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	SREE NARAYANA GURUKULAM COLLEGE OF ENGINEERING (SNGCE) www.sngce.ac.in	Effective Date	31/3/2023
	TENDER DOCUMENT - 16	Revision Date	
Signature :	Polycarbonate sheet laying on Roof – Ladies hostel	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	10/4/2023, 2 pm

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 Kochi city

Notice Inviting Tender :

The SNGCE invites sealed tenders for the Removal of existing polycarbonate sheets , cleaning of metal structures, welding of cracks on joints, adding extra purling , painting , fixing new polycarbonate sheets of each roof at ladies hostel

The details of the tender are given below :-,

- a. Description of Services : supply of polycarbonate sheets and associated works at roofs of hostel building.
 - i. Correspondence address : The Secretary , SNGC Trust , Perumbavoor . Pin 683542.
 - ii. Bids can be sent to SNGC Trust office, Perumbavoor-683542 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 polycarbonate sheets and associated works at hostel building roofs “ 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. The contractor/ tenderer has to provide a security deposit of 5% of the total tendered value (to be credited to the Trust account) and has to sign the agreement on stamp paper worth Rs. 200/. The security deposit will be released after

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certification by the competent authority to the effect that the work has been completed as per the terms and conditions of the tender and contract agreement.

9. Supplier to confirm work completion within **20 days** against the Purchase Order/Work Order

10. Warranty offered against product shall be specified by supplier .

11. 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
		Area in square feet	Rate Rs.	Total Rs	Tax%	Tax Amount	Total Rs	Years
1	<p>1. Removal of existing polycarbonate sheets , disposal , painting/ welding/adding purling etc for the existing structures , laying new polycarbonate sheets as per specification noted below at ladies hostel building roofs at different areas. Detailed scope of works in payment terms.</p> <p>a. Extra purling - kilogram rate applicable for the GI square tube of either 1 inch or 1.5 inch whichever is suitable.</p> <p>b. Roof corner aluminum sheets, aluminum redges : existing sheets can be used. If extra required shall be charged as per market rate .</p> <p>c. Overlapping of sheets ; as per standards</p> <p>d. Screws for sheet fixing etc made of Stainless steel with minimum 1.5 inch length , self thread type with leak proof head. Preferred 60 to 80 screws in 100 sq. feet area .</p>	2500 +/- 200						10 years

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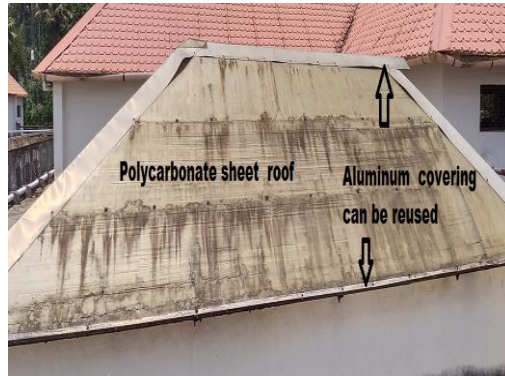
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2. Supply of new polycarbonate sheets Specification : thickness - 3mm, Type : Rolled <i>Corrugated sheet : optional quote separately</i> Size : length * width Color : clear ,70 to 85% light transmitting properties . Brand : Lazerlite or equivalent model : diamond or equivalent 3.Courtyard a. 162 feet length * 3.5 feet width sheets required. Can be laid over the existing sheets .	2500 +/- 200						10 years weather resistance
	560 +/- 50						
Total amount in Rs.							



a. Operational terms

The hostel operations shall not be interrupted during the repair activities at the roof and inside the premises. Working time shall be limited to morning 0800 hours to evening 1800 hours. The power supply and water connection required shall be obtained through electrical department of SNGCE . The work permit shall be duly signed off 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. Lunky/dhothy not allowed in the hostel premises. Safety Helmet, shoes and safety harness suggested for the workers working above 2 meter height from floor. Workers shall be insured and protected by minimum wage rules of the government. If any accident or injury at site shall be sole responsibility of the contractor. Gate entry /exit procedures must be followed at the start and end of the work on each day.

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Waste disposal : All removed items to be stored in a designated place instructed by the SNGCE supervision. Fire extinguishers, sand buckets, water storage etc to be kept at site for the fire fighting as taken care by the contractor. During the execution of the work , each area must be barricaded underneath to prevent accidental 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 make arrangements to cover the areas over the roof with sufficient sheets to prevent water fall to the underneath in case rain started due weather change . In view of the uncertainty of change of weather , SNGCE suggested to start each section one by one to avoid inadvertent situations.

Contractor to furnish a project chart to specify the start date and end date of each section of the roof and all specified areas to be completed within 15 days time. Sufficient workers to be deployed to achieve the target in view of the rain in April / May months and monsoon.

Note : The area measured may slightly change . Contractor to measure each section at site and quotation shall be submitted for the actual measured area considering the overlapping of sheets and the cutting waste at corners.

b. Payment Terms

First Payment: - 10% of the contract value shall be paid to the contractor upon completion of the following works within one week time .

- a. Removal of existing polycarbonate sheet and shifting to designated location
- b. Welding of structure cracks if any, adding "purling" extra for the roof as decided by SNGCE supervision.
- c. Rust removal and cleaning of structures
- d. Painting of structures with one coat of Epoxy Zinc chromate primer and 1 coat of epoxy exterior paint.
- e. SNGCE supervision shall issue completion certificate of each activity noted above for the payment.

Note : Tenderes to visit site before submitting quotation. **Sample polycarbonate sheet of minimum 2. Square feet required to be supplied along with quote** .Weather change constraints in front hence suggested to complete each section separately and payment shall be made based **on actual measured square feet basis** but the payment terms applicable to each section as per clauses noted. **Item 2 payment** : Actual measured square feet on top of the roof based on standard measuring procedures. Supplied square feet of sheet not considered for payment .

Second payment :- 50% of the contract value shall be released upon supply of the roofing 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 site .

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Third payment :- 25% of the contract value shall be released once the sheets laid over the roof satisfactorily as per standard procedures mutually agreed by SNGCE and the contractor . The supervision to issue completion certificate for the part payment and work shall complete within 1 week time .

Fourth Payment :- 10% of the contract value shall be released upon following conditions satisfied by SNGCE supervision . Check measures by either parties jointly , Issue warranty certificate by the contractor as stated in the technical specification , work completion certificate submitted by contractor . Payment shall be released within 5 days from the date of work completion certificate issued by contractor provided joint inspection completed before.

Fifth payment :- 5% of the contract value shall be released after 1 month from the date of work completion certificate issued or 3 months from the date of first payment released whichever is coming first .Even then wait for a real rainfall and leak to be inspected prior to release last payment.

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 Hostel 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.

All safety measures of the workers should be followed as per government/industry norms, and the contractor will be responsible to avoid any accidents at site.

Working alone at SNGCE Hostel not permissible and SNGCE will assign college staff to support the employee of the contractor.

Delivery to : SNGCE college ladies hostel at Kadayiruppu .

Supplier details : License , customer details and office address

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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 POLYCARBONATE SHEETS and associated roofing 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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