



**ICMAI**  
**The Institute of Cost Accountants of India**  
**भारतीय लागत लेखाकार संस्थान**  
 Statutory Body under an Act of Parliament  
 (Under the jurisdiction of Ministry of Corporate Affairs)  
**Southern India Regional Council**  
**Trivandrum Chapter**



## NOTICE INVITING LIMITED TENDER

*Renovation, refurbishing and modification works at CMA Bhawan, Vellayambalam,  
 Thiruvananthapuram*

**NIT No. TCCA/36/R&M/2026-27/198-2026\_**

**Date: 05/09/2026\_\_\_\_\_**

**Sub:** Invitation of sealed limited tenders, under the two-bid system, for renovation, refurbishing and modification works at the Institute's building at CMA Bhawan, V. J. Lane, Vellayambalam, Thiruvananthapuram – 695 010 – reg.

Dear Sir / Madam,

Sealed tenders are invited by The Institute of Cost Accountants of India – Trivandrum Chapter from reputed and experienced contractors / agencies for the time-bound execution of renovation, refurbishing and modification works at the Institute's building at CMA Bhawan, Vellayambalam, Thiruvananthapuram, as detailed in the Scope of Work and the Schedule of Quantities forming part of this tender document.

This enquiry is issued as a Limited Tender Enquiry in terms of para 3.1.5 read with paras 5.10.1 to 5.10.3 of the Uniform Purchase Procedure of the Institute, and is being simultaneously hosted on the Institute's / Chapter's website. Bids are to be submitted under the two-bid system, that is, a Technical Bid and a Financial Bid in separate sealed envelopes placed inside a third sealed envelope, strictly in the manner set out in Section III.

Bidders are put on notice of three matters that go to the root of this tender. First, the quantities set out in the Schedule of Quantities are tentative and indicative only; every bidder is required to inspect the site, satisfy itself as to the actual extent and condition of the work, re-confirm the quantities and quote accordingly. Secondly, every bidder shall submit, along with its Technical Bid, floor-wise detailed drawings and layouts together with an animated three-dimensional visualisation of the interiors of each floor and of the exterior cladding; a bid without these submissions is liable to be rejected. Thirdly, the successful bidder shall thereafter submit final working drawings, layouts and material samples and obtain the written approval of the Chapter before commencing execution.

Bidders shall quote the rate and amount against each individual item of the Schedule of Quantities, the sub-total for each Section, and the grand total inclusive of GST. No pre-bid meeting will be held; queries may be raised in writing by e-mail within the time stated in the Tender Data Sheet.

**CMA Bhawan, TC. 22/87, V.J. Lane, Vellayambalam, Thiruvananthapuram-695 010, Kerala.**  
**Telephone: 0471-2723579, 2724201, 9400029101. Email: trivandrum@icmai.in, trivandrumchapter@gmail.com**  
**Website: www.icmai.in, www.icmaitrivandrum.in**

The tender document comprises this covering notice, the Tender Data Sheet (Section I), the Scope of Work (Section II), the Instructions to Bidders (Section III), the Eligibility Criteria (Section IV), the General Terms and Conditions of Contract (Section V), the Schedule of Quantities (Section VI) and the Forms and Formats (Section VII). Bidders are advised to read the entire document carefully before submitting their offer.

The last date and time for receipt of bids and the date of opening of the Technical Bids are as stated in the Tender Data Sheet. Bids must be dropped in the sealed tender box kept at the ground floor of the Chapter building, or sent by registered post / speed post so as to reach this office before the closing time.

The Institute reserves the right to accept or reject any or all tenders, in whole or in part, without assigning any reason, and is not bound to accept the lowest tender.

Yours faithfully,



**CMA Pranav Jayan**

**Chairman**

**The Institute of Cost Accountants of India – Trivandrum Chapter**

## SECTION I – TENDER DATA SHEET

The following particulars govern this tender. In the event of any inconsistency between this Data Sheet and any other part of the tender document, this Data Sheet shall prevail.

| Sl. | Particulars                                       | Details                                                                                                                                                                                                                                                                                                                                                                                   |
|-----|---------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1   | <b>Name of work</b>                               | Renovation, refurbishing and interior/exterior modification works at CMA Bhawan, V. J. Lane, Vellayambalam, Thiruvananthapuram – 695 010 (Cellar, Office Room, Chairman's Room, Floor No. 01 and Floor No. 02, front elevation and front canopy).                                                                                                                                         |
| 2   | <b>Employer / Procuring entity</b>                | The Institute of Cost Accountants of India – Trivandrum Chapter (hereinafter "the Chapter" / "the Institute").                                                                                                                                                                                                                                                                            |
| 3   | <b>Tender issued by</b>                           | CMA Pranav Jayan, Chairman, The Institute of Cost Accountants of India – Trivandrum Chapter.                                                                                                                                                                                                                                                                                              |
| 4   | <b>NIT No. and date</b>                           | TCCA/36/R&M/2026-27/198-2026 dated 05/09/2026                                                                                                                                                                                                                                                                                                                                             |
| 5   | <b>Mode of tendering</b>                          | Limited Tender Enquiry (LTE) under the two-bid system (Technical Bid and Financial Bid), in terms of paras 3.1.5, 3.1.7 and 5.10.3 of the ICMAI Uniform Purchase Procedure, 2024.                                                                                                                                                                                                         |
| 6   | <b>Estimated cost put to tender</b>               | Rs. 24 lakhs excluding GST. (The estimate on the Schedule of Quantities as originally framed was Rs. 20,84,710/-; it is to be revised before issue to include the additional items now introduced at A.2, A.3, B.5, B.7, C.1, C.2 and the door-replacement items.)                                                                                                                        |
| 7   | <b>Cost of tender document (non-refundable)</b>   | Rs. 1,000/- by Demand Draft or Pay Order in favour of "The Institute of Cost Accountants of India", payable at Thiruvananthapuram. NIL for MSMEs on production of a valid MSME / Udyam certificate (para 5.10.3).                                                                                                                                                                         |
| 8   | <b>Earnest Money Deposit (EMD) / Bid Security</b> | Rs. 48,000, being 2% of the estimated cost of the work (para 5.10.4), by Demand Draft, Pay Order, Banker's Cheque, Insurance Surety Bond or Bank Guarantee in favour of "The Institute of Cost Accountants of India", payable at Thiruvananthapuram. Micro and Small Enterprises registered with NSIC under the Single Point Registration Scheme are exempt on production of valid proof. |
| 9   | <b>Date of issue of tender documents</b>          | 05/09/2026 (documents simultaneously hosted on the Institute's / Chapter's website)                                                                                                                                                                                                                                                                                                       |
| 10  | <b>Site inspection</b>                            | Any working day between 07/09/2026 and 16/09/2026, 10:30 a.m. to 4:30 p.m., on prior intimation to the Chapter office. Site inspection is compulsory.                                                                                                                                                                                                                                     |
| 11  | <b>Pre-bid meeting</b>                            | No pre-bid meeting will be held for this tender. Queries, if any, may be sent by e-mail to the address at Sl. 23 up to 19/09/2026; clarifications will be issued in writing to all invited bidders simultaneously and hosted on the website.                                                                                                                                              |
| 12  | <b>Design submission required with the bid</b>    | Every bidder shall submit, along with the Technical Bid, floor-wise detailed drawings and layouts and an animated three-dimensional visualisation covering the interiors of each floor and the exterior cladding, as required by Section II and clause 8 of Section III. A bid without these submissions is liable to be rejected.                                                        |
| 13  | <b>Last date and time for receipt of bids</b>     | 25/09/2026 up to 5 PM — being not less than 21 days from the date of issue and hosting of this NIT (para 3.1.5), and in no case less than the 10 days prescribed by para 5.10.3 for works costing up to Rs. 25 lakh.                                                                                                                                                                      |
| 14  | <b>Date and time of opening of Technical Bids</b> | 26/09/2026 at 6 PM at the Chapter office, in the presence of such bidders or their authorised representatives as choose to be present.                                                                                                                                                                                                                                                    |

| Sl. | Particulars                              | Details                                                                                                                                                                                                                                                                                               |
|-----|------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 15  | <b>Date of opening of Financial Bids</b> | To be intimated in writing to the technically qualified bidders only.                                                                                                                                                                                                                                 |
| 16  | <b>Validity of offer</b>                 | 45 (forty-five) days from the last date of submission of bids (para 5.10.3).                                                                                                                                                                                                                          |
| 17  | <b>Completion period</b>                 | 45 (Forty-five) days from the date of receipt of the Work Order, including monsoon and holidays, and inclusive of the time taken for approval of the contractor's design and layout.                                                                                                                  |
| 18  | <b>Defect Liability Period</b>           | 12 (twelve) months from the date of certified satisfactory completion and handing over.                                                                                                                                                                                                               |
| 19  | <b>Type of contract</b>                  | Item-rate contract on the quantities set out in the Schedule of Quantities. The quantities are tentative and payment shall be on actual measured quantities at the accepted rates.                                                                                                                    |
| 20  | <b>Manner of quoting</b>                 | The bidder shall quote the rate and the amount against every individual item, the sub-total for each of Sections A to F, and the grand total inclusive of GST. Any item left un-quoted shall render the bid liable to rejection.                                                                      |
| 21  | <b>Design and layout</b>                 | Floor-wise drawings, layouts and an animated visualisation are to be submitted with the bid. The successful bidder shall thereafter submit final working drawings, layouts and material samples for the whole of the work and obtain the written approval of the Chapter before commencing execution. |
| 22  | <b>Address for submission</b>            | The Chairman, The Institute of Cost Accountants of India – Trivandrum Chapter, CMA Bhawan, V. J. Lane, Vellayambalam, Thiruvananthapuram – 695 010. Sealed tender box kept at the ground floor of the Chapter building.                                                                               |
| 23  | <b>Contact</b>                           | Phone: 0471-2723579, 2724201, 9400029101  <br>E-mail: trivandrum@icmai.in, trivandrumchapter@gmail.com                                                                                                                                                                                                |

## SECTION II – SCOPE OF WORK

The scope covers the renovation, refurbishing and modification of the Chapter's building at CMA Bhawan, Vellayambalam, Thiruvananthapuram, covering the cellar, the office room, the Chairman's room, Floor No. 01, Floor No. 02, the front elevation and the front canopy. The work shall be executed strictly in accordance with the specifications, the design and layout approved by the Chapter, and the directions of the Architect / Engineer appointed by the Chapter. The broad scope is set out below; the detailed items and tentative quantities are in Section VI.

