



SUCHITWA MISSION
Local Self Government Department
Government of Kerala

SUCHITWA MISSION

4th Floor, Revenue Tower
Public Office Compound, Trivandrum,
Kerala, India. PIN - 695 033, 0471-2312730 (Office)
sanitationkerala@gmail.com

Invites Financial Quotes
from government-accredited agencies accredited for Non-PMC work for the selection of
a

Non-Project Management Consultant Agency

*for the Development of an Office facility including modification of the existing building,
interior works, furnishing, electrification, and air conditioning to facilitate functioning of
the Suchitwa Mission, Information Kerala Mission, and Clean Kerala Company Ltd.*

Tender No: SM/1627/2025-B

Invitation for Financial Quote

e- Government Procurement (e-GP)

TENDER No: SM/1627/2025-B

The Executive Director, Suchitwa Mission, for and on behalf of the Governor of Kerala invites online technical and financial proposals for the assignment detailed below from government-accredited agencies accredited for PMC for the selection of a Project Management Consultant (PMC) for the Development of an Office facility including modification of the existing building, interior works, furnishing, electrification, and air conditioning to facilitate functioning of the Suchitwa Mission, Information Kerala Mission, and Clean Kerala Company Ltd.

Scope of this Notice	To act as the Non-PMC accredited Agency for the authority for the Construction & Development of an Office facility including modification of the existing building, interior works, furnishing, electrification, and air conditioning to facilitate functioning of the Suchitwa Mission, Information Kerala Mission, and Clean Kerala Company Ltd.
Name of Assignment	Construction & Development of an Office facility including modification of the existing building, interior works, furnishing, electrification, and air conditioning to facilitate functioning of the Suchitwa Mission, Information Kerala Mission, and Clean Kerala Company Ltd.
Prime Location of Assignment	Soubhagya Building & Premises, Attakkulangara, TVM
Brief description of work	Building Works
Bidding procedure	Single Cover System
Estimated Cost	Undisclosed
Bid Security (EMD)	Rs. 25,000/-
Bid submission fee	Rs. 5511/-
Who can apply	Accredited agencies empaneled as Non-PMC for Building Works
Bid documents	Can be downloaded from the site www.etenders.kerala.gov.in
Last date and time for submission of bids	31/10/2025, 6 PM
Date and time of opening of Bid	03/11/2025, 10 AM
Execution of Agreement	Within 7 days of issue of Selection notice

Name of the Tender Inviting Authority	Executive Director, Suchitwa Mission
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Tender documents and tender schedule can be downloaded free of cost from the e-Government Procurement (e-GP) Website www.etenders.kerala.gov.in. All bid documents are to be submitted online only in the e-GP website. Tenders/ bids shall be accepted only through online mode on the e-GP website and no manual submission of the same shall be entertained. Late tenders will not be accepted. A bid submission fee shall be remitted online during the time of bid submission.

The scanned copies of various certificates duly attested, EMD exemption certificate (if any) and duly signed copy of bid documents shall be submitted online. The hard copies of certificates and documents, as required shall be submitted subsequently on the date of concept presentation allowed to the bidder. ***Price Bid shall only be submitted through online.*** Details regarding remittance of Bid Submission Fee, Bid Security (EMD), Bid preparation and submission are mentioned in this bid document.

The bids shall be opened online at prescribed time mentioned above by the tender inviting authority online. The bidders can fetch details online through the e-tender portal. If the tender opening date happens to be on a holiday or non-working day due to any other valid reason, the tender opening process will be done on the next working day at the same time. ***The mode of evaluation of this tender will be LCS (Least Cost Selection).***

Bidders may contact e-Procurement support desk of Kerala State IT Mission over telephone at 0471-2577088, 2577188, 2577388 or 0484-2336006, 2332262 – through email: etendershelp@kerala.gov.in for assistance related to e-tendering. More details can be had from the Office of Executive Director, Suchitwa Mission, 4th Floor, Revenue Tower, Public Office Compound, Trivandrum, Kerala, India, during working hours.

All other existing conditions related to bidding in force in the Kerala State Government Departments will be applicable in this tender also unless expressly defined in the bidding document. The Tender Inviting Authority/Employer shall not be responsible for any failure, malfunction or breakdown of the electronic system while downloading or uploading the documents by the Bidder during the e- procurement process.

Details of bank account having core banking facility and e-mail address of the bidder shall be furnished along with the tender. Tenders not accompanied by these details will be rejected. All GO's connected to tenders are also applicable to this tender. Suchitwa Mission reserves the right to accept or reject any or all tenders without assigning any reason thereof.

U.V.Jose IAS (Retd)
EXECUTIVE DIRECTOR

(For and on behalf of Governor of Kerala)

Tender Document for Selection of Non-Project Management Consultant

Invitation for Tender

The Executive Director, **Suchitwa Mission**, invites tenders from **government-accredited agencies accredited for Non-PMC** building work for the selection of a **Non-Project Management Consultant agency** for the Development of an Office facility including **modification of the existing building, interior works, furnishing, electrification, and air conditioning** to facilitate functioning of the **Suchitwa Mission, Information Kerala Mission, and Clean Kerala Company Ltd.**

Scope of Work

The selected **Non-Project Management Consultant** will be responsible for overseeing and managing the following tasks:

1. Preparation of Architectural Layout of Office Space:

- Design and propose the office layout based on the requirements of the three entities (Suchitwa Mission, Information Kerala Mission, and Clean Kerala Company Ltd.)
- Provide professional recommendations for optimizing office space.

2. Conduct Discussions and Obtain Inter-Agency Approval for the Tentative Layout:

- Facilitate discussions among the three entities to finalize the tentative architectural layout.
- Obtain approval from each entity and ensure consensus for proceeding with the design.

3. Preparation of Detailed Drawings, Detailed Project Report (DPR), and Obtain Technical Sanction (TS):

- Prepare detailed architectural drawings for the project, including floor plans, elevations, and electrical/air conditioning layouts.
- Develop a Detailed Project Report (DPR) to outline the project scope, budget, and timelines.
- Ensure the preparation of the Technical Sanction (TS) from relevant authorities.

4. Construction & Development:

- Undertake construction activities, installation of all items envisaged in approved DPR to the satisfaction of technical committee.

5. Submission of As-Built Drawings:

- Prepare and submit the final **as-built drawings** once the project is completed to the satisfaction of the client.

Eligibility Criteria

The tender will be considered only from government-accredited agencies accredited as Non-PMC for Building construction works.

Tender Submission Procedure

- **Tender Submission Deadline:** 31/10/2025, 6 PM
- **Submission Format:** Tenders should be submitted online through e-tender portal. (<https://etenders.kerala.gov.in/>)

Evaluation Criteria

The authority will resort to a Least Cost Selection process.

Financial Quote

The bidder shall quote for centage charges as percentage of total TS amount.

Agreement & Payment Mile Stones

The successful bidder will be issued a Letter of Acceptance. The agency shall promptly submit stamp paper of required value (Cost to be Bourne by the agency).

Payment schedule shall be as per existing Government Order, [G.O(P) No.67/2021/Fin dated 28/04/2021 and G.O(P) No 77/2019/Fin dated 4/07/2019] and other relevant govt orders.

Other Terms and Conditions

1. **Validity of Tender:** The tender validity period is 60 days from the date of submission.
2. **Right to Accept or Reject Tender:** The Executive Director, Suchitwa Mission, reserves the right to accept or reject any tender without assigning any reasons.
3. **Termination Clause:** Suchitwa Mission reserves the right to terminate the agreement if the selected agency fails to perform as per the contract terms.