

INSTITUTE OF MANAGEMENT IN GOVERNMENT
(An Autonomous Body Constituted by the Government of Kerala)



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***Selection of Governmental Accredited Agency (PMC/Non-PMC) for
the execution a project of 8 Passengers Lift at ‘C’ Block Hostel,
Barton Hill Hostel Campus, PMG, Thiruvananthapuram***

(Proceedings No : 271/A2/2026/IMG-TVM dated 15.07.2026)

Notice for Expression of Interest (EOI)

The Institute of Management in Government (IMG) in Thiruvananthapuram, established in 1981 , is the apex training and capacity-building institute for the Government of Kerala, hereby issues this EOI for the submission of competitive offers from the Governmental accredited Agencies for the turnkey project of Comprehensive Design, and Execution (PMC/Non-PMC Mode) of the **8 Passengers lift at the ‘C’ Block Hostel of IMG Barton Hill Hostel Complex, Thiruvananthapuram.**

The execution of this Project must be conducted in strict adherence to the framework as stipulated under **G.O.(P) No.67/2021/Fin dated 28.04.2021**. The successful Bidder (**herein after referred to as 'the Agency'**) shall be obligated to perform all scope of work in the stipulated time period.

Participation in this tender is unequivocally restricted to Agencies possessing valid accreditation with a stipulated Minimum Single Work Limit of not less than **50 Lakh**, as prescribed by **G.O.(P) No.104/2022/Fin** and any subsequent governmental amendments.

Bidders are required to submit their competitive financial proposal based solely on Centage Charges (expressed as a percentage) calculated on the lower value between the Approved Estimate Cost and the Actual Cost incurred. The quoted Centage Charge shall not exceed the maximum slab limits defined in **G.O.(P)No.67/2021/Fin,dated28/04/2021**.

The complete submission guidelines and other tender details are available on the official website of IMG,www.img.kerala.gov.in. Prospective Bidders are hereby advised to regularly monitor IMG Website for any Corrigenda or Amendments, as these shall be notified exclusively on website and no separate advertisement shall be made.

IMG reserves the absolute right to not proceed with the Project, to alter the Project configuration, or to change the process or procedure applied to this tender. It further reserves the right to decline any further discussion concerning the Project with any interested party.

Date: 20.07.2026

**Sd/-
Secretary, IMG**

PARTICULARS ABOUT THE PROJECT

Sl. No.	Description	Details
1.	Name of work	‘8’ passengers Lift installation work (1 No) at the existing ‘C’ Block Hostel of the Barton Hill Hostel Campus. IMG , Thiruvananthapuram(Civil ,Mechanical & Electrical Work)
2.	Estimated cost	30 Lakhs (Approx.)
3.	Completion period of work	90 days from the date of award of work
4.	Date of start	The 15 th day from the date of work order
5.	Tender Processing Fee	Rs.5,000/- + 18% GST (Total - Rs.5,900/-) – Non-Refundable. (Any exceptions may apply only upon submission of valid, relevant Government Orders) G.O (P)No.03/2015/Fin dated 05.01.2015.
6.	Issue of Tender documents	Documents shall be available online at www.img.kerala.gov.in
7.	Validity of Bid/Tender	120 (One Hundred and Twenty) days
8.	Last Date & time of Submission of Bids (Bid Due Date)	05.08.2026 at 04.00 pm.
9.	Date & time of opening of Bids	06.08.2026 at 11.00 am.
10.	Performance Security Deposit (Retention Money)	5% of the estimated cost. (Released only after completion of the Defect Liability Period).
11.	Defects Liability Period (DLP)	5 Years for Civil Works and 3 Years for Electrical, Mechanical, Plumbing, and Electronics works from the date of issuance of the Completion Certificate, G.O (P)No.161/2019/Fin dated 25.11.2019.
12.	Signing of Contract	Agreement on Stamp Paper (Government of Kerala) minimum worth Rs 200/-. Cost to be borne by the Successful Bidder.

