site.

#### 32. Penalty for the work:-

##### Penalty for delay in completion

- a. If all the works are not completed as per agreed schedule and if the Non-PMC agency is directly responsible for the delay, a penalty of 0.5% of the total consultancy fee for every week of delay per day basis, shall be imposed by SSK and deducted from the amounts payable to the Consultant as centage charge.

All the above penalty put together shall not exceed 10% of total Consultancy feeapplicable to the Consultant.

33. The District Project Co-ordinator, SSK reserves the right to reject any or all the tenders received without assigning any reason.

34. Any further details can be had from the O/o the District Project Co-ordinator, Samagra Shiksha Kerala, Ernakulam during office hours.



**District Project Cordinator**  
**SSK Ernakulam**

