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	TENDER DOCUMENT		Document No.	SNGCE-TD-006
	Procedure Title	Effective Date	7 Dec 2022	
	SUPPLY OF DESKTOP COMPUTERS		Revision Date	
Signature :		Custodian : Sngc Trust		

Time schedule for Tender Process :

1	Date of publication of tender notification on official website www.sngce.ac.in	Free download from website or from office
2	Sale of tender document commence from	7 th Dec 2022
3	Last date of sale of tender document	8 th December 2022
4	Last date for receipt of duly filled- in tenders	15 th Dec -2022 at 16:00Hours
5	Date and Time of the opening of Tenders	16 th Dec 2022 at 11:00Hours

Note : This tender documents contains (03 Pages) and tenderers are requested to sign on all the pages .

1. Introduction

Sree Narayana Gurukulam college of engineering (SNGCE) is a premier institution started in the year 2002 imparting engineering and management education in the state of Kerala. The college is managed by the Sree Narayana Gurukulam Charitable Trust Perumbavoor, a recognised charitable society comprising of eminent personalities from diverse of activity in India . SNGCE is approved by All India Council for Technical Education (AICTE) and affiliated to APJ Abdul Kalam Technological University (KTU) . SNGCE located at Kadayiruppu , a Greenfield village very near to Kochi city .

Notice Inviting Tender :

The SNGCE invites sealed tenders for the supply of spare parts as noted in annexure A.


The details of the tender are given below :-

a. Description of Services : Supply of Desktop computers

- i. Correspondence address : The Secretary , SNGC Trust , Perumbavoor . Pin 683542.
- ii. Bids can be sent to Email : sngctrust@gmail.com ; info@sngce.ac.in or directly to SNGC Trust office or SNGCE college in sealed cover.

Tenderer should take due care to submit the tender in accordance with requirement in sealed covers. Bids received shall be evaluated as per the criteria prescribed in the tender document. SNGC Trust will not entertain any modifications subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected .Therefore, bidders are advised to submit their bids complete in all respects as per

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requirement of tender document specifying their acceptance to all the clauses of Bid evaluation criteria, General Terms and conditions and compliance to the Scope of supply etc.

Offers should be submitted to SNGC Trust in sealed cover with details as per Schedule .

In case of any clarification required relating to this tender , the same can be sought from the following officers of SNGC Trust :


- | | |
|--|-----------------------------|
| a. The Purchase Convener | Ph : 9188909748, 9946398398 |
| b. Mr. Jyothish.V.G | Ph: 9048222590 |
| c. The Manager , SNGCE , Kadayiruppu | Ph : 8281165770 |
| d. The Secretary , SNGC Trust , Perumbavoor , 683542 | Ph : 9447465232 |

2. General Terms and Conditions :

The tenderers are requested to go through the following terms and conditions before submitting their tender documents :

1. Tender shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected.
2. The name and address of the tenderer shall be clearly written in the space provided and no overwriting , correction, insertion shall be permitted in any part of the tender unless countersigned by the tenderer. The tender should be filled in and submitted in strict accordance with the instruction laid down herein; otherwise the tender is liable to be ignored / rejected .
3. The tender shall be ignored, if complete information is not given there-in , or if the particulars and data (if any) asked for in the schedule to the tender are not filled in.
4. The company or firm will provide GSTIN (Goods and Tax Registration No.) along with bid.
5. An Individual signing the tender or other documents connected with the tender must specify whether he signs as :-
 - i. A sole proprietor of the concern or constituted attorney of such sole proprietor .
 - ii. A partner of the firm if it is a partnership firm, in which case he/she must have authority to execute contracts on behalf of the firm and refer to arbitration disputes concerning the business

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of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

iii. Copy of the certificate of registration of firm should be attached along with the tender papers .

6. The tender submitted in sealed envelope super-scribed “ Tender for the supply of computers “ should be addressed to the Secretary , SNGC Trust , Perumbavoor , 683542 or directly handed over to SNGCE office on or before 15th Dec 2022 .
7. SNGC Trust reserves the right to accept or reject any or all the offers either fully or partly without assigning any reasons and is not bound to accept the lowest bid.
8. The payment shall be released against supply. Each item shall be verified in the presence of supplier and invoice duly signed off after satisfactory acceptance by SNGCE
9. Supplier to confirm delivery within 7 days against the LPO . Delivery to : SNGCE , Kadayiruppu.
10. Warranty offered against the computer system shall be specified by supplier

Annexure A. Scope of supply and Performa of financial bid

SL. No.	DESKTOP COMPUTER							Warranty
	Item description	Qty	Rate Rs.	Total Rs	Tax%	Tax Amount	Total Rs	Years
1	DESKTOP COMPUTER Brand : DELL CORE i5 10 TH GEN PROCESSOR 16GB DDR4 3200 RAM 500 GB M.2 NVME SSD 1 TB HDD DELL MONITOR 18.5” DELL KEYBOARD AND wired MOUSE OS- Windows 10	15						

Place :

Date :

Signature and seal of Supplier

Address :

Office Phone :

Mobile number :

Email Id:

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