### A. Civil works

- Make-over of the office room and classroom areas, including dismantling of finishes not to be retained, making good of surfaces, and refinishing.
- Make-over of the office and classroom washrooms with tile work up to roof height.
- Construction of two (2) new bathrooms in the cellar, complete with tiling, plastering and painting.
- Correction of water seepage in the cellar, including PU waterproofing of hairline joints by high-pressure injection grouting.
- Construction of three (3) water collection pits in the cellar, each fitted with an automatic pump arrangement so that collected water is discharged before it can overflow (see Part C below).
- Grid-type false ceiling works in the office room, the Chairman's room and Floors 01 and 02.

### B. Painting works

- Painting of the classroom, office and Chairman's room areas with two coats of branded emulsion paint over primer, including surface preparation, putty and making good, in the colour approved by the Chapter.

### C. Plumbing, sanitary and dewatering works

- Supply and fixing of new sanitary fittings in the office and classroom washrooms.
- Complete plumbing and sanitary installation for the two new cellar bathrooms.
- Provision of sewage water tanks, an additional spill-over tank and an automatic pressure pump discharging to the Corporation drainage pit, together with cast-iron manholes.
- Provision of three (3) water collection pits in the cellar, each with a submersible dewatering pump, float-level switch, control panel, non-return valve and discharge piping led to the Corporation drainage line, so arranged as to operate automatically and prevent overflow. The number, size and location of the pits shall be finalised on the basis of the layout submitted by the contractor and approved by the Chapter, and may be increased or reduced to two or three pits according to site conditions.

### D. Joinery and door replacement works

- Replacement of all existing doors in the cellar floor, the Chairman's room, the office room and all washrooms, with new WPC / FRP doors of the specified quality, complete with frames, architraves, fittings and ironmongery, including removal and disposal of the existing doors and making good of the openings.
- Partitioning of two rooms in the office area with cement-board partitions, WPC doors and PVC louver wall cladding.

- Revamping of the existing car porch as a cantilever-style canopy in transparent polycarbonate sheet, reusing the existing frame.

#### **E. Office workstation and branding**

- Design, fabrication and installation of a modular office workstation in the office area, with storage, cable management and a finished work-top, carrying the ICMAI logo and name in raised lettering with concealed lighting provision, executed as per the approved design.

#### **F. Chairman's room – full modification**

- Complete modification of the Chairman's room, including dismantling of existing fixtures and finishes not to be retained, making good of all surfaces, false ceiling, wall panelling, painting, electrical works and washroom renovation.
- Background wall panelling behind the Chairman's seating position in premium finish, over a treated framework, with profiled detailing and concealed lighting provision.
- Supply and fixing of the ICMAI logo and name on the background panelling in silver finish (brushed stainless steel or acrylic with silver mirror finish), stand-off mounted with backlighting provision, the artwork and proportions being subject to the prior written approval of the Chapter.
- Replacement of the Chairman's room door with a new door of superior finish, complete with frame, fittings and door closer.

#### **G. Electrical works**

- Wiring through the false ceiling, including concealed wiring with switches.
- Supply and fixing of LED light fittings and fans, complete with connections.
- Relocation of the cellar distribution board.
- Power and control wiring for the cellar dewatering pumps and their control panels.
- Wiring to the new exterior ACP façade area, including light points.

#### **H. Exterior make-over works**

- Façade work with aluminium section framework and 3 mm ACP sheets, with a ten-year written warranty, executed as per the design approved by the Chapter, including light points provided during execution.

#### **General requirements applicable to the whole scope**

1. **Drawings, layouts and animated visualisation to be submitted with the bid.** Every bidder shall prepare at its own cost and submit along with its Technical Bid: (a) floor-wise detailed drawings and layouts — separately for the cellar, the office room, the Chairman's room, Floor No. 01 and Floor No. 02 — showing dimensioned plans, furniture and workstation layout, false-ceiling and lighting layout, panelling elevations, washroom layouts, the position of the water collection pits with the routing of their discharge lines, and door schedules; (b) elevation drawings of the exterior cladding, showing the façade panel grid, the canopy and the location of light points; (c) an animated three-dimensional visualisation (walk-through video or rendered animation, in MP4 or equivalent format on a pen drive or CD, accompanied by printed key views) covering the interiors of each floor and the exterior cladding, including the Chairman's room background panelling and the ICMAI logo in silver finish and the office workstation with the ICMAI logo;

and (d) an indicative finishes and materials schedule. These submissions form part of the Technical Bid and will be evaluated; a bid not accompanied by them is liable to be rejected. No price or rate shall appear anywhere in these submissions.

2. **Final working drawings and samples before execution.** The successful bidder shall, within ten (10) days of receipt of the Work Order, submit for the written approval of the Chapter the final working drawings and detailed layout of the work, incorporating any modification directed at the time of award, together with the ICMAI logo artwork with proportions and mounting details, the façade and canopy fabrication details, the cellar pit and pump layout with discharge routing, and physical samples of tiles, sanitary ware, ceiling tiles, louvers, ACP sheets, paint shades, door shutters and light fittings. No item shall be executed or procured in bulk before the corresponding drawing, layout and samples have been approved in writing. The cost of all design work, drawings, visualisation and samples, both at the bid stage and after award, is deemed to be included in the quoted rates, and no separate payment shall be made on this account.
3. **Tentative quantities.** The quantities in the Schedule of Quantities are tentative and indicative, framed only to enable a common basis of comparison of bids. Each bidder shall inspect the site, take its own measurements, re-confirm the quantities and quote accordingly. No claim on the ground that a quantity was understated, overstated or omitted shall be entertained.
4. **Makes and equivalents.** All materials shall be new, of first quality, and of the makes specified or substantially equivalent makes approved in writing by the Chapter before use. Wherever a brand name appears in the Schedule of Quantities, it indicates the standard required and the expression "or substantially equivalent" shall be read into it; no bid shall be rejected merely because an equivalent make of the same or better specification has been offered.
5. **Energy efficiency.** All electrical appliances and fittings shall carry the notified threshold or higher Star Rating of the Bureau of Energy Efficiency, wherever such a rating has been prescribed.
6. **Working conditions.** The contractor shall carry out all works in a manner that does not disrupt the academic and administrative activities of the Chapter. Working hours, noisy operations and shutdowns shall be scheduled in consultation with the Chapter office.
7. **Statutory permissions.** The contractor shall obtain any permission required from the local authority for the façade, canopy and drainage connection works, and shall comply with all municipal requirements. The Chapter shall render necessary assistance in the form of authorisation letters.
8. **Site cleanliness and reinstatement.** Debris, surplus material and packing waste shall be removed from the site progressively and the site handed over clean on completion. Any ground opened up for cable laying, plumbing or pit construction shall be restored to its original condition.
9. **Handing over.** On completion, the contractor shall hand over original warranty certificates, operation manuals for the pumps and control panels, as-built drawings and the contact details of equipment suppliers, before release of the final payment.

