

EXPRESSION OF INTEREST (EOI)

Empanelment of Vendors/Contractors – Construction, Renovation, Civil, Electrical & Maintenance Works

Ankur School, PU Campus, Sector 14, Chandigarh, invites Expression of Interest (EOI) from reputed, experienced, and qualified vendors/contractors for empanelment to undertake various construction, renovation, civil repair, electrical, and maintenance works within the school campus.

The empanellment does not guarantee award of work but creates a pre-qualified pool from which vendors may be selected based on project requirements, budget allocation and performance history.

1. Scope of Work

The empanelled vendors may be called upon to execute any of the following categories of work as per the school's operational and infrastructural requirements:

- Civil construction and structural works
- Building renovation, refurbishment and interior modifications
- Structural repairs, plastering, masonry and flooring
- Electrical installation, wiring, panel upgrades, and maintenance
- Plumbing, sanitary works and drainage repairs
- Painting (interior and exterior), waterproofing and facade maintenance
- HVAC installation/ Relocation etc. and repair works
- Carpentry, false ceiling and fixture installation
- Landscaping and outdoor maintenance
- Any other construction or repair-related activity as directed by the school

The school reserves the right to assign work to empanelled vendors based on project scope, technical requirements, budgetary constraints and past performance evaluation.

2. Eligibility Criteria

To be eligible for empanelment, vendors must satisfy the following mandatory requirements:

- 2.1 The vendor must be a registered legal entity (proprietary, partnership, LLP, or private/public limited company) with valid registration documents.
- 2.2 Valid GST Registration Certificate and PAN are mandatory.
- 2.3 Professional licenses or certifications (if applicable to the trade) must be provided.
- 2.4 Minimum average annual turnover of ₹1.5 crore in the last two to three financial years (audited financial statements or ITR required) or copies of work/ purchase order.

- 2.5 The documented proof of similar work experience in educational institutions, government projects or reputed private organizations (minimum 3 completed projects of comparable scope). The Client reference letters or work completion certificates from previous clients.
- 2.6 The school reserves the right to conduct background verification, site inspections of previous projects, and technical evaluations before empanelment.

3. Empanelment Duration and Renewal

- 3.1 The empanelment shall remain valid for a period of two years from the date of approval by the school management.
- 3.2 Renewal of empanelment after two years will subject to satisfactory performance evaluation, continued compliance with eligibility criteria and operational requirements of the school.

4. Work Assignment and Quotation Process

- 4.1 The empanellment does not guarantee award of work. Work will be assigned on a case-to-case basis depending on project specifications, urgency, budget, vendor availability and prices quoted.
- 4.2 Specific work orders will be issued in writing or via e-mail of the school.
- 4.3 The empanelled vendors will be required to submit a detailed quotation including itemized costs, material specifications, labor breakdown, timelines and terms of payment, whenever sought.
- 4.4 The school reserves the right to negotiate prices or reject any quotation without providing reasons.
- 4.5 Award of work shall be based on pricing, quality assurance, past performance and timely availability of the vendor to undertake the project.

5. Quality Standards and Material Specifications

- 5.1 All construction materials used must conform to ISI/BIS standards or specifications mentioned in the work order.
- 5.2 Materials must be procured from reputed suppliers and be accompanied by quality certificates and test reports wherever applicable.
- 5.3 The school reserves the right to inspect materials before use and reject any material not meeting quality standards.
- 5.4 Use of substandard materials or workmanship may result in rejection of work, imposition of penalties, termination of the work order and potential blacklisting.
- 5.5 Vendors must maintain a clean, organized and safe work environment at all times. Debris and construction waste must be removed promptly from the site. E-waste to be responsibly disposed-off as per GOI guidelines.
- 5.6 A defect liability period of 12 months shall apply from the date of project completion. Any defects arising during this period must be rectified by the vendor at no additional cost to the school.

6. Compliance, Safety, and Legal Requirements

- 6.1 Vendors must comply with all applicable central, state, and local regulations pertaining to construction, labor laws, environmental norms, and safety standards.
- 6.2 All workers engaged on-site must carry valid photo identification and wear appropriate safety gear including helmets, gloves, and safety shoes as per site requirements.
- 6.3 The vendor shall be solely responsible for any accidents, injuries, damages, or losses occurring during execution of work. The vendor must maintain adequate insurance coverage for workers and third-party liability.
- 6.4 Vendors registered under the ESI and EPF schemes must maintain updated records and submit ESI contribution proof along with invoices. For vendors not registered, the school shall deduct the applicable ESI amount from the amount payable and deposit it directly.
- 6.5 Smoking, consumption of drugs/ alcohol or any misconduct by vendor personnel on school premises will lead to immediate termination of work.
- 6.6 Given the presence of students and staff, work must be scheduled in consultation with school authorities to minimize disruption. Work during school hours may be restricted to non-intrusive activities.