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1. GENERAL TERMS AND CONDITIONS – PART 1

1.1. Scope of the Bid: -

- 1.1.1. Institute of Management in Government invites offers from the eligible agencies in strict adherence to the framework as stipulated under **G.O.(P) No.67/2021/Fin dated 28.04.2021** for the execution of project, 8 passengers Lift at the existing IMG Barton Hill Hostel Complex, PMG, Thiruvananthapuram.
- 1.1.2. The above work has to be executed at the 'C' Block Hostel of the IMG Barton Hill Hostel Complex, PMG, Thiruvananthapuram. The total period for completion of above Works is 3 months (90 days) from the date of signing of Contract Agreement.
- 1.1.3. The interested agency may offer your rate in % (Percentage) for the consultancy service of the above work as prescribed below in the format attached, based on prevailing Govt guidelines.
- 1.1.4. The Agency shall be deemed to have conducted a site visit and to be fully aware of the requirement and operational conditions prior to the submission of the bid documents. No claims citing ignorance of site conditions shall be entertained,

1.2. Stages of the work: -

1.2.1. Investigation, Design & Planning

- **Investigation:** The Agency shall execute a detailed study of the Institute's requirements, site visits, and conduct a Total Station Survey and Geotechnical Investigation (Soil Test) in strict compliance with relevant IS Codes.
- **Design & Estimation:** Prepare comprehensive Architectural and Structural designs, detailed drawings, and preliminary estimates
- **Proof Checking:** The Structural Designs and Drawings must be proof-checked/vetted by the IMG competent authority, Technical Committee, prior to submission.
- **Review:** Present all designs to the Technical Committee, IMG for formal approval. The Agency shall be responsible for incorporating any mandated changes or suggestions and for re-working the designs/plans/estimates accordingly.

1.2.2. Approvals, & Technical Sanction: -

- **Statutory Clearances:** The Agency shall be responsible for obtaining all mandatory licenses/clearances (e.g., Building Permit, Electrical Inspectorate , KSEB approval etc) from local bodies and regulatory agencies. Liaison charges shall be borne by the Agency from the Centage Charges, while statutory fees shall be reimbursed by the Institute upon production of original receipts.
- **Detailed Estimation (PRICE):** Prepare the Detailed Estimate utilizing PRICE Software based on the prevailing CPWD Delhi Schedule of Rates (DSR) and Cost Index. The estimate must explicitly exclude Contractor's Profit (CP) in the case of Non-PMC agency.
- **Technical Committee Appraisal:** The agency shall submit the, Drawings, (Civil & Electrical) and Estimate to Technical Committee, IMG for Technical appraisal and design Review. The Agency must attend Technical Committee meetings and resolve all queries.

1.2.3. Execution, Review & Monitoring: -

- **Execution:** Execute the works directly utilizing in-house infrastructure, qualified manpower, and cost-effective techniques in case of Non-PMC and PMC should execute either direct or a through competent agency through transparent bidding process, in adherence to the G.O.(P) No.67/2021/Fin dated 28.04.2021. Sub-letting the entire scope of work is strictly prohibited.
- **Deployment of Personnel:** Deploy qualified full-time Site Engineers (Civil & MEP) and a Project Manager. The details of all deployed personnel must be formally approved by the Institute. These personnel must be empowered to make spot decisions to ensure project progress.
- **Documentation:** Maintain all mandatory site records, including the Material Register, Hindrance Register, and Site Order Book. Coordinate all inspections required by Labour and Regulatory authorities.
- **Joint Measurement:** Arrange for joint check measurements with the Institute's appointed Engineer upon completion of every defined stage of work.
- **Review Meetings:** Attend mandatory monthly review meetings with Institute authorities and decisions therein are executed within the agreed timeframe.

