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ദിനാംക: 22.01.2026

To.

Sub: INVITING QUOTATIONS FOR MAINTENANCE OF STAFF QUARTERS AT PM SHRI KENDRIYA VIDYALAYA INS DRONACHARYA, KOCHI.

1. PM Shri Kendriya Vidyalaya INS Dronacharya, Kochi, An Autonomous Body under Ministry of Education, Government of India, is an Education institution under Kendriya Vidyalaya Sangathan a Society registered under Societies 'Registration Act 1860. The Sangathan administers the Scheme of Kendriya Vidyalaya set up for imparting education to the children of transferable Central Govt. Employees among others.
2. Sealed competitive quotations from firms who are having valid license & registration are invited by the Principal PM Shri Kendriya Vidyalaya INS Dronacharya, Kochi for the following works services:-

SI No	Details of Work	Specifications	Delivery period	Place of delivery
1.	Electrical Works: Replacing 12 faulty Electric Meters as per MES specifications	As per the specification set by MES	The work is to be completed within 15 days from the date of award of contract.	KV staff quarters.
2.	Internal Color washing of Staff Quarters: (a) Applying touch up with putty & primer on peeled off surfaces and apply 2 coat of emulsion in walls & ceiling (Berger, Asian Paints, Nerolac, Indigo, Durolac or similar companies). (b) Enamel Painting in Doors, Cupboards & wardrobes (excluding windows and grills)	Staff quarters Type-II -05 Nos. Area :180.16 sq m x5= 900.8 sq meter	The work is to be completed within 20 days from the date of award of contract.	KV staff quarters.
3.	Repair of the main gate in the Staff Quarters: Replacing the existing main gate with MS gate – 5 m length and 1.80m height using 4" steel structures and 1" vertical sections at 10cm interval (including materials & labour)	5 m length and 1.80m height	The work is to be completed within 20 days from the date of award of contract.	KV staff quarters.

4	Resetting paved tiles in front of Principals quarters: Careful removal of the current paved tiles from sides, increase the floor height upto 15 cm with sufficient slope, and pave with the same tiles using 6mm aggregate (gravel).Cementing and concreting the sides and repair of the front area.	53.5 sq. meter	The work is to be completed within 20 days from the date of award of contract.	Principal's quarters.
5	Minor repair of existing compound walls & pillars like plastering at worn out places	25 square meter (Approx)	The work is to be completed within 30 days from the date of award of contract.	KV staff quarters.

Note:

- 1 In SI No. 2, the brands of the paints must be Premium Brands (Berger, Asian Paints,Nerolac, Indigo, Durolac etc.) and colour will be as per the discretion and decision of the monitoring committee as per KVS Norms.
- 2 The paints used should be weather coat with 4 years warranty, wherever applicable.
- 3 The whole door is treated as one unit (even if it is one pane or two panes)
- 4 Grills and bars are to be painted on both sides and, the area will be calculated by keeping the grill closed and measured from one side only

3. Terms and conditions

- a) The contract shall be for the work of the mentioned items for PM Shri Kendriya Vidyalaya, INS Dronacharya, Kochi. The bidder shall quote the rates for items of work in the attached format (Annexure I). Corrections, if any, shall be made by crossing out, initialing with date and rewriting.
- b) All taxes, duties and other levies payable by the bidder, shall be included in the total price. They shall be quoted separately. No additional payment will be done for anything that is not quoted.
- c) The rates quoted by the bidder shall be fixed for the duration of the contract i.e. for one year from the date of award of the contract.
- d) Each bidder shall submit only one quotation.
- e) Quotations are not acceptable if submitted through e-mail/Fax etc
- f) The firm should enclose supporting documents regarding registration of GST/IT—PAN/TAN /Registration Certificates from department concerned without fail.

4. Validity of quotations

The quotation shall remain valid for a period not less than One year after the deadline specified for submission of quotations. It is also mentioned that if the buyer satisfies the performance of Bidder (L1), the period of validity can be extended for another 01 year with the approval Chairman, VMC.

5. Evaluation of quotations

The Purchases will evaluate and compare the quotations determined to be substantially responsive, i.e., which are:

- a. Properly signed
- b. Confirm to the terms and conditions and specifications.

The evaluation would be done for all the items/services put together. The items/services for which no rates have been quoted would be treated as zero and the total amount would be computed accordingly, the bidder who has quoted for partial quantity of any one or more item(s) would be treated as non-responsive. The purchaser shall keep in mind that the rates quoted shall be competitive and do not in any manner whatsoever compromise with the quality of item and services to be provided by him as per the terms and conditions. PM Shri KV INS Dronacharya, Kochi will award the contract to the responsive bidder whose total cost for all the items put together is the lowest. However, this does not restrict the purchaser from imposing any further conditions before awarding the contract.

