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TENDER DOCUMENT

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Document No.

SNGCE-TD-002

Procedure Title

Effective Date

27 Oct 2022

REPAIRS AND PAINTING OF COLLEGE BUSES

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 31-Oct-2022
2	Sale of tender document commence from	31 st Oct 2022
3	Last date of sale of tender document	5 th November 2022
4	Last date for receipt of duly filled- in tenders	7 th Nov -2022 at 16:00Hours
5	Date and Time of the opening of Tenders	8 th Nov 2022 at 11:00Hours

Note : This tender documents contains (08 Pages) and tenderers are requested to sign on all the pages .

1. Introduction

SreeNarayanaGurukulam 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 SreeNarayanaGurukulam 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 Kochin city .

2. Notice Inviting Tender:

The SNGCE invites sealed tenders for the selection of an expert contractor/s for the purpose of awarding painting works and repairs for the college buses for the yearly certification process through Kerala state motor vehicle department.

The details of the tender are given below :-

a. Description of Services :Selection of an expert contractor/s for the purpose of Repairs and painting of college Buses .

- Correspondence address : The Secretary , SNGC Trust , Perumbavoor . Pin 683542.
- Bids can be sent toEmail : 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

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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 Work requirement 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 Transport Convener Ph : 9447382744
- b. The Manager , SNGCE , Kadayiruppu Ph : 8281165770
- c. The Secretary , SNGC Trust , Perumbavoor , 683542 Ph : 9447465232

3. 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 schedule issued with the form of tender listing the services to be rendered must not be altered by the tenderer. Any modifications/alterations of the schedule considered necessary by the tenderer, should be in the separate letter accompanying the tender. No paper shall be detached from the tender.
3. 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.
4. 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.
5. The company or firm must be registered in Panchayath or municipality . Attach copy of certificate of the registration.
6. The company or firm will provide GSTIN (Goods and Tax Registration No.) along with bid.

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7. 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. The attested copy of the certificate of registration of firm should be attached along with the tender papers .

8. The tender submitted in sealed envelope super-scribed “ Tender for the Repairs and Painting of college Buses “ should be addressed to the Secretary , SNGC Trust , Perumbavoor , 683542 or directly handed over to SNGCE office on or before 7th Nov 2022 .

9. 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.

10. Tender shall be accompanied by the relevant documents including the following :-

- a. Work-plan indicating the deployment of staff proposed and other details for the efficient satisfactory performance of the contract completed within 5days time .

11. The payment shall be released against work completion certificate issued by SNGCE on satisfactory completion of the services.

12. Work should be completed within maximum of 5 days after the order is placed

13. SNGCE preferred to execute works inside of the college premises and buses shall be shifted to contractors works if requirement arises.

14. SNGCE shall impose penalty if service interrupted due contractors mistakes .

15. Contractor to furnish an inspection report of each bus prior to start of any work and SNGCE to sign off the document as a token of acceptance.

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4. SCOPE OF WORK and PERFORMA OF FINANCIAL BID

Repair works for college buses for Certificate of Fitness (CF)-Oct-2022					
Bus No.	1			KL-40-E-6327	
SL. No.	Body work			Mechanical work	
	Work Description	Time in Days	Amount in Rs	Work Description	Amount in Rs
1	Touch and polish			Wheel greasing	
2	Right side sheet denting work			Engine oil change	
3	Side glass beading			Gear oil change	
4	Back support of seat (8 nos)			Housing oil change	
5	Top painting			Air filter	
6	Back glass replacement with larger sized glass			Other items identified later	
7	Under coating			-	
8	Meter board service/Speedometer /Odometer			-	
9	Air leak			-	
10	Other Items			-	
	Total Days		Total:	Total days :	Total:
Bus No.	3			KL-40-J-1150	
SL. No.	Body work			Mechanical work	
	Work Description	Time in Days	Amount in Rs	Work Description	Amount in Rs
1	Top painting			Oil change and top-up	
2	Body patch work and painting			Filter change	
3	Top leak			Wheel hub grease	
4	Seat cushion and plywood replacement - 4 nos			Center joint check-up	
5	Touch and polish			Electrical work	
6	Under coating			-	
7	Other Items			-	
	Total Days		Total:	Total days :	Total:
Bus No.	4			KL-40-J-1978	
SL. No.	Body work			Mechanical work	
	Work Description	Time in Days	Amount in Rs	Work Description	Amount in Rs