7. Timelines and Penalties for Delay

- 7.1 Each work order will specify a clear timeline for completion. Vendors must adhere to the agreed schedule and provide regular progress updates.
- 7.2 Delays without valid and documented justification (such as force majeure events, material unavailability, or client-directed changes) may attract liquidated damages as specified in the work order.
- 7.3 Persistent delays or failure to complete work within the extended timeline may result in termination of the work order, forfeiture of retention money, and blacklisting from future empanelment.
- 7.4 In urgent cases, the school reserves the right to engage alternate vendors to complete pending work, and any additional costs incurred will be recovered from the original vendor.

8. Payment Terms and Conditions

- 8.1 Payment terms shall be mutually agreed upon for each work order and clearly mentioned in the work assignment letter.
- 8.2 School may get the rectification of work through Bill Clerk, expenses of which will be borne by the school subject to deductions while settlement of bills.
- 8.3 Unless specifically approved by the school management, no advance payments will be made.

- 8.4 Invoices must be submitted with detailed measurement sheets, material bills, photographs of completed work, and any other supporting documentation as required.
- 8.5 All applicable taxes as well as statutory levies will be deducted at source as per prevailing laws.
- 8.6 A retention amount (typically 5% of the invoice value) may be withheld until the defect liability period expires and all rectifications are completed.

9. Confidentiality and Non-Disclosure

- 9.1 The vendors must maintain strict confidentiality regarding all school-related information including architectural drawings, layouts, specifications, pricing, security arrangements and internal operations.
- 9.2 Disclosure of any such information to third parties without prior written consent from the school is strictly prohibited and will result in immediate termination and legal action.
- 9.3 Vendors must ensure that their employees and subcontractors also adhere to these confidentiality obligations.

10. Insurance and Indemnity

- 10.1 Vendors are advised to maintain appropriate insurance coverage including workmen's compensation, public liability and contractor's all-risk insurance.
- 10.2 The vendor shall indemnify and hold harmless Ankur School, its management, staff, and students from any claims, damages, losses or liabilities arising from the vendor's work, negligence, or breach of contract.
- 10.3 Any damage to school property caused during execution of work must be promptly repaired or compensated by the vendor.

11. Termination and Blacklisting

- 11.1 The school reserves the right to terminate empanelment or any ongoing work order at any time, with or without cause, by providing written notice.
- 11.2 Grounds for termination include, but are not limited to: poor workmanship, repeated delays, non-compliance with safety norms, use of substandard materials, misconduct by vendor personnel, breach of confidentiality or any violation of the terms and conditions.
- 11.3 Vendors who are blacklisted will be barred from participating in any future empanelment, tenders or work assignments for a minimum period of two years.

12. Dispute Resolution

- 12.1 In the event of any dispute, disagreement, or claim arising from this empanelment or any work order issued thereunder, both parties agree to first attempt resolution through mutual discussion and negotiation in good faith.

12.2 If the dispute cannot be resolved amicably within 30 days, the matter shall be subject to the exclusive jurisdiction of the courts in Chandigarh, India.

13. Acceptance of Terms and Conditions

13.1 By submitting an application for empanelment, the vendor agrees to abide by all the terms and conditions set forth in this document and any amendments that may be introduced by the school from time to time or at the time of placing order.

13.2 The school's decision on empanelment, work allocation, and interpretation of these terms shall be final and binding.

14. Documents Required for Empanelment Application

14.1 Vendors must submit the following documents along with their Expression of Interest:

- Company Registration Certificate/ Partnership Deed/ Proprietorship
- Valid GST Registration Certificate
- PAN Card (Company/Firm/Proprietor)
- Professional licenses or trade-specific registrations (if applicable)
- Audited financial statements or Income Tax Returns for the last 2-3 years
- Details of at least 3 similar projects completed in the past 5 years
- Client reference letters or work completion certificates
- Bank account details and cancelled cheque
- ESI and EPF registration certificates (if applicable)
- Insurance certificates (if applicable)
- Signed copy of this EOI document as acknowledgment of terms
- Any other relevant certifications or credentials

15. Submission of Expression of Interest

15.1 Please send your application along with all supporting documents to the email at **ankurschool.pu.chd@gmail.com**

15.2 The school reserves the right to seek clarifications, conduct technical evaluations and shortlist vendors based on eligibility and merit.

15.3 **For any queries, please contact:**

Phone: 0172-2545792

Note: *This is an Expression of Interest for empanelment purposes only. Empanelment does not guarantee work assignment. The school retains full discretion in work allocation and vendor selection.*