### SECTION III – INSTRUCTIONS TO BIDDERS

1. **Two-bid system.** Bids shall be submitted in two parts. The Technical Bid shall contain the complete tender document signed and sealed on every page, all eligibility documents listed in Section IV, the drawings, layouts and animated visualisation required by clause 8 below, the cost of the tender document, the EMD instrument, and Forms 1, 2, 4 and 5 of Section VII. It shall contain no indication whatsoever of price. The Financial Bid shall contain only the priced Schedule of Quantities and the Financial Bid Summary. A bid that discloses price in the Technical Bid shall be summarily rejected.
2. **Sealing and marking.** The Technical Bid shall be placed in a sealed envelope super-scribed "TECHNICAL BID – Renovation works at CMA Bhawan, Thiruvananthapuram – TCCA/36/R&M/2026-27/198 dated 05/09/2026". The Financial Bid shall be placed in a separate sealed envelope super-scribed "FINANCIAL BID – Renovation works at CMA Bhawan, Thiruvananthapuram – TCCA/36/R&M/2026-27/198 dated 05/09/2026". Both envelopes shall be placed in a third, larger sealed envelope super-scribed "Offer for renovation work – TCCA/36/R&M/2026-27/198 dated 05/09/2026 – Not to be opened before 26/09/2026 6 PM" and addressed to The Chairman, The Institute of Cost Accountants of India – Trivandrum Chapter. The name and address of the bidder shall be written on all three envelopes. Bids not conforming to this system shall be rejected.
3. **Mode of submission.** Bids shall be typed or printed. Hand-written (manuscript) bids and bids submitted by e-mail or fax shall not be accepted. Every page of the tender document, including the Schedule of Quantities, shall be signed and stamped by the authorised representative of the bidder in token of unconditional acceptance of the terms and conditions. Overwriting and erasures shall be avoided; any correction shall be initialled by the signatory.
4. **Cost of tender document.** A non-refundable amount of Rs. 1,000/- shall be paid by Demand Draft or Pay Order drawn in favour of "The Institute of Cost Accountants of India", payable at Thiruvananthapuram, and enclosed with the Technical Bid. Micro, Small and Medium Enterprises are exempt on production of a valid MSME / Udyam certificate.
5. **Earnest Money Deposit.** Each bidder shall furnish EMD of the amount stated in the Tender Data Sheet, being 2% of the estimated cost of the work, along with the Technical Bid, in the form of an Account Payee Demand Draft, Banker's Cheque, Insurance Surety Bond or Bank Guarantee from a Nationalised, Scheduled or Commercial bank in acceptable form, drawn in favour of "The Institute of Cost Accountants of India", payable at Thiruvananthapuram. A Bank Guarantee shall remain valid for 45 days beyond the final bid validity period and shall be verified with the issuing bank before acceptance. Micro and Small Enterprises registered with NSIC under the Single Point Registration Scheme are exempt on production of valid proof. A bid unaccompanied by the EMD or a valid exemption certificate shall be summarily rejected.
6. **Forfeiture and refund of EMD.** The EMD shall be forfeited if a bidder withdraws or modifies its bid during the period of validity, makes a false declaration, or, on award of the contract, fails to execute the agreement or to commence the work. The EMD of the successful bidder shall be converted into part of the Security Deposit. The EMD of unsuccessful bidders shall be refunded within fifteen days of finalisation of the order, and in any case not later than the thirtieth day after award of the contract.
7. **Compulsory site inspection and re-confirmation of quantities.** Bidders shall visit and inspect the site at their own cost during working hours, on prior intimation, and shall satisfy themselves as to the nature, extent and condition of the work, the number and size of doors to be replaced,



the condition of the cellar and the extent of seepage, access, storage, and the availability of water and power. The quantities in the Schedule of Quantities being tentative, each bidder shall take its own measurements, re-confirm the quantities and quote accordingly, and shall submit the certificate at Form 5 with the Technical Bid. No claim arising from a failure to inspect the site or to verify quantities shall be entertained.

8. **Drawings, layouts and animated visualisation to be submitted with the bid.** Every bidder shall submit with its Technical Bid the floor-wise detailed drawings and layouts, the exterior cladding elevations and the animated three-dimensional visualisation described in Section II. The animation shall be furnished on a pen drive or CD in MP4 or an equivalent commonly readable format, accompanied by printed key views, and shall cover the interiors of the cellar, the office room, the Chairman's room, Floor No. 01 and Floor No. 02, together with the exterior cladding, the Chairman's room background panelling with the ICMAI logo in silver finish, and the office workstation with the ICMAI logo. These submissions will be evaluated by the Technical Bid Evaluation Committee as to completeness, conformity with the scope and quality of finish proposed. A bid not accompanied by them is liable to be rejected as unresponsive. No rate or price shall appear in any drawing or visualisation.
9. **Manner of quoting.** The bidder shall quote, in the Financial Bid, the unit rate and the extended amount against every individual item of the Schedule of Quantities, the sub-total for each of Sections A to F, and the grand total, showing GST separately with the applicable rate and HSN / SAC code. Rates shall be quoted in Indian rupees, in figures against each item and in words for the grand total. Any item left un-quoted shall be treated as though its cost were included elsewhere in the bid, and the Chapter may in its discretion reject the bid as unresponsive on that ground.
10. **Validity of offer.** Rates quoted shall remain valid and open for acceptance for 45 (forty-five) days from the last date fixed for submission of bids. No upward revision of rates shall be permitted during this period.
11. **Queries and clarifications; no pre-bid meeting.** No pre-bid meeting will be held for this tender. Queries on the scope, specifications, design requirements or commercial terms may be sent by e-mail to the address stated in the Tender Data Sheet up to the date stated there. Clarifications and any consequential amendments will be recorded in writing, issued to all invited bidders simultaneously, hosted on the website, and shall form part of the tender document. No oral clarification given by any person shall bind the Chapter.
12. **Amendment of the tender document.** The Chapter may, at any time before the deadline for submission, amend the tender document by issuing a corrigendum, which shall be communicated to all invited bidders and hosted on the website. Where an amendment materially affects the preparation of bids, the deadline may be extended and, if the amendment affects the estimated value, the EMD may be revised accordingly.
13. **Withdrawal and modification of bids.** A bidder may withdraw or modify its bid by written notice, sealed and marked in the same manner as the original bid, received before the deadline for submission. No bid may be withdrawn or modified after the deadline; any such attempt shall attract forfeiture of the EMD.
14. **Late and delayed bids.** Bids received after the specified date and time of opening are treated as "late"; bids received after the last date of submission but before the time of opening are treated as "delayed". Late and delayed bids will not be considered and will be returned unopened. The Chapter accepts no responsibility for postal or courier delay.

15. **Opening of Technical Bids.** The tender box will be closed by the authorised officer immediately on expiry of the time fixed for receipt. The Purchase Committee constituted by the Managing Committee, acting as the Tender Opening Committee, will open the Technical Bids at the notified time in the presence of such bidders or their authorised representatives as choose to be present. A representative attending shall produce a letter of authorisation, failing which he shall lose the right to participate in the opening. The sealed Financial Bid envelopes will be signed and dated by the members of the Committee and kept in safe custody. Minutes will be recorded in Form No. ICMAI/S/04.
16. **Evaluation of Technical Bids.** The Purchase Committee, acting as the Technical Bid Evaluation Committee with a representative of the user department co-opted, will evaluate the Technical Bids strictly against the eligibility criteria in Section IV and record its report in Form No. ICMAI/S/05. The result will be hosted on the Institute's website. A bidder disqualified at this stage may make a written representation within the time notified, and the Committee may review its decision for any error.
17. **Opening of Financial Bids.** The Financial Bids of only those bidders found technically qualified will be opened, after prior written intimation of the date and time, in the presence of such qualified bidders as choose to attend. The evaluation and recommendation of the Financial Bid Evaluation Committee will be recorded in Form No. ICMAI/S/06 and placed before the competent authority for acceptance.
18. **Arithmetical corrections.** Where there is a discrepancy between the rate in figures and the rate in words, the rate in words shall prevail. Where there is a discrepancy between the unit rate and the extended amount, the unit rate shall prevail and the amount shall be corrected. A minor infirmity, irregularity or non-conformity that does not affect the substance of the bid may be waived by the Purchase Committee, provided it does not prejudice or affect the relative ranking of any bidder.
19. **Minimum number of qualified bidders.** The number of qualified bidders shall be not less than three for award of the contract. Where fewer than three qualified bids are received, the work shall be re-tendered once more through Limited Tender Enquiry. On such re-tendering, the contract may be awarded to the lowest responsive bidder even if the qualified bidders are fewer than three, on the recommendation of the Purchase Committee and with the concurrence of the user department as to the quality of the work and the justification of the price.
20. **Negotiation.** Negotiation after opening of bids is discouraged. In exceptional circumstances, where the rates quoted by the lowest acceptable bidder are considered high or the conditions attached are unacceptable, price negotiation may be conducted with the lowest evaluated responsive bidder alone. Such negotiation shall be conducted with the involvement of the officer in charge of finance of the Chapter, and the minutes shall be recorded, signed by the members of the Purchase Committee and placed before the competent authority while seeking approval.
21. **Unresponsive bids.** Bids that are conditional, that materially deviate from the tender conditions, that are unsigned, that are unaccompanied by the EMD or the cost of the tender document, or that are received from a firm debarred or blacklisted by the Institute or by any Central or State Government authority, shall be treated as unresponsive and rejected.
22. **Code of integrity.** Bidders and their agents shall not offer any inducement, indulge in any collusive practice, misrepresent facts, or obtain or disclose confidential information improperly. A breach of the code of integrity renders the bidder liable to rejection of its bid, forfeiture of the EMD or Security Deposit, and debarment from participating in the procurement processes of the

Institute for a period not exceeding two years, after being given a reasonable opportunity to represent.

23. **Right of acceptance and rejection.** The Chapter reserves the right to accept or reject any or all bids, in whole or in part, and to award the work in parts, without assigning any reason, and is not bound to accept the lowest bid. No claim for compensation shall lie on this account.
24. **Award of work.** On approval by the competent authority, a Work Order in the format prescribed by the Institute will be issued to the successful bidder, indicating the scope of work, taxes, completion period, payment terms, defect liability, safety and statutory obligations. The successful bidder shall accept the Work Order and execute the agreement, where required, within fifteen days of its issue, and shall submit the design and detailed layout for approval within ten days of that date.

