



System Title

**TENDER DOCUMENT -11**

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Procedure Title

SUPPLY OF CEILING FANS

Document No.

SNGCE-TD-004

Effective Date

25 Nov 2022

Revision Date

Signature :

Custodian : SNGCTrust

**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	27 FEB 2023
3	Last date of sale of tender document	8/03/2023
4	Last date for receipt of duly filled- in tenders	9/03/2023, 1 pm
5	Date and Time of the opening of Tenders	10/03/2023, 2 pm

Note : This tender documents contains (03 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 details of the tender are given below :-

- a. Description of Services : Supply of ceiling fans
  - 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.

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




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**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 ceiling fans “ should be addressed to the Secretary , SNGC Trust , Perumbavoor , 683542 or directly handed over to SNGC Trust office on or before 9/03/2023, 1 pm.
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 delivery within **3 days** against the Purchase Order .
9. Warranty offered against product shall be specified by supplier .




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

Sl. No.	Item description	Item cost						Warranty
		Qty in numbers	Rate Rs.	Total Rs	Tax%	Tax Amount	Total Rs	Years
1	Supply of ceiling fan with following specifications .  48inch , 370 rpm or more, 5 star rating or BLDC, Copper winding, 380 rpm or more , copper winding <b>Make/Brand :</b> <b>Crompton /Philips/Kaitan/Havels/Kulirma/Atomberg</b>	60						
<b>Total amount in Rs.</b>								

**3. Payment Terms**

100% against delivery . supplier to furnish invoice . payment against bank account only . TDS and other relevant taxes if any applicable.

Delivery to : SNGCE college at Kadayiruppu .

**4. Supplier details and acceptance :**

Date :

Signature and seal of Supplier

Address :

Office Phone :

Mobile number :

Email Id:
