

SECTION - 1
NOTICE INVITING TENDERS

1 Sealed Item Rate Tenders are invited in the prescribed form by the Principal, MAYO COLLEGE GIRLS' SCHOOL, for the following:

Tender No.	Name of work	Estimated Value (in Rupees)	Earnest Money (in Rs.)	Time of Completion (in months)
MCGS /2/ 2026-27	Staff Residence Renovation work of Jamila Singh House Lower (Material & Labour)	Rupees Seven Lakhs Twenty Five thousand only.	Rs 15,000/- (Rupees Fifteen thousand Only)	75 Days.

2 Eligibility: The following eligibility criteria shall be complied to fulfil the Qualification Bid

- (i) Three similar works each not less than 40% value of respective work (or)
- (ii) Two similar works each not less than 50% value of respective work (or)
- (iii) One similar work not less than 80% value of respective work.

3 The works, as detailed in this tender, shall be executed and completed in all respects within a period of from the date of the written order to commence the work in accordance with the Tender Documents, Instructions to Tenderers, General & Special Conditions of Contract.

4 The Tenderer is required to deposit **Rs 15,000/- (Rupees Fifteen thousand Only)** as earnest money along with the tender in the form of Bank Draft on Ajmer Branch of any Nationalised Bank in favour of the **MAYO COLLEGE GIRLS' SCHOOL, AJMER..**

5 Tender Documents can be obtained from 23 April 2026 from the Office of Bursar (Admin Office) / MCGS Web Site, of MAYO COLLEGE GIRLS' SCHOOL during the Office Hours on payment of **Rs 200 (Rupees Two Hundred)** in cash.

6 Tenders in prescribed form duly accompanied with Earnest Money should be submitted in sealed cover superscribed with the name of the work and must reach the office of the Principal, MAYO COLLEGE GIRLS' SCHOOL, AJMER, **latest by 11.00 hrs on 30 April 2026**

7 The Tenders shall remain valid for a period of **25 days** from the date of opening of tender.

8 The total amount of Security Deposit shall be 5% (Five percent) of the total value of the contract for the work.. The Earnest Money deposited shall be converted as initial Security Deposit in the case of successful tenderer. The balance of the Security Deposit would be made up by deduction of 5% (Five percent) from the amount of each running/on account bill for the work done under the contract after adjusting initial deposit as mentioned earlier. No interest shall be paid on the said Security Deposit.

9 The Earnest Money of the successful tenderer shall be forfeited in the event of refusal or delay on his part in signing the Agreement within **7 days** of the of letter of award of the contract or refusal to start the work on instructions from the Architect/Engineer.

10 The Principal, MAYO COLLEGE GIRLS' SCHOOL, does not bind itself to accept the lowest or any Tender and reserves to itself the right to negotiate, accept or reject any or all the tenders either in whole or in part without assigning any reasons for doing so. Principal,

MAYO COLLEGE GIRLS' SCHOOL, can bifurcate the works seeing the feasibility of execution/ early completion of works.

11 ACCEPTANCE OF TENDER

Principal, Mayo College Girls' School, reserves the right to reject any or every tender without assigning any reason whatsoever and or to negotiate with the tender(s) in any manner the Principal, Mayo College Girls' School, considers suitable.

SECTION – 2
(Covering Letter to the Tender)

FROM

M/s

Date:

To,

Principal,

MAYO COLLEGE GIRLS' SCHOOL,

Ajmer

Staff Residence Renovation work of Jamila Singh House Lower (Material & Labour)

Dear Sir,

With reference to the tender invited by you, I/We hereby offer to perform, provide, execute and complete the works in conformity with the conditions of contract, drawings and specifications for the respective items of schedule of quantities attached hereto.

1. I/We have satisfied myself/ourselves as to the location and prevailing conditions of the site, and have read carefully the tender booklet(s) containing Articles of Agreement, conditions of Contract, Specifications, General and Special Conditions, Drawings etc. and I/We understand that the works are to be completed within **1.5 months** from the date of issue of Letter of Intent/Order and fully understand that the time will be the essence of the contract.