## SECTION IV – ELIGIBILITY AND QUALIFICATION CRITERIA

A bidder shall be considered eligible only if it satisfies all of the following criteria and furnishes documentary evidence with the Technical Bid. Bids not accompanied by the required proof are liable to be rejected.

1. The bidder shall be a firm, company or agency registered in India and engaged in civil, interior and allied renovation works, holding a valid trade licence and any other statutory permission required for the work.
2. The bidder shall hold valid registrations for PAN, GST, EPF and ESIC, and a valid labour licence where the number of workmen engaged so requires. The electrical component shall be executed by or under a person holding a valid electrical contractor's licence issued by the competent authority in Kerala; a copy shall be enclosed.
3. The bidder shall have satisfactorily completed, within the last five financial years, at least one similar work of value not less than 80% of the estimated cost put to tender, or two similar works of value not less than 50% each, or three similar works of value not less than 40% each. "Similar work" means interior renovation or refurbishment of an office, institutional or commercial building comprising civil, joinery, plumbing and electrical components. Completion certificates or work orders with client contact details shall be enclosed.
4. The bidder shall have an average annual turnover of not less than the estimated cost put to tender during the last three financial years, supported by audited financial statements or a certificate from a practising Cost Accountant or Chartered Accountant.
5. The bidder shall have the capacity, in-house or through an empanelled designer, to prepare the drawings, layouts and animated visualisation required under this tender, and shall furnish the name and credentials of the person or agency who will do so. The floor-wise drawings, exterior cladding elevations and animated visualisation required by clause 8 of Section III shall be submitted with the Technical Bid and will be evaluated.
6. The bidder shall have its own establishment or a service arrangement at Thiruvananthapuram capable of attending to defect liability calls within 48 hours of notice.
7. The bidder shall not have been debarred or blacklisted by the Institute, by any Central or State Government department, or by any public sector undertaking, as on the date of submission, and shall furnish the declaration in Form 2 to that effect.
8. The bidder shall not have had a contract terminated for default by the Institute or by any public authority during the last three years.
9. The bidder shall furnish the checklist at Form 3, duly completed, indicating the page number at which each document appears in the Technical Bid.

## SECTION V – GENERAL TERMS AND CONDITIONS OF CONTRACT

1. **Nature of the contract.** The contract is an item-rate contract based on the tentative quantities set out in the Schedule of Quantities. Payment shall be made on the actual quantities executed, measured and recorded in the Measurement Book and certified by the Architect / Engineer, at the rates accepted in the Financial Bid. Lump-sum items shall be paid on satisfactory completion of the item as a whole.
2. **Tentative quantities and the bidder's obligation to verify.** The quantities stated are tentative and indicative. The contractor is deemed to have inspected the site, verified the quantities and satisfied itself as to the extent and condition of the work before quoting. No claim whatsoever shall lie on the ground that a quantity has proved to be greater or smaller than that stated, or that an item necessary for the completion of the work was not separately provided for in the Schedule.
3. **Design and detailed layout to be approved before execution.** The drawings, layouts and animated visualisation submitted with the bid shall form part of the contract. The contractor shall prepare and submit, within ten (10) days of receipt of the Work Order, the final working drawings and detailed layout of the work as described in Section II, incorporating any modification directed at the time of award, and shall obtain the written approval of the Chapter before commencing execution of the corresponding item. Execution of any item without such approval shall be at the contractor's risk, and the Chapter may require the item to be dismantled and redone at the contractor's cost. The Chapter may require reasonable modifications to the design at the approval stage without extra cost, provided the modifications do not alter the specification or quantity of the item. The cost of design, drawings and samples is deemed included in the quoted rates.
4. **Rates to be inclusive.** The rates quoted shall be inclusive of all materials, labour, transport, loading and unloading, scaffolding, tools and plant, wastage, cutting and making good, dismantling and disposal of existing work where the item so requires, cleaning, design and drawings, statutory levies other than GST, and all incidentals necessary for the complete execution of each item. GST shall be quoted separately, with the applicable rate and the HSN / SAC code stated.
5. **Variation in quantities.** The Chapter reserves the right to increase, decrease or omit any quantity or item, before or during execution, according to actual requirement and to the approved layout. Payment shall be made for the quantities actually executed at the accepted rates, and no claim for loss of profit or compensation shall lie on account of any such variation. Any additional item not covered by the Schedule shall be executed only on the written approval of the competent authority at a rate mutually agreed and derived, so far as possible, from the accepted rates for analogous items.
6. **Completion period and programme.** The work shall be completed within 60 (sixty) days from the date of receipt of the Work Order, inclusive of monsoon, holidays and the time taken for approval of the design and layout. The contractor shall submit a bar chart programme along with the design submission and shall adhere to it. Time is of the essence of this contract.
7. **Liquidated damages.** If the contractor fails to complete the work within the stipulated period, or such extended period as may be granted in writing, liquidated damages shall be levied at the rate of 1% of the contract value for each week or part of a week of delay, subject to a maximum of 5% of the contract value, and shall be recovered by deduction from any bill or from the Security Deposit. This is without prejudice to any other remedy available to the Institute. Extension of time may be granted only for delay attributable to the Chapter or to force majeure, on a written application made before the expiry of the stipulated period.

8. **Security Deposit.** A Security Deposit shall be built up by deduction of 10% of the gross amount of each running bill. The EMD of the successful bidder shall be converted into and treated as part of the Security Deposit. Out of the total Security Deposit, 50% shall be released after the virtual completion of the work as certified by the Architect / Engineer, and the balance 50% shall be retained until the expiry of the Defect Liability Period and released thereafter, without interest, on satisfactory rectification of all defects notified.
9. **Performance security.** As the value of this work is below Rs. 2.5 crore, a separate performance bank guarantee is not insisted upon, the Security Deposit mechanism at clause 8 serving that purpose. The Chapter nevertheless reserves the right, where the competent authority so directs, to require the successful bidder to furnish a performance security not exceeding 5% of the contract value in an acceptable form before commencement of the work.
10. **Payment terms.** No advance payment shall ordinarily be made. Payment shall be made against running account bills for work actually executed and measured, on the following basis: (a) running bills may be submitted at intervals of not less than fifteen days, or on completion of a distinct section of the work, for a minimum value of Rs. 3,00,000/- each; (b) each bill shall be checked and certified by the Architect / Engineer as to measurement and quality in the prescribed certification format, and approved by the Chairman or the Infrastructure Sub-Committee where constituted; (c) 10% shall be deducted towards Security Deposit and all statutory deductions shall be made; and (d) payment shall be released within thirty days of receipt of a certified bill complete in all respects.
11. **Advance, if any.** Where, on a written request supported by justification, the competent authority considers an advance unavoidable, a mobilisation advance not exceeding 30% of the contract value may be sanctioned in terms of para 3.7.2 of the Uniform Purchase Procedure, and shall be released only against an unconditional bank guarantee of equivalent value valid until full recovery, and shall be recovered on a pro-rata basis from each running bill. The bidder shall not treat the availability of an advance as a term of this tender.
12. **Final bill.** The final bill shall be submitted after full completion of the work in accordance with the contract, including handing over of warranty certificates, operation manuals, as-built drawings, supplier contact details, and any NOC or certificate required from a statutory authority. It shall be processed for payment after certification by the Architect / Engineer and approval of the competent authority. The GST component shall be released on production of proof of deposit of the GST charged in the previous bill.
13. **Statutory deductions and compliance.** Income tax at source under section 194C, GST TDS at 2% under section 51 of the CGST Act, 2017, cess payable under the Building and Other Construction Workers' Welfare Cess Act, 1996 and contributions to the Kerala Construction Workers' Welfare Fund, and all other statutory deductions, shall be made from the contractor's bills as applicable. The contractor shall be solely responsible for compliance with all labour, EPF, ESIC, minimum wages, safety and environmental legislation in respect of its workmen and shall keep the Institute indemnified against any claim arising from non-compliance.
14. **Quality, inspection and rejection.** All work shall conform to the specifications, to the approved design and layout, and to sound trade practice. The Architect / Engineer may reject any material or workmanship not conforming to the specification or to the approved design, and the contractor shall remove and replace the same at its own cost within the time directed. If the work executed is found unsatisfactory, the contractor shall redo it at its own cost.
15. **Defect Liability Period.** The Defect Liability Period shall be 12 (twelve) months from the date of certified satisfactory completion and handing over. Any defect or damage arising during this

period, other than from fair wear and tear or misuse, shall be rectified or replaced by the contractor free of cost within the time notified. If the contractor fails to do so, the Chapter may have the work executed at the risk and cost of the contractor, and the expenditure, including the Institute's overhead, shall be recovered from the Security Deposit or otherwise. The ten-year warranty on the façade work, and the manufacturer's warranty on the dewatering pumps and control panels, shall run independently of and in addition to the Defect Liability Period.

