



System Title

**TENDER DOCUMENT**

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Document No.

SNGCE-US-001

Procedure Title

Effective Date

13 Oct 2022

UNIFORM STITCHING – B.TECH AND MCA

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	14-Oct-2022
2	Sale of tender document commence from	14-Oct-2022
3	Last date of sale of tender document	Free download from website or from office
4	Last date for receipt of duly filled in tenders	18-Oct -2022
5	Date and Time of the opening Technical Bids	
6	Date and Time of the opening Financial Bids	19-Oct-2022

Note : This tender documents contains (06 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 Kochin city .

**2. Notice Inviting Tender :**

The SNGCE invites sealed tenders for the selection of an expert contractor for the purpose of awarding stitching of uniforms to B-Tech and MCA students .

The details of the tender are given below :-

a. Description of Services : Uniform stitching as per respective guidelines .


b. Closing date and time for submission of Bid: 18<sup>th</sup> Oct 2022 at 16:00 Hours

c. Date and time of opening of Bid: 19<sup>th</sup> October 2022 at : \_\_\_\_\_

i. Correspondence address : The Secretary , SNGC Trust , Perumbavoor . Pin 683542.

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- ii. Bids can be sent to Email : [sngctrust@gmail.com](mailto:sngctrust@gmail.com) ; [info@sngce.ac.in](mailto:info@sngce.ac.in) or directly in sealed cover with details as per schedule to SNGC Trust office or SNGCE college.

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 Work requirement etc.

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

- The Secretary , SNGC Trust , Perumbavoor , 683542 Ph : 9447465232
- The Manager , SNGCE , Kadayiruppu Ph : 8281165770

### **3. General Terms and Conditions :**

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

- Tender shall be submitted in official tender form only. If submitted in any other form the same shall be summarily rejected.
- 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.
- 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 .
- 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.

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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.
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. Director or Principal officer duly authorized by the Board of Directors of the company.
  - iv. 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 Uniform stitching works “ should be addressed to the Secretary , SNGC Trust , Perumbavoor , 683542 or directly handed over to SNGCE office on or before 18<sup>th</sup> Oct 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 15 days time .
11. The payment shall be released against finished products returned to SNGCE stores on weekly basis after satisfactory completion of the services
12. Delivery of the properly stitched uniform should be reached at stores within maximum of 15 days after the order is placed

**4. SCOPE OF WORK and PERFORMA OF FINANCIAL BID**

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Sl. No	Description of uniform to be stitched for each student	Numbers	Rate (Rs)	Amount (Rs)
1	<p><b>Boys A : Btech course</b> - a. pant 3</p> <p style="padding-left: 40px;">b. Shirt full sleeve 2</p> <p style="padding-left: 40px;">c. Shirt Half sleeve 1</p> <p><b>Girls B :</b></p> <p style="padding-left: 40px;">a. pant 3</p> <p style="padding-left: 40px;">b. Shirt full sleeve 2</p> <p style="padding-left: 40px;">c. Shirt Half sleeve 1</p> <p>V neck base coat 2</p> <p>*Lining required . Contractor to add specific quantity of cloth <u>in their scope</u> .</p> <p><b>Boys A : MCA course</b> - a. pant 2</p> <p style="padding-left: 40px;">b. Shirt full sleeve 2</p> <p><b>Girls B : MCA course</b> a. Pant 2</p> <p style="padding-left: 40px;">b. Shirt full sleeve 2</p> <p style="padding-left: 40px;">c. Coat 2</p>			
	<p>Uniform cloth will be supplied from SNGCE stores . Number of students @ 350</p> <p>Stitching materials required : Contractors scope</p>			

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**Terms and conditions SNGC Trust**

Those who wish to see the approved models of the uniform for boys and girls , can visit the college stores during working hours and request for the same .

1. The contractor has to make his own arrangements to collect the clothing , measurements for each student at a suitable time that will be intimated by the college . The clothing for each student collected separately from stores based on individual's measurements and dispute later will not be entertained.
2. The finished product delivered to SNGCE stores by contractor.
3. Payment : Against delivery of finished product at college stores and accepted by students. Alterations required is under the scope of contractor in terms of warranty .
4. Contractor to provide a sample of finished uniform at his own cost prior to start of entire work . An approval for the sample is required from College and quality of work to be analysed based on the approved sample. SNGCE have authority to reject uniforms against quality deviations observed at later stage in delivery .

**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.

**6. UNDERTAKING & ACCEPTANCE LETTER BY THE STITCHING CONTRACTOR**

I /We have carefully gone through the various terms and conditions listed in the Tender form. (Technical and Financial Bid ) for providing uniform stitching works to SNGCE kadayiruppu. I/ We agree to all these conditions and offer to provide Uniform stitching services to SNGCE. 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 institute 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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