2. I/We enclose a demand draft for **amount of Rs. 15,000 /- (Rupees Fifteen Thousand Rupees only) as per Notice Inviting Tenders**, drawn on _____, payable in favour of _____ as Earnest Money and fully understand that this amount will not bear any interest.

3. I/We agree to keep the offer open for **7 days** from the date of opening of the tender.

4. Should this tender be accepted in whole or in part, I/We hereby agree to abide by and fulfil all the terms and conditions annexed hereto. If I/We fail to commence the work specified in tender documents, I/We agree that my/our earnest money shall stand forfeited absolutely to the Employer otherwise the said Earnest Money shall be retained by the Employer towards Security Deposit (retention money). I/We also agree to the balance security money being deducted from my/our bills in accordance with the conditions of contract.

5. All the terms and conditions contained in the Notice Inviting Tenders, General & Special Conditions of Contract, Specifications, for execution of work and additional conditions and the Agreement etc. constituting the tender documents have been fully read by me/us and explained to me/us and I/We hereby accept the same and sign hereunder in token of their acceptance.

6. We are further enclosing herewith the following documents:

- (i) Partnership deed, Articles of Association and Power of Attorney. We agree that no change will be made in these documents without prior approval of Principal, Mayo College Girls' School.
- (ii) Tender Documents duly signed along with detailed programme and targets of completion of each item of work.

(iii) Details of deployment of manpower, machinery, plant and equipment. Total list of plant and machinery in possession of the firm and the list of plant and machinery which will be exclusively deployed on this work.

(iv) Latest Income Tax Clearance Certificate.

(v) Draft No. _____ dated __.__.20__ drawn on

(vi) Name of Proprietor/Director/Partners of the firm:

Yours Faithfully

Name and Signature of Tenderer

M/s

Office stamp & seal of Tenderer(s)

Date: _____

Witness: _____

Address: _____

Occupation: _____

7.. Final Measurement & Payment:

(i) When the works have been actually completed and the Engineer shall have certified in writing that they have been so completed and the Engineer has reasonably satisfied himself about the same, the Contractor shall submit his final bills of quantities supported by detailed measurements within **15 days**. Subject to the joint checking of the measurements by the Engineer and the Contractor, the Engineer shall arrange to effect actual payment of such of the amounts as are undisputed and accepted after checking therefrom of the amounts due to the Contractor in terms of the Contract.

(ii) The Contractor shall be entitled to the payment of the final bill on the basis of final certificate to be issued in writing by the Engineer at the expiration of the period referred to as the "Defects Liability Period" in the Appendix hereto from the date of virtual completion or as soon as after the expiration of such period as the works shall have been finally completed and all defects made good according to the true intent and meaning hereof whichever shall last happen, provided always that the issue by the Engineer of any certificate during the progress of the work and after the completion shall not relieve the Contractor from his liability in cases of fraud, dishonesty, or fraudulent concealment relating to the works or materials or to any matter dealt within the certificate in case of all defects and insufficiencies in the works or materials which on reasonable examination could not have been disclosed. No certificate of the Engineer shall of itself be conclusive evidence that any work or material which it relates are in accordance with the Contract and the Engineer therefore be empowered to withhold such sum or sums as deemed necessary for the time being till final measurements have been made and quantities and quality of work done have been checked and determined.

(iii) The Engineer shall have power to withhold any certificate/payment if the works or any part thereof is not carried out to his satisfaction or some discrepancies or accounts/audit objections are noticed and raised requiring clarification or rectification(s).

(iv) In case of termination/rescinding of the Contract, Contractor shall be required to measure work within seven days from the date of termination/rescinding for joint verification by the Engineer, failing which the Engineer will record the measurements after giving due notice to the Contractor of the date and time of the measurement to be recorded and in case the Contractor still fails to witness the measurements, then the measurements so recorded by the Engineer will be the final and binding on the Contract.