1.2.4. Commissioning, Handover & Defect Liability: -

- **Testing & Commissioning:** Successfully testing and commissioning of all MEP systems (Lifts & Electrical) in the presence of authorized Institute representatives.
- **Completion Documents: Submit** "As-Built Drawings" (Hard & Soft copies), warranty certificates, Operation & Maintenance (O&M) Manuals, and Statutory Certificates from the Local Body and Regulatory bodies (Lift License & Electrical Inspectorate)
- **Handover:** Formally hand over the completed facility to the Institute.
- **Defect Liability:** Fulfill all obligations during the Defect Liability Period (DLP) (5 Years for Civil / 3 Years for MEP) by promptly rectifying any defects arising from poor workmanship or material failure., **G.O(P)No.161/2019/Fin dated 25.11.2019.**

1.3. Eligibility Criteria: -

- Agency Must be a Accredited Agency listed in **G.O.(P) No.104/2022/Fin dated 02.09.2022** or its subsequent valid amendments.
- Agency Must hold valid accreditation for "Non-PMC /PMC - General Civil Works/ Building works " with a "Maximum Value of Single Work" limit of at least 50 lakhs.
- Must have successfully completed a minimum of one (1) similar " Infrastructure/ Constructional Building" project (Non-PMC/PMC mode) with a value of at least 50 lakhs within the preceding 5 years in Govt / Autonomous body.
- Accreditation as Non-PMC / PMC must be valid on the date of bid submission and must remain valid through the date of award.

1.4. Mandatory Documents for Bid Submission: -

*Following details / Documents should be included in the sealed envelope for the offer, sealed envelopes containing the bid offer shall be superscripted as **‘8’ passengers Lift installation work at the existing ‘C’ Block Hostel of the Barton Hill Hostel Campus. IMG , Thiruvananthapuram :-***

1. Application form as per the **Annexure A** along with a DD (**Rs.5900/-**) for the Tender fee.
2. PMC/ Centage offer as per the **Annexure B**
3. Copy of the Government Order (and relevant annexure page) confirming accreditation for Non-PMC/PMC services - General Civil Works/ Building works, with a Single Work Limit of at least 50 lakhs.
4. An affidavit stating that the Agency is not currently blacklisted by any State/Central Government Department/ PSU/Autonomous bodies as per the **Annexure C**
5. Work Completion Certificate from a Client (Govt/Autonomous body) for at least one similar work of at least 50 Lakh volume completed in the last 5 years ,as per the **Annexure D**
6. Detailed submission of in-house expertise in the official letter head of the Agency (List of Project Managers, Engineers, Supervisors etc. with name and qualifications) available for the execution of work,

1.5. Evaluation Criteria: -

- Bidders must submit their competitive offer as Centage Charges (in percentage) applicable on the Estimate Cost or Actual Cost of Work, whichever is lower.
- The quoted Centage Percentage (%) **MUST NOT** exceed the upper limit prescribed for accredited agencies in **G.O.(P) No.67/2021/Fin, dated 28.04.2021.**
- Technically qualified agencies shall be evaluated based on the quoted percentage. The Agency submitting the lowest percentage (%) as PMC charges shall be considered for the award of work.
- In the event of a tie in the quoted percentage, preference shall be given to the Agency with the higher "Single Work Limit" accreditation value (**as per G.O. 104/2022/Fin dated 02.09.2022**)
- Bids devoid of mandatory documents (Accreditation Order, Experience Certificate etc) will invariably be considered as invalid

2. Other Terms and Conditions – PART 2

2.1. Commencement of work: -

- The Accredited Agency shall commence the work within 15 days from the date of issue of work order from IMG, whichever event is earlier.
- In the event of the Agency's failure to commence the work within the stipulated time, IMG reserves the sole right to cancel the Contract/Order.
- The successful bidder shall execute an agreement with the IMG before the commencement of the work, after remitting the Security Deposit of 5 % of the contract value, incorporating all necessary clauses relating to public works. In the case of a PMC agency executing the work through an external contractor, a tripartite agreement shall be executed as stipulated in **G.O.(P)No. 67/2021/Fin dated 28.04.2021.**
- Where a contradiction or ambiguity cannot be resolved based on executed agreement, the decision of the Director General, IMG regarding the interpretation of the contract shall be final and binding.
- IMG reserves the right to cancel the work order issued to the contractor at any stage of the project by giving **10 days'** notice if observes poor quality of work, slow progress, non-compliance with specifications, or any other issues affecting the satisfactory execution of the project.

