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	<b>SREE NARAYANA GURUKULAM CHARITABLE TRUST (SNGCT)</b>	<b>Document No. SNGCE-TD-24</b>
	<b>SREE NARAYANA GURUKULAM COLLEGE OF ENGINEERING (SNGCE) www.sngce.ac.in</b>	<b>Effective Date 24/05/2023</b>
	<b>TENDER DOCUMENT - 22</b>	<b>Revision Date</b>
<b>Signature :</b>	<b>Window Glass replacement – Administration building and laboratories</b>	<b>Custodian : SNGC TRUST</b>

### 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	24-May-2023
3	Last date of sale of tender document	31-May-2023
4	Last date for receipt of duly filled- in tenders	10 am on 01-June-2023
5	Date and Time of the opening of Tenders	02-June-2023

Note : This tender documents contains (07 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 Removal of existing broken window glasses , cleaning of metal structures, welding of cracks on joints, repair window locks, adding aluminium/ wood reapers wherever needed, painting , fixing new acrylic sheets in the place of glass as described in annexure A

The details of the tender are given below :-,

- a. Description of Services : supply of acrylic sheets and associated repair and painting works -window frames
  - 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

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acceptance to all the clauses of Bid evaluation criteria, General Terms and conditions and compliance to the Scope of supply etc.

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 acrylic sheets and associated works of windows at administration building “ should be addressed to the Secretary , SNGC Trust , Perumbavoor , 683542 or directly handed over to SNGC Trust office on or before 10am on 01/06/2023 .
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 **30 days** against the Purchase 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
		Windows/ventilator Frame in numbers	Rate Rs.	Total Rs	Tax%	Tax Amount	Total Rs	Years
1.	Labor charges for removal of existing broken glasses , disposal , painting/ welding/adding reapers etc for the existing window/ventilator structures , fixing new acrylic sheets as per specification noted below at administration building at different areas. The detailed scope of works includes;  Screws for reaper fixing (Made of Stainless steel), painting of frame : white enamel paint , 2 coat, inner and outer, welding of frames wherever required, for <b>each window</b> : 53 inch * 20 inch  1. Ground floor 2. First floor 3. Second floor • Price to be quoted for <b>each window/floor</b>	540 nos						
2.	Labor charges for removal of existing broken glasses , disposal , painting/ welding/adding reapers etc for the existing window/ventilator structures , fixing new acrylic sheets as per specification noted below at administration building at different areas.  The detailed scope of works includes;  Screws for reaper fixing (Made of Stainless steel), painting of frame : white enamel paint , 2 coat, inner and outer, welding of frames wherever required, for <b>each ventilator</b> :  1. Ground floor 2. First floor 3. Second floor • Price to be quoted for <b>each ventilator /floor</b>	350 nos						

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entry of tenants. Area must be covered with plastic sheets or sufficient medium to restrict the entry of any one of the tenant.

Contractor to furnish a project chart to specify the start date and end date of each floor's windows/ventilators and all specified areas to be completed within 30 days time. Sufficient workers to be deployed to achieve the target in view of the rain in June / monsoon.

Note : The window size may slightly change . Contractor to measure each section at site and quotation shall be submitted for the actual conditions of the frames considering the labour involvement and cutting waste of acrylic sheets to suit with requirements. Scaffolding or staging shall be erected by the contractor to work on the first and second floors of the building where the sunshade with an angle/tiled surface. Safety precautions to be taken to execute the work safely and working at height rules are applicable.

b. Payment Terms

Note : Weather change constraints in front hence suggested to complete each section separately and payment shall be made based on window frames repaired but the payment terms applicable to each section as per clauses noted .Actual square feet measured on each window and ventilators upon completion of work and paid accordingly.

First payment as advance :- 50% of the value of the acrylic sheet contract value shall be released upon supply of the acrylic sheet as prescribed in the technical specification . SNGCE supervision shall issue acceptance report based on invoice and warranty certificate of the sheets. Payment shall be released within 5 days time from the date of delivery of material at SNGCE premises .

Part payment shall be issued on following conditions.

- The broken glasses removed and disposed .
- Window frame welding wherever applicable, rust cleaning , painting , acrylic sheet fixing , reaper and screw fitted as per standard and the completion of painting of each window structure including metal bars inner and outer side with 2 coat of enamel paint . Part payment of 100 window frames or 25 windows whichever is higher is applicable after deducting the advance released. The contractor supervision to furnish completion certificate for the part payment and work shall complete within agreed time for each section. SNGCE to issue inspection report for each stage of the work executed and contractor to obtain certificate from SNGCE prior to furnish completion certificate .

The invoice shall be noted with following billing terms.

- Labour charges for the repaired frames against number of frames repaired. (Annexure A. Item 1&2.)
- Acrylic sheet area in square feet used on each repaired frame and value as per agreed rate. (Annexure A. Item 5.)
- Reaper material used extra if any to be specified in feet and value to be noted. (Annexure A. Item 4.)
- Complete window painting charges including paint . Number of frames and size to be specified .  
Eg: window area in square feet( inner + outer ) . square feet rate applicable as per contract terms.  
**(Annexure A. Item 3.)**

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Note : Advance payment paid ( 20% of the contract value ) to be deducted from the first part payment and if not recovered fully then recover the balance from second part payment and so on.

Final Payment : shall be released only after the last section of work completed and deductions may impose if work delayed than contractual time. If contractor cancel the work due any reasons ( contractor side ), penalty shall be imposed and contractor do not have right to ask for the material which supplied to SNGCE.

TDS and other tax deductions applicable for all payments. Supplier to furnish their PAN card and other relevant documents to SNGCE accounts against the PO issued.

c. 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. Returnable items to be marked separately and copy of gate pass to be retained till the day when items required to take out.

Alone working at SNGCE is not permissible and SNGCE assign college staff to support the employee of the contractor .

Delivery to : SNGCE college at Kadayiruppu .

**Supplier details : License , customer details and office address**

**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 ACRYLIC SHEETS and associated window repair work at SNGCE kadayiruppu. I / We agree to all these conditions and offer to supply and repairs of the windows 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 at 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 and seal of Contractor

Address :

Office Phone :

Mobile number :

Email Id:

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