	System Title	Page 1 of 3	
	SREE NARAYANA GURUKULAM CHARITABLE TRUST (SNGCT)	Document No.	SNGCT-TD-01/24-25
	SREE NARAYANA GURUKULAM COLLEGE OF ENGINEERING (SNGCE) www.sngce.ac.in	Effective Date	
	TENDER DOCUMENT - 01	Revision Date	
Signature:	Supply and Installation of Heavy Duty Printer	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	20-February-2025
3	Last date of sale of tender document	04PM on 26-February-2025
4	Last date for receipt of duly filled- in tenders	10.30AM on 27-February-2025
5	Date and Time of the opening of Tenders	28-February-2025

Note: This tender document contains (03Pages) and renderers 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 (SNGCT) 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 Kadayirippu, a Greenfield village very near to Cochin.


The details of the tender are given below: -

- 1) Description of Services -Supply and Installation of Heavy Duty Printer at SNGCE
- 2) Correspondence address: The Secretary, SNGC Trust, Perumbavoor. Pin 683542.
- 3) Bids can be sent to SNGC Trust office in sealed cover.

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

- | | |
|---|----------------|
| a. The Secretary, SNGC Trust, Perumbavoor,683542 | Ph :9188909746 |
| b. Vice President, SNGC Trust, Perumbavoor,683542 | Ph: 9188918241 |

ISSUE:1	Signature of Tenderer:	DATE: ___/___/2025	NAME OF TENDERER: ADDRESS:	PAGE 1 of 3
---------	------------------------	--------------------	-------------------------------	----------------

	System Title	Page 2 of 3	
	SREE NARAYANA GURUKULAM CHARITABLE TRUST (SNGCT)	Document No.	SNGCT-TD-01/24-25
	SREE NARAYANA GURUKULAM COLLEGE OF ENGINEERING (SNGCE) www.sngce.ac.in	Effective Date	
	TENDER DOCUMENT - 01	Revision Date	
Signature:	Supply and Installation of Heavy Duty Printer	Custodian: SNGC TRUST	

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/she 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 Supply and installation of Heavy Duty Printer**" should be addressed to The Secretary, SNGC Trust, Perumbavoor , 683542 or directly handed over to SNGC Trust office on or before 27 Feb 2025 .
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 payment shall be released against supply. Each item shall be verified in the presence of supplier and invoice duly signed off after satisfactory acceptance by SNGCE

ISSUE:1	Signature of Tenderer:	DATE: ___/___/2025	NAME OF TENDERER: ADDRESS:	PAGE 2 of 3
---------	------------------------	--------------------	-------------------------------	----------------



System Title	Page 3 of 3	
	SREE NARAYANA GURUKULAM CHARITABLE TRUST (SNGCT)	Document No. SNGCT-TD-01/24-25
	SREE NARAYANA GURUKULAM COLLEGE OF ENGINEERING (SNGCE) www.sngce.ac.in	Effective Date
	TENDER DOCUMENT - 01	Revision Date
Signature:	Supply and Installation of Heavy Duty Printer	Custodian: SNGC TRUST

- 9. Supplier to confirm delivery within 7 days against the LPO. Delivery to: SNGCE, Kadayiruppu.
- 10. Warranty offered against the item shall be specified by supplier.

3. PERFORMA OF FINANCIAL BID

	Item description	Nos.	Rate	TAX/GST	Amount
1	Heavy Duty Printer Canon image RUNNER 2945 with 2 tray 45 PPM	1			
2	Heavy Duty Printer Canon image RUNNER 2925 with 2 tray 25 PPM	1			

Other Terms and conditions

- 1. The above rate is including all Taxes.
- 2. Payment 100% after installation and training.

4. UNDERTAKING & ACCEPTANCE LETTER BY THE SUPPLIER/CONTRACTOR

I /We have carefully gone through the various terms and conditions listed in the Tender Form for supply and installation of heavy duty printer. 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 here by sign this undertaking in token of our acceptance of various conditions listed above.

Place:

Date:

Signature and seal of Contractor

Address:

Mobile number:

Email Id:

ISSUE:1	Signature of Tenderer:	DATE: ___/___/2025	NAME OF TENDERER: ADDRESS:	PAGE 3 of 3
---------	------------------------	--------------------	-------------------------------	----------------