16. **Safety and site conduct.** The contractor shall take all precautions against danger from electrical equipment and shall provide all necessary safety equipment to its workmen at its own cost. Materials shall not be stacked or placed so as to cause danger or inconvenience to any person. The Institute shall in no way be responsible for any injury, disability or death of the contractor's workmen. The contractor shall maintain discipline at the site and shall remove any workman objected to by the Chapter.
17. **Indemnity and insurance.** The contractor shall be responsible for all injury to persons and for all structural and decorative damage to property arising from its operations or neglect, or those of its employees, and shall reinstate all such damage so as to deliver up the works complete and perfect in every respect. The contractor shall indemnify the Institute against all claims made by any member of the public or third party in respect of the works, and shall at its own expense effect and maintain, until virtual completion, workmen's compensation, third-party and contractor's all-risk insurance, copies of which shall be lodged with the Chapter before commencement.
18. **Intellectual property in the ICAI mark.** The ICAI name, logo and emblem are the property of the Institute. The contractor may reproduce them only for the purposes of this contract, strictly in the artwork, proportions, colours and finish approved by the Chapter, and shall not use them for publicity or any other purpose. All design drawings prepared for this work and approved by the Chapter shall become the property of the Institute on payment.
19. **Sub-letting.** The contractor shall not sub-let the whole or any substantial part of the work without the prior written approval of the Chapter. Approved sub-letting shall not relieve the contractor of any obligation under the contract.
20. **Termination and risk purchase.** If the contractor breaches any term of the contract, abandons the work, or performs unsatisfactorily, the Chapter may, after written notice, terminate the contract and entrust the balance work to a third party at the risk and cost of the contractor, recovering any excess cost from the Security Deposit, from any sum due, or otherwise.
21. **Debarment.** A contractor convicted of an offence under the Prevention of Corruption Act, 1988, or under any other law for the time being in force for causing loss of life or damage to property or a threat to public health in the execution of a procurement contract, shall be debarred from participating in the procurement processes of the Institute for a period not exceeding three years, and a contractor breaching the code of integrity for a period not exceeding two years, in each case after a reasonable opportunity to represent.
22. **Force majeure.** Neither party shall be liable for failure to perform an obligation to the extent that performance is prevented by an event beyond its reasonable control, including flood, earthquake, fire, epidemic, war, riot or an act of a statutory authority, provided the affected party gives written notice within seven days of the event and takes all reasonable steps to resume performance.
23. **Resolution of disputes.** Any dispute arising out of this contract shall first be referred to the Institute. If either party is dissatisfied with the decision, the dispute shall be referred to the decision of an arbitrator acceptable to both parties, appointed by the Secretary of the Institute, and

the award of such arbitrator shall be final and binding on both parties. The arbitration shall be governed by the Arbitration and Conciliation Act, 1996.

24. **Jurisdiction.** Subject to clause 23, disputes arising during the course of execution of the order shall be settled within the jurisdiction of the courts at Kolkata only, in terms of the Uniform Purchase Procedure of the Institute.
25. **Governing procedure.** This tender and the resulting contract are governed by the Uniform Purchase Procedure of The Institute of Cost Accountants of India notified vide Office Order No. 20/2024-2025 dated 10th June, 2024, as amended from time to time. In the event of any inconsistency between this document and that Procedure, the Procedure shall prevail, and any relaxation shall be effective only if granted by the authority empowered under paras 3.9.1 and 3.9.2 thereof.



## SECTION VI – SCHEDULE OF QUANTITIES (FINANCIAL BID)

Bidders shall quote unit rates in figures against each item and extend the amount. The rate shall be inclusive of everything set out in clause 4 of Section V, but exclusive of GST, which shall be shown separately in the Financial Bid Summary.

**Manner of quoting:** the bidder shall fill in the unit rate and the extended amount against every individual item, the sub-total against each Section A to F, and the grand total at the foot of the Schedule, which is then to be carried into the Financial Bid Summary below. An item left blank may render the bid unresponsive.

**Important:** the quantities below are tentative and indicative only. Every bidder is required to inspect the site, take its own measurements, re-confirm the quantities and quote accordingly. Payment will be made on the quantities actually executed and measured at the accepted rates. This Schedule, duly priced, signed and stamped on every page, together with the Financial Bid Summary, shall be enclosed in the sealed Financial Bid envelope only; an unpriced copy signed and stamped shall be enclosed in the Technical Bid.

| Sl.                                                     | Description of item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Unit | Tentative Qty. | Rate (Rs.) | Amount (Rs.) |
|---------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------------|------------|--------------|
| <b>A. CELLAR AREA</b>                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |      |                |            |              |
| <b>A.1 Civil, Plumbing and Waterproofing Works</b>      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |      |                |            |              |
| 1                                                       | Construction of two (2) bathrooms in the cellar, complete in all respects — brick work, plastering and painting; plumbing including water connections to the closets; two EU water closets with health faucet, angle valve, taps and drain plate (Cera / Parryware or equivalent); drainage with septic tank; three (3) nos. 2 ft x 2 ft cast-iron manholes; additional tank with automatic pressure pump to transfer waste to the Corporation drainage pit; and correction of water seepage to the cellar. Rate to be inclusive of all materials, labour, scaffolding, tools and plant. | LS   | 1              |            |              |
| 2                                                       | Providing PU waterproofing treatment by high-pressure injection grouting on hairline joints of the affected cellar area, including all materials and labour charges.                                                                                                                                                                                                                                                                                                                                                                                                                     | LS   | 1              |            |              |
| <b>A.2 Water Collection Pits with Automatic Pumping</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |      |                |            |              |
| 3                                                       | Construction of water collection pits in the cellar (approximate internal size 2 ft x 2 ft x 3 ft, exact size and location as per the layout approved by the Chapter), in brick masonry with cement plastering, integral waterproof rendering, inlet channels and a cast-iron / heavy-duty cover with frame, complete including excavation, disposal of spoil and making good of the floor.                                                                                                                                                                                              | nos  | 3              |            |              |
| 4                                                       | Supply, installation, testing and commissioning of an automatic submersible dewatering pump for each collection pit, with float-level switch, control panel with indication and manual override, non-return valve, gate valve and                                                                                                                                                                                                                                                                                                                                                        | nos  | 3              |            |              |

| Sl.                                          | Description of item                                                                                                                                                                                                                                                                                                   | Unit | Tentative Qty. | Rate (Rs.) | Amount (Rs.) |
|----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------------|------------|--------------|
|                                              | discharge piping led to the Corporation drainage line, so arranged that collected water is pumped out automatically before overflow. Rate to include all cabling, earthing, brackets, commissioning and a demonstration run.                                                                                          |      |                |            |              |
| <b>A.3 Door Works – Cellar</b>               |                                                                                                                                                                                                                                                                                                                       |      |                |            |              |
| 5                                            | Replacement of existing doors in the cellar floor — supply and fixing of new WPC doors with frame, architrave, accessories and fittings (lock, hinges, stopper, tower bolt), including removal and disposal of the existing doors and making good of the openings.                                                    | nos  | 3              |            |              |
|                                              | <b>Sub-total – A. CELLAR AREA</b>                                                                                                                                                                                                                                                                                     |      |                |            |              |
| <b>B. OFFICE ROOM</b>                        |                                                                                                                                                                                                                                                                                                                       |      |                |            |              |
| <b>B.1 Wall Panelling Works</b>              |                                                                                                                                                                                                                                                                                                                       |      |                |            |              |
| 6                                            | Wall panelling with PVC louvers — office branding area, including framework, fixing and finishing.                                                                                                                                                                                                                    | sqft | 220            |            |              |
| 7                                            | Wall panelling with PVC louvers — partition wall area, including framework, fixing and finishing.                                                                                                                                                                                                                     | sqft | 290            |            |              |
| <b>B.2 False Ceiling Works</b>               |                                                                                                                                                                                                                                                                                                                       |      |                |            |              |
| 8                                            | Grid-type false ceiling with 8 mm tiles of 475 mm x 1 mm module (Gyproc or equivalent), including GI grid, suspension system, perimeter channels, cut-outs and finishing.                                                                                                                                             | sqft | 475            |            |              |
| <b>B.3 Partition Works with Doors</b>        |                                                                                                                                                                                                                                                                                                                       |      |                |            |              |
| 9                                            | Partition walls with cement board, 7.5 cm thick, including framing, jointing, taping and finishing ready for paint.                                                                                                                                                                                                   | sqft | 290            |            |              |
| 10                                           | Partition wall doors (WPC) with accessories and fixing, complete.                                                                                                                                                                                                                                                     | nos  | 2              |            |              |
| 11                                           | Classroom doors (WPC) with accessories and fixing, complete.                                                                                                                                                                                                                                                          | nos  | 6              |            |              |
| <b>B.4 Door Works – Office Room</b>          |                                                                                                                                                                                                                                                                                                                       |      |                |            |              |
| 12                                           | Replacement of existing office room doors — supply and fixing of new WPC doors with frame, architrave, accessories and fittings, including removal and disposal of the existing doors and making good of the openings.                                                                                                | nos  | 2              |            |              |
| <b>B.5 Office Workstation with ICAI Logo</b> |                                                                                                                                                                                                                                                                                                                       |      |                |            |              |
| 13                                           | Design, fabrication, supply and installation of a modular office workstation in the office area, comprising work-top in 18 mm pre-laminated board with post-formed edge, modesty panel, keyboard tray, drawer and storage units with locks, concealed cable management and levelling accessories, finished as per the | LS   | 1              |            |              |

