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	SREE NARAYANA GURUKULAM CHARITABLE TRUST (SNGCT)	Document No.	SNGCE-TD-17
	SREE NARAYANA GURUKULAM COLLEGE OF ENGINEERING (SNGCE) www.sngce.ac.in	Effective Date	31/3/2023
	<b>TENDER DOCUMENT - 17</b>	Revision Date	
Signature :	Supply of Furniture to Admission Cell	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	31-March-2023
3	Last date of sale of tender document	6/4/2023
4	Last date for receipt of duly filled- in tenders	10/4/2023, 10 am
5	Date and Time of the opening of Tenders	<b>10/4/2023, 2 pm</b>

Note : This tender documents contains (04 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 furniture to admission cell . Details in annexure A

The details of the tender are given below :-,

- a. Description of Services : Supply of furniture and partition works
  - i. Correspondence address : The Secretary , SNGC Trust , Perumbavoor . Pin 683542.
  - ii. Bids can be sent to SNGC Trust office 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 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.

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

- a. The Manager , SNGCE , Kadayiruppu Ph : 8281165770
- b. 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 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 furniture and partition works at admission cell SNGCE “ **should be addressed to the Secretary , SNGC Trust , Perumbavoor , 683542 or directly handed over to SNGC Trust office at Perumbavoor on or before 10/4/2023 10 am.**
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. Supplier to confirm work completion within **10 days** against the Purchase Order/Work Order

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9. Warranty offered against product shall be specified by supplier .  
10. List of clients shall be furnished by the contractor where the similar works executed.

**Annexure A. Scope of supply and PERFORMA OF FINANCIAL BID**

SL. No.	Item description	Item cost						Warranty	
		Qty . Numbers	Rate Rs.	Total Rs	Tax%	Tax Amount	Total Rs	Years	
1	Office chair - high back . Revolving, Cushion both bottom and back, Metal Base, Caster wheels , PU arm	2							
2	Office chair - Low back . Revolving, Cushion both bottom and back, Metal Base, Caster wheels , PU arm	4							
3	Visitors chair – “ S “ Type metal frame and with cushion	4							
4	Office table – 170cm Length * 60cm * 75cm both side draw , cupboard with particle board and foot rest	1							
5	Office table – 120cm Length * 60cm * 75cm one side draw , cupboard with particle board and foot rest	1							
6	Cupboard 90cm height , 50 cm width , 45 cm depth with particle board and locking .	2							
7	Side table 180 cm length , 90 cm width , 75 cm height and 12mm glass partition at middle . ( 175 cm long , 45 cm height on top of the side table )	1							
8	Blackout Zebra Blinds ( Horizontal type ) 107 inch * 62 inch - 1 number 82inch * 62 inch - 2 numbers 55 inch * 62 inch - 1 number	4 set							
<b>Total amount in Rs.</b>									

## a. Operational terms

Working time shall be limited to morning 0800 hours to evening 1800 hours. The power supply connection required shall be obtained through electrical department of SNGCE . The work permit shall be duly signed by both parties and duration shall be limited to 1 week maximum and extend upon requirement.

Workers engaged shall wear either pant and shirt or coverall whichever is feasible and as per the norms prescribed by Government . Lunky/dhothy not allowed in the college premises. In case of any accident or injury

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at site it shall be the sole responsibility of the contractor. Gate entry /exit procedures must be followed at the start and end of the work on each day.

Note : The area of curtains and partitions measured may slightly change . Contractor has to measure each section at site prior to supply the items upon awarding contract.

- a. Payment Terms  
100% of the contract value shall be paid to the contractor upon completion of the supply of furniture , fixing of curtains , partition etc within 10 days time .
  - a. SNGCE supervision shall issue completion certificate noted above for the payment.

Note : In case more clarification required , Tenderes to visit SNGCE before submitting quotation. Each item offered in the quote shall be attached with a photo for more clarity .TDS and other tax deductions applicable for all payments. Supplier to furnish their PAN card and other relevant documents to SNGCE accounts SNGC Trust against the PO issued.

- b. Working at SNGCE premises by contractors staffs : General guidelines  
Supplier to furnish the details of their employees in advance and obtain Gate pass from the Manager of SNGCE . Gate pass is valid for a day only. Gate pass issued only to the specified person with photo ID and not transferable to anyone. Staff can visit only to the designated area approved and items bring inside the SNGCE premises to be entered at main gate and returnable pass to be obtained. Alone working at SNGCE not permissible and SNGCE assign college staff to support the employee of the contractor .

Delivery to : SNGCE college Administration building at Kadayiruppu .

**UNDERTAKING & ACCEPTANCE LETTER BY THE CONTRACTOR**

I /We have carefully gone through the various terms and conditions listed in the Tender form (Technical and Financial Bid ) for the supply of furniture and associated partition work at SNGCE Kadayiruppu. I / We agree to all these conditions and offer to supply and repairs of the roofing as specified in Technical Bid. I/ We are making this offer after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I/ We have inspected the building roofs at SNGCE hostel and have acquainted ourselves with the tasks required to be carried out , before making this offer. I/ We here by sign this undertaking in token of our acceptance of various conditions listed above .

Place :

Date :

Signature and seal of Supplier

Address :

Office Phone :

Mobile number :

Email Id:

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