SECTION - 3
TECHNICAL SPECIFICATION FOR ALL CIVIL WORKS

3.1 Indian Standards:

a) All materials shall conform to the latest edition of the Indian Standard Specifications. Standards issued elsewhere may be used only if approved by the Engineer and for those materials only for which appropriate Indian Standards do not exist.

b) All works shall be carried out in general as per the latest Central PWD specification with up to date correction slips, amendments and additions.

3.2 Sampling and Testing: All materials used in the works shall be subjected to Inspection and test. Samples of all materials proposed to be employed in the permanent works shall be submitted to the Engineer for approval, before they are brought to the site. These samples shall be submitted 15 days in advance when required for works. After the sample is approved the material shall be arranged and brought to site within a fortnight. Samples provided to the Engineer or his representatives for their retention are to be in labelled boxes suitable for storage.

3.3 Storage of Materials: All materials used in the works shall be stored on racks, supports, in bins, under cover etc. as appropriate, to prevent deterioration or damage from any cause whatsoever to the entire satisfaction of the Engineer. Cement shall be stored in such quantities as can be consumed within a short time after receipt from the manufacturers. It shall be stored in such a manner as to permit easy access for proper inspection and in a suitable weather tight building to protect it from dampness and to minimise deterioration by using water proofing membranes.

3.4 LIST OF MATERIALS OF APPROVED MAKES/BRANDS

S.NO.	MATERIALS	BRAND NAMES
1.	Tile Floor and Wall	KAJARIYA make or EQUALENT
2.	Grey Cement	a) Shree UltraOPC c) Ultratech OPC d) Ambuja OPC
3.	Bricks	1 st class Brick (JMD, VBC Or equal quality)
4.	Sand	Banas, Rass, Raipur, M-Sand
5.	Stone	Srinagar, Dumara village stone
6.	Chinaware, CP Fittings and CPVC and SWR Pipe	Jaquar, Corsa, Astral, Ashirwad
7.	Electrical Fiiting and Wire	Anchor, Hevells, RR, KEI, MKG, Schneider

Notes:

1. The Contractor shall supply ISI marked material as per any of the makes or brands indicated above. In case ISI marked material for any of the brands is not being manufactured by the firm(s), first quality material shall be accepted. The samples of the material shall in either case have to be got approved from the Architect/Engineer.

2. Material where no make/brand has been mentioned, ISI marked samples shall be submitted by the Contractor for approval of Architect/Engineer. For that class of materials, where no firm exists with ISI approval, sample of first quality material of the firm shall be submitted for the approval of the Engineer.

APPENDIX SHOWING IMPORTANT SCHEDULES		
1.	Signing Of Agreement	Within 7 days of issue of letter of intent / order.
2.	Commencement Of Work	Immediately within seven days of issue of letter of intent / order.
3.	Period Of Completion	Two Months from date of issue of letter of intent / order.
4.	Liquidated Damages	0.5% of Contract value per week subject to a maximum of 5% of the contract value
5.	Period Of Value Of Running/ On Account Bill	Monthly if not less than Rs.2.00 Lakhs.
6.	Security Deposit	5% of the contract value. Recoveries will be made @ 5% from each Running Account / On Account Bill
7.	Refund Of Security Deposit	Refund of the security deposit after 6 months of the virtual completion of the entire work.
8.	Secured Advance	75% of the material brought to site for the express consumption in this project.
9.	Income Tax And Work Tax & Sales Tax Deduction	At prevailing rate from each bill.
10.	Defects Liability Period	12 months after completion of work.
11.	Period Of Final Measurement	Three months after virtual completion of work.
12.	Rate for Extra, Additional or Altered or Substituted work	If the rates for altered, additional or substituted work cannot be determined in the manner specified in sub-clause 5.4.2 (i) and (ii), the rates for such items will be worked out on the basis of rates given in BSR 2019 Ajmer. The rates for additional, altered and substituted work shall be paid as per BSR 2022 Ajmer @ % above/below (strike off as appropriate).