| Sl.                                           | Description of item                                                                                                                                                                                                                                   | Unit | Tentative Qty. | Rate (Rs.) | Amount (Rs.) |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------------|------------|--------------|
|                                               | approved shade; including the ICMAI logo and name in raised acrylic / ACP lettering fixed on the workstation front or the adjoining branding panel, with concealed lighting provision. Complete as per the design and layout approved by the Chapter. |      |                |            |              |
| <b>B.6 Bathroom Renovation Works</b>          |                                                                                                                                                                                                                                                       |      |                |            |              |
| 14                                            | Vitrified 2 ft x 2 ft branded floor and wall tiling up to roof height (1 bathroom = 230 sqft), including dismantling of existing tiling, surface preparation and laying.                                                                              | sqft | 230            |            |              |
| 15                                            | Tile adhesive, 20 kg bag (branded).                                                                                                                                                                                                                   | nos  | 8              |            |              |
| 16                                            | Epoxy grout, 1 kg pack (branded).                                                                                                                                                                                                                     | nos  | 2              |            |              |
| 17                                            | EU one-piece water closet with accessories (health faucet, angle valve, taps, drain plate etc.), Cera / Parryware or equivalent, including fixing.                                                                                                    | nos  | 1              |            |              |
| 18                                            | Wash basin with accessories, Cera / Parryware or equivalent, including fixing.                                                                                                                                                                        | nos  | 1              |            |              |
| 19                                            | Wash basin mirror, including fixing.                                                                                                                                                                                                                  | nos  | 1              |            |              |
| 20                                            | Replacement of washroom door — supply and fixing of new FRP door with frame, accessories and fittings, including removal and disposal of the existing door.                                                                                           | nos  | 1              |            |              |
| 21                                            | Labour charges for bathroom renovation works (lump sum).                                                                                                                                                                                              | LS   | 1              |            |              |
| <b>B.7 Painting Works</b>                     |                                                                                                                                                                                                                                                       |      |                |            |              |
| 22                                            | Painting with two (2) coats of branded emulsion paint over primer, including surface preparation, putty and making good; colour as approved by the Chapter.                                                                                           | job  | 1              |            |              |
| <b>B.8 Electrical Works</b>                   |                                                                                                                                                                                                                                                       |      |                |            |              |
| 23                                            | Ceiling LED lights, 18 W, of a make carrying the notified BEE star rating where prescribed (Luker / Havells or equivalent), including fixing and connection.                                                                                          | nos  | 10             |            |              |
| 24                                            | 1 sq mm cables (Havells / Finolex or equivalent) — per coil.                                                                                                                                                                                          | nos  | 1              |            |              |
| 25                                            | Flexible PVC conduit pipe, per roll (Havells / Finolex or equivalent).                                                                                                                                                                                | nos  | 1              |            |              |
| 26                                            | Concealed wiring with switches, complete.                                                                                                                                                                                                             | LS   | 1              |            |              |
| 27                                            | Labour charges for electrical works (lump sum, per unit as specified).                                                                                                                                                                                | LS   | 14             |            |              |
|                                               | <b>Sub-total – B. OFFICE ROOM</b>                                                                                                                                                                                                                     |      |                |            |              |
| <b>C. CHAIRMAN'S ROOM (FULL MODIFICATION)</b> |                                                                                                                                                                                                                                                       |      |                |            |              |
| <b>C.1 General Modification Works</b>         |                                                                                                                                                                                                                                                       |      |                |            |              |

| Sl.                                           | Description of item                                                                                                                                                                                                                                                                                                                              | Unit | Tentative Qty. | Rate (Rs.) | Amount (Rs.) |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------------|------------|--------------|
| 28                                            | Full modification of the Chairman's room — dismantling and removal of existing fixtures, fittings and finishes not to be retained, making good of walls, floor and ceiling surfaces, and refinishing ready to receive the new works, including disposal of debris. To be executed strictly as per the design and layout approved by the Chapter. | LS   | 1              |            |              |
| <b>C.2 Background Panelling and ICAI Logo</b> |                                                                                                                                                                                                                                                                                                                                                  |      |                |            |              |
| 29                                            | Background wall panelling behind the Chairman's seating position, in premium finish (veneer, high-pressure laminate or PVC louver as approved), over a treated framework, with grooved / profiled detailing, concealed cove or profile lighting provision, and complete finishing.                                                               | sqft | 120            |            |              |
| 30                                            | Supply and fixing of the ICAI logo and name on the background panelling, in silver finish (brushed stainless steel or acrylic with silver mirror finish), with stand-off mounting and concealed backlighting provision. Artwork, proportions and mounting details to be approved by the Chapter before fabrication.                              | nos  | 1              |            |              |
| <b>C.3 Wall Panelling Works</b>               |                                                                                                                                                                                                                                                                                                                                                  |      |                |            |              |
| 31                                            | Wall panelling with PVC louvers — partition wall area, including framework and fixing.                                                                                                                                                                                                                                                           | sqft | 90             |            |              |
| <b>C.4 False Ceiling Works</b>                |                                                                                                                                                                                                                                                                                                                                                  |      |                |            |              |
| 32                                            | Grid-type false ceiling with 8 mm tiles of 175 mm x 1 mm module (Gyproc or equivalent), including grid, suspension and finishing.                                                                                                                                                                                                                | sqft | 175            |            |              |
| <b>C.5 Door Works – Chairman's Room</b>       |                                                                                                                                                                                                                                                                                                                                                  |      |                |            |              |
| 33                                            | Replacement of the Chairman's room door — supply and fixing of a new WPC / flush door of superior finish with frame, architrave, accessories and fittings (mortice lock, hinges, door closer, stopper), including removal and disposal of the existing door and making good of the opening.                                                      | nos  | 1              |            |              |
| <b>C.6 Bathroom Renovation Works</b>          |                                                                                                                                                                                                                                                                                                                                                  |      |                |            |              |
| 34                                            | Vitrified 2 ft x 2 ft branded floor and wall tiling up to roof height (1 bathroom = 230 sqft), including dismantling of existing tiling, surface preparation and laying.                                                                                                                                                                         | sqft | 230            |            |              |
| 35                                            | Tile adhesive, 20 kg bag (branded).                                                                                                                                                                                                                                                                                                              | nos  | 8              |            |              |
| 36                                            | Epoxy grout, 1 kg pack (branded).                                                                                                                                                                                                                                                                                                                | nos  | 2              |            |              |
| 37                                            | EU one-piece water closet with accessories (health faucet, angle valve, taps, drain plate etc.), Cera / Parryware or equivalent, including fixing.                                                                                                                                                                                               | nos  | 1              |            |              |

| Sl.                                  | Description of item                                                                                                                                                      | Unit | Tentative Qty. | Rate (Rs.) | Amount (Rs.) |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------------|------------|--------------|
| 38                                   | Wash basin with accessories, Cera / Parryware or equivalent, including fixing.                                                                                           | nos  | 1              |            |              |
| 39                                   | Wash basin mirror, including fixing.                                                                                                                                     | nos  | 1              |            |              |
| 40                                   | Replacement of washroom door — supply and fixing of new FRP door with frame, accessories and fittings, including removal and disposal of the existing door.              | nos  | 1              |            |              |
| 41                                   | Labour charges for bathroom renovation works (lump sum).                                                                                                                 | LS   | 1              |            |              |
| <b>C.7 Painting Works</b>            |                                                                                                                                                                          |      |                |            |              |
| 42                                   | Painting with two (2) coats of branded emulsion paint over primer, including surface preparation; colour as approved by the Chapter.                                     | job  | 1              |            |              |
| <b>C.8 Electrical Works</b>          |                                                                                                                                                                          |      |                |            |              |
| 43                                   | Ceiling LED lights, 18 W, of a make carrying the notified BEE star rating where prescribed (Luker / Havells or equivalent), including fixing and connection.             | nos  | 10             |            |              |
| 44                                   | 1 sq mm cables (Havells / Finolex or equivalent) — per coil.                                                                                                             | nos  | 1              |            |              |
| 45                                   | Flexible PVC conduit pipe, per roll (Havells / Finolex or equivalent).                                                                                                   | nos  | 1              |            |              |
| 46                                   | Concealed wiring with switches, complete.                                                                                                                                | LS   | 1              |            |              |
| 47                                   | Labour charges for electrical works (lump sum, per unit as specified).                                                                                                   | LS   | 8              |            |              |
|                                      | <b>Sub-total – C. CHAIRMAN'S ROOM (FULL MODIFICATION)</b>                                                                                                                |      |                |            |              |
| <b>D. FLOOR NO. 01</b>               |                                                                                                                                                                          |      |                |            |              |
| <b>D.1 False Ceiling Works</b>       |                                                                                                                                                                          |      |                |            |              |
| 48                                   | Grid-type false ceiling with 8 mm tiles, 475 mm x 1 mm module (Gyproc or equivalent), complete.                                                                          | sqft | 475            |            |              |
| 49                                   | Grid-type false ceiling with 8 mm tiles, 175 mm x 1 mm module (Gyproc or equivalent), complete.                                                                          | sqft | 175            |            |              |
| <b>D.2 Bathroom Renovation Works</b> |                                                                                                                                                                          |      |                |            |              |
| 50                                   | Vitrified 2 ft x 2 ft branded floor and wall tiling up to roof height (1 bathroom = 230 sqft), including dismantling of existing tiling, surface preparation and laying. | sqft | 230            |            |              |
| 51                                   | Tile adhesive, 20 kg bag (branded).                                                                                                                                      | nos  | 8              |            |              |
| 52                                   | Epoxy grout, 1 kg pack (branded).                                                                                                                                        | nos  | 2              |            |              |
| 53                                   | EU one-piece water closet with accessories (health faucet, angle valve, taps, drain plate                                                                                | nos  | 1              |            |              |