6. Award of contract:

- a) The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest price whose total sum of unit rates for all the work items put together in Annexure- I is lowest as mentioned above. (NOTE: Work will be awarded with materials, labour and equipment for One or Two coats, as per requirement of the Vidyalaya and availability of fund)
- b) The bidder whose bid is accepted will be notified of the award of the contract by the office prior to expiration of the quotation validity period.
- c) The Notification of Award shall be clearly specifying any change in the unit price or any other terms and conditions accepted.
- d) Normal commercial warranty/guarantee shall be applicable to the supplied Goods/Services.
- e) Payment shall be made within 15 days after the supply is completed.
- f) Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

7. Additional Terms and Conditions

- a) The awardee of the contract shall begin the work only after obtaining the APPROVAL OF THE Work Monitoring Committee with regard to the quality of the Material to be used for the work.
- b) The work needs to be completed before **25th February 2026**.
- c) The working hours should be scheduled without disturbing the regular classes/ smooth conduct of the exams.
- d) The tools/equipments for cleaning and painting, to be brought by the awardee and the rates quoted should include all these. At no cost, such materials shall be provided by the Vidyalaya.
- e) No material/ services for painting along with its accessories shall be provided by the Vidyalaya.
- f) All the display boards, pictures, etc presently fixed on the walls shall be removed before the painting and refixed after the work by the awardee of the contract
- g) Complete and perfect cleaning of the floor, fans, lights and furniture shall be done by the awardee after the painting.
- h) No painting to be started before the cleaning of that particular block is completed
- i) The second coating (If required and demanded by the Vidyalaya) to be started only after finishing the first coating and after the direction from the Vidyalaya and measurement to be taken in the presence of the Painting Monitoring Committee.
- j) It is the responsibility of the bidder to see that the exact color is shining (as per the shade shown in the catalogue of the brand of the paint) after the second coating i.e the old colour to be totally hidden. No shade of the old colour to be seen.
- k) The awardee of the contract shall be liable to compensate the damages caused to the Building or the materials in the building, if any, during the work.
- l) The awardee of the contract shall be liable to pay compensation/penalty if the said work is not completed within the stipulated time.
- m) Tax Deducted at Source (TDS)/GST TDS will be deducted as per applicable Rates.
- n) Those vendors who would like to visit the site before submitting quotations to know the details of the work may visit the Vidyalaya on any working day between 9.00 am to 4.00 pm

8. Last date and time of receipt of quotations:

The quotations and/or documents should be in sealed cover with super scribed on the envelop as "Quotations for Maintenance of Staff Quarters" and should reach in this Vidyalaya on or **before 30th January 2026 (1400 Hrs). The quotation shall be opened on the same day (30.01.2026) at 1430 Hrs.** The representatives who choose to be present at the time of opening of quotations are invited to the institute to attend the proceedings.

Thanking you.

(Siby Sebastian)

Principal

PM SHRI KV INS Dronacharya

**QUOTATIONS FOR MAINTENANCE OF STAFF QUARTERS
(WITH MATERIAL) AT PM SHRI KENDRIYA VIDYALAYA
INS DRONACHARYA, KOCHI**

1. Name of the Firm :
2. Name of the Proprietor :
3. Address :
4. Telephone / MOB Number :
5. License/Registration certificate :
6. Attach Proof (Valid up to) :
7. PAN, TIN, GST Nos. (Attach Proof) :

SI No	Details of Work	Rate/ Sq.mtr	Total No/ Area in Sq. Mtr (Approx.)	Total Amount in INR
1.	Electrical Works: Replacing 12 faulty Electric Meters as per MES specifications		12 Nos.	
2.	Internal Color washing of Staff Quarters: (a) Applying touch up with putty & primer on peeled off surfaces and apply 2 coat of emulsion in walls & ceiling (Berger, Asian Paints, Nerolac, Indigo, Durolac or similar companies). (b) Enamel Painting in Doors, Cupboards &wardrobes (excluding windows and grills) 05 Type II quarters .Area to be colour washed 180.16 x 5 = 900.8 square meters.		900.8 sq meter	
3.	Repair of the main gate in the Staff Quarters: Replacing the existing main gate with MS gate – 5 m length and 1.80m height using 4" steel structures and 1" vertical sections at 10cm interval (including materials & labour)		5 m length and 1.80m height	
4	Resetting paved tiles in front of Principals quarters: Careful removal of the current paved tiles from sides, increase the floor height upto 15 cm with sufficient slope, and pave with the same tiles using 6mm aggregate (gravel).		53.5 sq. meter	
5	Minor repair of existing compound walls & pillars like plastering at worn out places		25 square meter (Approx.)	
Total				
GST				
Grand Total(Total Including GST)				

Declaration

I have gone through the Tender proforma of PM Shri Kendriya Vidyalaya INS Dronacharya carefully and agree to offer my services to the Vidyalaya as per the terms and conditions mentioned in the tender **without any deviation**, whatsoever at the rates quoted above.

We agree to supply the above goods/service in accordance with the specifications for the above mentioned unit price shown against the item(s) for which quotations have been submitted within the period specified in the Invitation for quotations.

We also confirm that the normal commercial warranty/guarantee of months shall apply to the offered goods.

I am having Years of experience in this field. I am having Lakhs annual turnover in the previous financial year. (Attached the proof for experience and turnover).

Date

Signature with Stamp