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1	Front grill denting work			Oil change and top-up	
2	Touch and polish			Filter change	
3	Top painting and leak			Wheel hub grease	
4	Under coating			Radiator cleaning	
5	Other Items			Coolant replace	
	Total Days		Total:	Total days :	Total:

Bus No. **5** _____ KL-40-B-6354

SL. No.	Body work			Mechanical work	
No.	Work Description	Time in Days	Amount in Rs	Work Description	Amount in Rs
1	Back glass			Wheel greasing	
2	Left side glass			Engine oil change	
3	Door back side			Gear oil change	
4	Back water leak			Housing oil change	
5	Back glass replacement with larger sized glass			Gear tightness	
6	Body painting			Spring bush shackle pin	
7	Under coating			Tyre rethreading – spare	
8	Speedometer and Odometer			Radiator cleaning	
9	Headlight replacement			Other items identified later	
10	Brake replacement light			-	
11	Indicator replacement light			-	
12	Side lock			-	
13	Battery neck			-	
14	Other Items			-	
	Total Days		Total:	Total days :	Total:

Bus No. **6** _____ KL-40-J-2946

SL. No.	Body work			Mechanical work	
No.	Work Description	Time in Days	Amount in Rs	Work Description	Amount in Rs
1	Touch and polish			Wheel greasing / Change	
2	Side mirror change			Engine oil change	
3	Roof painting			Gear oil change	
4	Side leak			Housing oil change	
5	Undercoating			Air Hose replacement	
6	Driver seat			Pump maintenance	
7	Air hose replace			Mileage less issues	

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8	Touch and polish					
9	Electric work					
10	Meter full service					
11	Fuel meter service					
12	Other Items					
	Total Days		Total:	Total days :		Total:
Bus No.	7					KL-40-5927
SL. No.	Body work			Mechanical work		
	Work Description	Time in Days	Amount in Rs	Work Description		Amount in Rs
1	Denting work of left side			Oil change – all		
2	Top painting			Wheel greasing		
3	Back glass replacement with larger sized glass			Brake liner checking		
4	Touch and polish			-		
5	Under coating			-		
6	Other Items			-		
	Total Days		Total:	Total days :		Total:

Bus No.	8		KL-40-6311		
SL. No.	Body work		Mechanical work		
	Work Description	Time in Days	Amount in Rs	Work Description	Amount in Rs
1	Side mirror change			Oil change – all	
2	Driver seat platform repairs			Wheel greasing	
3	Top leak			-	
4	Under coating			-	
5	Touch and polish			-	
6	Electric work			-	
7				-	
	Total Days		Total:	Total days :	Total:
Bus No.	9				KL-40-A-4058
SL. No.	Body work			Mechanical work	
	Work Description	Time in Days	Amount in Rs	Work Description	Amount in Rs
1	Top painting and leak			Leaf bush wash	
2	Touch and polish			Center bolt checkup	
3	Seat cover			Steering road	

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4	Electric (wiper and light)			All arms	
5	Horn			No chase no.	
6	Back glass replacement with larger sized glass			Leaf bush wash	
7	Under coating			Clutch chek up	
8	Other Items			Gear tightness	
9	-			Nozzle pipe leak	
10	-			Meter boar service	
	Total Days		Total:	Total days :	Total:

Consolidated statement

Sl. no	Bus Number	Reg . Number	Body work Amount Rs.	Mechanical Work In Rs.	Total Amount in Rs.
1	1	KL-40-E-6327			
2	3	KL-40-J-1150			
3	4	KL-40-J-1978			
4	5	KL-40-B-6354			
5	6	KL-40-J-2946			
6	7	KL-40-5927			
7	8	KL-40-6311			
8	9	KL-40-A-4058			

Terms and conditions by SNGC Trust

Contractors are requested to visit SNGCE for an inspection of each bus prior to submit their quote. Buses are available from 09:00 Hours to 16:30 Hours at Kadayiruppu campus on all working days .The contractor has to make his own arrangements to visit and SNGCE shall arrange site supports. Only approved Auto paints shall be used and prior approval required from SNGCE.

1. Payment :100% against completion of certification by RTA . If RTA made remarks upon inspection then reworks needs to be performed by the contractor at his cost.

5. PERFORMA OF TECHNICAL BID

The tenderers needs to submit the following documents with their tender documents:-

- a. Copy of the license issued by the appropriate authority.
- b. Client list - preferably professional educational institutes / government offices.

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6. 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 providing repairs and painting works to college buses of SNGCE kadayiruppu. 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 buses at premises of SNGCE 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 of Contractor

Address :

Office Phone :

Mobile number :

Email Id:

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ADDRESS:

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