2.2. Invoices and Payments: -

- All payments including centage charges shall be released strictly in compliance with the relevant clauses of **G.O.(P) No.67/2021/Fin.** And other prevailing Govt orders as well as PWD manual.
- The Agency may raise Running Account (RA) Bills (subject to a maximum of 60% approved estimate value) based on the actual quantity of work executed at the site. These bills must include:
 - Measured and recorded in the Measurement Book (MB).
 - Certified by the Check-Measuring Authority (Engineer appointed by IMG).
 - Bills shall be based on the approved Detailed Estimate rates.

- Final invoice will be settled after the successful completion of the project, submission of Completion Certificate, As-Built Drawings, warranty certificates and the submission of statutory documents such as Lift License, Electrical inspectorate approval etc.
- The Agency must raise GST-compliant invoices in all cases.
- The Detailed Estimate for the work (to be prepared by the Agency) shall incorporate all applicable taxes, royalties etc and GST and shall be displayed separately as per applicable rates.
- Any Liquidated Damages (LD), penalties, or other recoverable amounts shall be deducted from the Running Bills, along with applicable GST.
- Payments shall be affected via NEFT/RTGS system. No payments shall be made in cash or by cheque.
- **Security Deposit (5%) :** - In the event that the Agency fails to remit the required Security Deposit prior to the execution of the Agreement, an amount equivalent to the Security Deposit shall be withheld from the Agency's final bill. The retention amount shall be released only upon the satisfactory completion of the Defect Liability Period (DLP) and fulfillment of all contractual obligations.

2.3. Statutory Deductions (TDS): -

- **Income Tax:** Tax Deducted at Source (TDS) under the Income Tax Act shall be deducted at applicable rates from all payments.
- **GST TDS:** TDS under GST law (2%) shall be deducted from the gross invoice value where applicable.
- **Labour Cess:** 1% Labour Welfare Cess shall be deducted from the Work Bills and remitted to the Labour Welfare Board.
- **New Taxes:** Any new taxes or statutory levies imposed by the Government during the tenure of the contract (including valid extension periods) shall be reimbursed/adjusted by IMG upon production of documentary evidence.

2.4. **Penalty and Liquidated Damages (LD): -**

- **Penalty for Design & Approval Delay (PMC/Centage charges):** Failure attributable to the Agency resulting in a delay in the Investigation, Design, or Approval phases shall result in the imposition of a penalty at the rate of **0.5%** of the Total Centage Charges for each week of delay. The aggregate penalty levied under this clause shall not exceed a maximum of **10%** of the total Consultancy Fee.
- **Liquidated Damages (LD) for Execution Delay:** Should the Construction/Execution phase not be completed within the stipulated Time of Completion, **Liquidated Damages (LD)** shall be mandatorily levied at the rate of **0.1%** of the Total Contract Value (Construction Cost) for each week of delay. The cumulative LD shall be capped at a maximum of **10%** of the Total Contract, **G.O(Ms) No.169/2024/Fin dated 20.12.2024 & G.O (Ms) No.21/2024/PWD dated 02.04.2024**

2.5. **Defect Liability & Jurisdiction: -**

- **Defect Liability Period (DLP):** The Agency is responsible for rectifying any defects arising from bad workmanship or materials for a period of: **(G.O (P) No.161/2019/Fin dated 25.11.2019)**
 - 5 Years for Civil Works.
 - 3 Years for MEP (Electrical, Mechanical, Plumbing) Works.
 - **Note: The Security Deposit/Retention Money will be released only after the successful completion of the DLP.**
- **Governing Jurisdiction:** All matters of dispute arising from or related to this contract shall fall under the exclusive jurisdiction of the competent Civil Courts situated within Thiruvananthapuram only.