| Sl.                                  | Description of item                                                                                                                                                      | Unit | Tentative Qty. | Rate (Rs.) | Amount (Rs.) |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------------|------------|--------------|
|                                      | etc.), Cera / Parryware or equivalent, including fixing.                                                                                                                 |      |                |            |              |
| 54                                   | Wash basin with accessories, Cera / Parryware or equivalent, including fixing.                                                                                           | nos  | 1              |            |              |
| 55                                   | Wash basin mirror, including fixing.                                                                                                                                     | nos  | 1              |            |              |
| 56                                   | Replacement of washroom door — supply and fixing of new FRP door with frame, accessories and fittings, including removal and disposal of the existing door.              | nos  | 1              |            |              |
| 57                                   | Labour charges for bathroom renovation works (lump sum).                                                                                                                 | LS   | 1              |            |              |
| <b>D.3 Painting Works</b>            |                                                                                                                                                                          |      |                |            |              |
| 58                                   | Painting with two (2) coats of branded emulsion paint over primer; colour as approved by the Chapter.                                                                    | job  | 1              |            |              |
| <b>D.4 Electrical Works</b>          |                                                                                                                                                                          |      |                |            |              |
| 59                                   | Ceiling LED lights, 18 W, of a make carrying the notified BEE star rating where prescribed (Luker / Havells or equivalent), including fixing and connection.             | nos  | 10             |            |              |
| 60                                   | 1 sq mm cables (Havells / Finolex or equivalent) — per coil.                                                                                                             | nos  | 1              |            |              |
| 61                                   | Flexible PVC conduit pipe, per roll (Havells / Finolex or equivalent).                                                                                                   | nos  | 1              |            |              |
| 62                                   | Labour charges for electrical works (lump sum, per unit as specified).                                                                                                   | LS   | 8              |            |              |
|                                      | <b>Sub-total – D. FLOOR NO. 01</b>                                                                                                                                       |      |                |            |              |
| <b>E. FLOOR NO. 02</b>               |                                                                                                                                                                          |      |                |            |              |
| <b>E.1 False Ceiling Works</b>       |                                                                                                                                                                          |      |                |            |              |
| 63                                   | Grid-type false ceiling with 8 mm tiles, 475 mm x 1 mm module (Gyproc or equivalent), complete.                                                                          | sqft | 475            |            |              |
| 64                                   | Grid-type false ceiling with 8 mm tiles, 175 mm x 1 mm module (Gyproc or equivalent), complete.                                                                          | sqft | 175            |            |              |
| <b>E.2 Bathroom Renovation Works</b> |                                                                                                                                                                          |      |                |            |              |
| 65                                   | Vitrified 2 ft x 2 ft branded floor and wall tiling up to roof height (1 bathroom = 230 sqft), including dismantling of existing tiling, surface preparation and laying. | sqft | 230            |            |              |
| 66                                   | Tile adhesive, 20 kg bag (branded).                                                                                                                                      | nos  | 8              |            |              |
| 67                                   | Epoxy grout, 1 kg pack (branded).                                                                                                                                        | nos  | 2              |            |              |
| 68                                   | EU one-piece water closet with accessories (health faucet, angle valve, taps, drain plate                                                                                | nos  | 1              |            |              |

| Sl.                                        | Description of item                                                                                                                                                                                                                                                                              | Unit | Tentative Qty. | Rate (Rs.) | Amount (Rs.) |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------------|------------|--------------|
|                                            | etc.), Cera / Parryware or equivalent, including fixing.                                                                                                                                                                                                                                         |      |                |            |              |
| 69                                         | Wash basin with accessories, Cera / Parryware or equivalent, including fixing.                                                                                                                                                                                                                   | nos  | 1              |            |              |
| 70                                         | Wash basin mirror, including fixing.                                                                                                                                                                                                                                                             | nos  | 1              |            |              |
| 71                                         | Replacement of washroom door — supply and fixing of new FRP door with frame, accessories and fittings, including removal and disposal of the existing door.                                                                                                                                      | nos  | 1              |            |              |
| 72                                         | Labour charges for bathroom renovation works (lump sum).                                                                                                                                                                                                                                         | LS   | 1              |            |              |
| <b>E.3 Painting Works</b>                  |                                                                                                                                                                                                                                                                                                  |      |                |            |              |
| 73                                         | Painting with two (2) coats of branded emulsion paint over primer; colour as approved by the Chapter.                                                                                                                                                                                            | job  | 1              |            |              |
| <b>E.4 Electrical Works</b>                |                                                                                                                                                                                                                                                                                                  |      |                |            |              |
| 74                                         | Ceiling LED lights, 18 W, of a make carrying the notified BEE star rating where prescribed (Luker / Havells or equivalent), including fixing and connection.                                                                                                                                     | nos  | 10             |            |              |
| 75                                         | 1 sq mm cables (Havells / Finolex or equivalent) — per coil.                                                                                                                                                                                                                                     | nos  | 1              |            |              |
| 76                                         | Flexible PVC conduit pipe, per roll (Havells / Finolex or equivalent).                                                                                                                                                                                                                           | nos  | 1              |            |              |
| 77                                         | Labour charges for electrical works (lump sum, per unit as specified).                                                                                                                                                                                                                           | LS   | 8              |            |              |
|                                            | <b>Sub-total – E. FLOOR NO. 02</b>                                                                                                                                                                                                                                                               |      |                |            |              |
| <b>F. FRONT ELEVATION AND CANOPY WORKS</b> |                                                                                                                                                                                                                                                                                                  |      |                |            |              |
| <b>F.1 Front Elevation Works</b>           |                                                                                                                                                                                                                                                                                                  |      |                |            |              |
| 78                                         | Façade work with 1.5 in. x 1 in. aluminium section framework and 3 mm ACP sheets, carrying a written warranty of ten (10) years, including provision of light points during execution, scaffolding, fasteners, sealants and all incidentals, complete as per the design approved by the Chapter. | LS   | 1              |            |              |
| <b>F.2 Front Canopy Works</b>              |                                                                                                                                                                                                                                                                                                  |      |                |            |              |
| 79                                         | Canopy work for the front area (3 m x 8 m) with transparent crystal polycarbonate sheet on cantilever, including labour, fixing and sealing. The existing frame shall be retained and reused.                                                                                                    | LS   | 1              |            |              |
|                                            | <b>Sub-total – F. FRONT ELEVATION AND CANOPY WORKS</b>                                                                                                                                                                                                                                           |      |                |            |              |
|                                            | <b>GRAND TOTAL (Sections A to F, excluding GST) — carried to the Financial Bid Summary</b>                                                                                                                                                                                                       |      |                |            |              |

**Financial Bid Summary**

| Sect. | Description                                                         | Amount (Rs.) |
|-------|---------------------------------------------------------------------|--------------|
| A     | Cellar Area                                                         |              |
| B     | Office Room                                                         |              |
| C     | Chairman's Room                                                     |              |
| D     | Floor No. 01                                                        |              |
| E     | Floor No. 02                                                        |              |
| F     | Front Elevation and Canopy Works                                    |              |
|       | <b>Total value of work (excluding GST)</b>                          |              |
|       | <b>GST @ ____ % (rate and HSN / SAC to be stated by the bidder)</b> |              |
|       | <b>Grand Total (inclusive of GST)</b>                               |              |

Total amount quoted in words (inclusive of GST): Rs.

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Rebate offered, if any (in words and figures):

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I/We confirm that we have inspected the site, verified and re-confirmed the quantities, and that the rates quoted above are firm, are inclusive of all costs described in the tender document including design and layout, and shall remain valid for 45 days from the last date of submission of bids.

Signature of the authorised signatory: \_\_\_\_\_ Name: \_\_\_\_\_

Designation: \_\_\_\_\_ Seal of the firm: \_\_\_\_\_ Date: \_\_\_\_\_



## SECTION VII – FORMS AND FORMATS

### Form 1 – Particulars of the Bidder (to be enclosed with the Technical Bid)

| Sl. | Particulars                                                                                                                         | Details furnished by the bidder |
|-----|-------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|
| 1   | Name of the firm / agency                                                                                                           |                                 |
| 2   | Constitution (proprietorship / partnership / LLP / company / society)                                                               |                                 |
| 3   | Complete postal address                                                                                                             |                                 |
| 4   | Telephone / mobile number                                                                                                           |                                 |
| 5   | E-mail address and website (if any)                                                                                                 |                                 |
| 6   | Name and designation of the authorised signatory                                                                                    |                                 |
| 7   | PAN                                                                                                                                 |                                 |
| 8   | GSTIN                                                                                                                               |                                 |
| 9   | EPF registration number                                                                                                             |                                 |
| 10  | ESIC registration number                                                                                                            |                                 |
| 11  | Trade licence number and validity                                                                                                   |                                 |
| 12  | Electrical contractor's licence number and validity                                                                                 |                                 |
| 13  | MSME / Udyam registration number (if claiming exemption from cost of tender document)                                               |                                 |
| 14  | NSIC–SPRS registration number (if claiming EMD exemption)                                                                           |                                 |
| 15  | Year of establishment                                                                                                               |                                 |
| 16  | Annual turnover — FY 2023-24 / 2024-25 / 2025-26                                                                                    |                                 |
| 17  | Number of similar works completed in the last five years                                                                            |                                 |
| 18  | In-house or empanelled designer / draughtsman who prepared the drawings, layouts and animated visualisation submitted with this bid |                                 |
| 19  | Bank name, branch, account number and IFSC                                                                                          |                                 |
| 20  | Details of DD / Pay Order towards cost of tender document                                                                           |                                 |
| 21  | Details of EMD instrument (number, date, bank, amount)                                                                              |                                 |

I/We certify that the particulars furnished above are true and correct and that the supporting documents enclosed are genuine.