Date: 20.07.2026

Sd/-
Secretary, IMG

PART 3 – ANNEXURES

Annexure A

Application Form (In Agency letter head)

1	Name & address of the Company/firm	
2	Year of Establishment	
3	Type of Ownership (Proprietary or Partnership or Private Limited or Public Limited or any other (specify)	
4	Provide details of Registration Certificate/ Certificate of Incorporation/Partnership Deed in respect of Partnership PMCs	
5	Office address, Name of contact persons Telephone No / Mobile No.& Email Ids	
6	Details of G.O by which the agency is accepted as an accredited agency	
7	Total turnover of the agency /company during FY 2025-26 in Rs Lakhs	

Date & Place

Name/Signature of the signatory with stamp

1. The filled up application has to be submitted along with the supporting documents in the sealed envelope for the offer.
2. All pages of this bid except **ANNEXURES (PART 3)** has to be printed and signed by authorized signatory along with his stamp and seal of the organization and provided in the sealed envelope for the offer.

Annexure B

Bid offer (In Agency letter head)

To,

Secretary
Institute of Management in Government,
Vikas Bhavan P.O.,
Trivandrum,
Kerala – 695033.

Sir,

**Ref : - IMG, TvpM - Submission of Bid Offer for PMC/Centage Charges for Lift Installation
Work at IMG “C” Block Hostel, Barton Hill Hostel Complex – Reg.**

We agreed to undertake the following project in mode (**Select anyone of the
PMC/Non PMC**) at the Centage Charges quoted on the estimate cost or actual cost of the
project implemented (without GST) whichever is lower.

Sl No.	Name of work	Centage Rate (Rs) , Excluding GST	
		In figures	In words
1	Project Management Consultancy PMC/ (Construction of 8 Passengers Lift at the C Block Hostel of the Barton Hill Hostel Campus , IMG Thiruvananthapuram)	 %	 Percentage

GST on centage charge shall be paid extra by IMG

Date & Place

Name and Signature of the signatory with stamp

Annexure C

Declaration of Non-Blacklisting (In Agency letter head)

To,

Secretary
Institute of Management in Government (IMG),
Vikas Bhavan P.O.,
Trivandrum,
Kerala – 695033.

Sir,

Ref IMG, Tvpmm - Submission of Bid Offer for PMC/Centage Charges for Lift Installation
Work at IMG “C” Block Hostel, Barton Hill Hostel Complex – Reg.

I have carefully gone through all the Terms and Conditions stipulated in the EOI for the Design, and Execution 8 Passengers lift at the ‘C’ Block Hostel of IMG Barton Hill Hostel Complex, Thiruvananthapuram. I hereby declare that my company is not currently debarred/black listed by any Government/ Semi Government organizations/ Institutions in India or abroad. I further certify that I am competent officer in my company to make this declaration

OR

I declare the following

No.	Country & State in which the Company is debarred/blacklisted/ case is Pending	Black listed/debarred By Government/ Semi Government organizations/ Institutions	Reason	Since when and for howlong

(NOTE: In case the company was blacklisted previously, please provide the details regarding
Period for which the company was blacklisted and the reasons for the same)

Yours faithfully,
(Name and Signature of the signatory with stamp)
Date & Place

Annexure D

Project Execution/Technical Experience of the Bidder (In Agency letter head)

Name of project and location	Name and address of client with telephone,	Brief Description of work (as relevant to qualification criteria)	Period of completion (in years)		Total value of project		Financial year in which project is executed
			Specified	Actual	Contract	Actual Cost	

Instructions:

1. Duly signed certificates signed by the client shall be furnished in proof of the above particulars. **OR**
2. The Bidder shall attach copies of completion certificates as a documentary evidence of the above claim.

Yours faithfully,
(Name and Signature of the signatory with stamp)

Date :

Place :