Signature of the authorised signatory: \_\_\_\_\_ Seal: \_\_\_\_\_ Date: \_\_\_\_\_

**Form 2 – Declaration of the Firm (Form No. ICAI/S/03)**

To

The Chairman, The Institute of Cost Accountants of India – Trivandrum Chapter

CMA Bhawan, V. J. Lane, Vellayambalam, Thiruvananthapuram – 695 010

Ref: NIT No. \_\_\_\_\_ dated \_\_\_\_\_

Sir,

1. We have examined the details of the NIT document referred to above.
2. We hereby submit our qualification documents and other relevant information.
3. We, the undersigned, are submitting our bid for the execution of renovation, refurbishing and modification works at CMA Bhawan, Vellayambalam, Thiruvananthapuram, with reference to the above-mentioned NIT.
4. We hereby certify that all the statements made and the information supplied in the enclosed statements are true and correct to the best of our knowledge and belief.
5. We understand that if any information is found to be incorrect at a later date, our bid or the order placed on us is liable to be cancelled with costs.
6. We have furnished all information and details necessary for qualification and have no further pertinent information to supply.
7. We certify that our firm is not blacklisted or banned from business by the Central Bureau of Investigation, by any department of the Central Government or of any State Government, or by the Institute, and that no contract of ours has been terminated for default during the last three years.
8. We have not tampered with or modified the tender forms in any manner. In case the same is found to have been tampered with or modified, we understand that we shall lose our right to be qualified, that our tender shall be summarily rejected, that our EMD shall be forfeited, and that we shall be liable to be banned from doing business with The Institute of Cost Accountants of India and/or prosecuted.
9. We accept the rules and procedures of the Institute for the qualification of contractors and agree that the Institute has the right to accept or reject any bid without assigning any reason.

Place: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of the authorised person: \_\_\_\_\_

Full name of signatory: \_\_\_\_\_ Designation: \_\_\_\_\_

Seal of the agency / firm:

**Form 3 – Checklist of documents to be enclosed with the Technical Bid**

| Sl. | Document                                                                                                                                                                           | Enclosed (Yes/No) & page no. |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| 1   | Cost of tender document — DD / Pay Order for Rs. 1,000/- (or valid MSME / Udyam certificate claiming exemption)                                                                    |                              |
| 2   | EMD — DD / Pay Order / Banker's Cheque / Bank Guarantee / Insurance Surety Bond for the amount stated in the Tender Data Sheet (or valid NSIC–SPRS certificate claiming exemption) |                              |
| 3   | Complete tender document, signed and sealed on every page, including the unpriced copy of the Schedule of Quantities                                                               |                              |
| 4   | Form 1 — Bidder's particulars                                                                                                                                                      |                              |
| 5   | Form 2 — Declaration of the firm (Form No. ICMAI/S/03)                                                                                                                             |                              |
| 6   | Form 4 — Letter of acceptance of tender conditions                                                                                                                                 |                              |
| 7   | Form 5 — Certificate of site inspection and re-confirmation of quantities                                                                                                          |                              |
| 8   | Copy of valid trade licence / registration and any statutory permissions                                                                                                           |                              |
| 9   | Copies of PAN, GSTIN, EPF and ESIC registration                                                                                                                                    |                              |
| 10  | Copy of registered labour licence, where applicable                                                                                                                                |                              |
| 11  | Copy of electrical contractor's licence issued by the competent authority in Kerala                                                                                                |                              |
| 12  | Audited financial statements / turnover certificate for the last three financial years                                                                                             |                              |
| 13  | List of similar works executed in the last five years with completion certificates and client contact details                                                                      |                              |
| 14  | Copy of GST returns for the last two quarters                                                                                                                                      |                              |
| 15  | Floor-wise detailed drawings and layouts — cellar, office room, Chairman's room, Floor No. 01 and Floor No. 02                                                                     |                              |
| 16  | Elevation drawings of the exterior cladding, façade panel grid and canopy                                                                                                          |                              |
| 17  | Animated three-dimensional visualisation of the interiors of each floor and of the exterior cladding, on pen drive or CD, with printed key views                                   |                              |
| 18  | Indicative finishes and materials schedule                                                                                                                                         |                              |
| 19  | Sealed Financial Bid (priced Schedule of Quantities and Financial Bid Summary) in a separate envelope                                                                              |                              |

**Form 4 – Letter of Acceptance of Tender Conditions (to be enclosed with the Technical Bid)**

To

The Chairman, The Institute of Cost Accountants of India – Trivandrum Chapter

Name of the work: Renovation, refurbishing and modification works at CMA Bhawan, V. J. Lane, Vellayambalam, Thiruvananthapuram

Tender number: \_\_\_\_\_ Dated: \_\_\_\_\_

Dear Sir / Madam,

1. I/We, the undersigned, having carefully gone through and clearly understood the specifications, drawings and terms and conditions for the above-mentioned work, do hereby tender to execute and complete the whole of the works strictly in accordance with the said specifications at the rates specified in our Financial Bid.
2. Having duly examined the tender documents, including the specifications, designs and Schedule of Quantities relating to the works, and having visited the site of the said work and acquired all requisite information affecting this tender, I/We hereby offer to execute the works specified in the tender document within the time specified and in all respects in accordance with the specifications, designs, drawings and instructions in writing referred to in the conditions of the tender, the special conditions, the Schedule of Quantities, and with such materials as are specified.
3. I/We have noted that the quantities stated in the Schedule of Quantities are tentative, that we are required to verify and re-confirm them, and that no claim shall lie on the ground of any variation in quantity.
4. I/We have submitted with this Technical Bid the floor-wise detailed drawings and layouts, the exterior cladding elevations and the animated three-dimensional visualisation of the interiors and the exterior cladding, as required by Section II and clause 8 of Section III, and we agree that these shall form part of the contract if our bid is accepted.
5. I/We undertake to submit the final working drawings and detailed layout of the work, together with material samples and the ICMAI logo artwork, within ten days of receipt of the Work Order, and to commence execution of any item only after obtaining the written approval of the Chapter, the cost of all such design work, drawings, visualisation and samples being included in our quoted rates.
6. I/We confirm that we have quoted the rate and amount against every individual item of the Schedule of Quantities, the sub-total for each Section, and the grand total inclusive of GST.
7. Should this tender be accepted, in whole or in part, I/We hereby agree to abide by and fulfil all the terms and provisions of the conditions of the tender so far as applicable, and to furnish the Security Deposit and execute the agreement or accept the Work Order within fifteen days of its issue.
8. I/We agree that our offer shall remain valid for 45 days from the last date of submission of bids and that we shall not withdraw or modify it during that period.

9. It is understood that the lowest or any tender will not necessarily be accepted, that the Institute reserves the right to accept or reject any or all tenders in whole or in part, and that the Institute is not bound to assign any reason for the same.

10. The names of the proprietor / partners / directors of our firm are:

\_\_\_\_\_

11. I/We agree to complete the work for the total amount of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only), inclusive of GST, as quoted in our Financial Bid.

Signature of the bidder with seal: \_\_\_\_\_ Date: \_\_\_\_\_

# **Form 5 – Certificate of Site Inspection and Re-confirmation of Quantities**

To

The Chairman, The Institute of Cost Accountants of India – Trivandrum Chapter

Ref: NIT No. \_\_\_\_\_ dated \_\_\_\_\_

This is to certify that I / we, or our authorised representative Shri / Smt. \_\_\_\_\_, visited and inspected the site of the work at CMA Bhawan, V. J. Lane, Vellayambalam, Thiruvananthapuram on \_\_\_\_\_ (date), in the presence of \_\_\_\_\_ of the Chapter.

We have examined the cellar, the office room, the Chairman's room, Floor No. 01, Floor No. 02, all washrooms, the front elevation and the front canopy area; we have noted the extent of seepage in the cellar, the number, size and condition of the doors to be replaced, the areas of false ceiling, panelling and painting, and the position and routing available for the water collection pits and their discharge.

We confirm that we have satisfied ourselves as to the nature, extent and conditions of the work, that we have taken our own measurements, that we have re-confirmed the tentative quantities set out in the Schedule of Quantities, and that our rates have been quoted on that basis.

We further confirm that we shall raise no claim whatsoever on the ground that any quantity has proved to be greater or smaller than that stated in the Schedule, or that any item necessary for the completion of the work was not separately provided for.

Place: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of the authorised person: \_\_\_\_\_ Seal of the firm:

**For office use:** Site inspection attended and recorded — signature of the Chapter representative:  
\_\_\_\_\_