

//For publication in Web site, Notice, Files, etc //

## SANATANA DHARMA COLLEGE, ALAPPUZHA-3

No SDC/PD/01/22-23

### LIMITED TENDER NOTICE

Sealed competitive tenders in the prescribed form, along with supporting documents and Earnest Money Deposit (EMD) are invited for the purchase of items such as Lab equipments, Chemicals, Glassware, etc as specified in the schedule given below. The details are given on the website of the college ([www.sdcollege.in](http://www.sdcollege.in)). The tender forms can be had from the College office, during the working hours, on payment of the required fee fixed for the same. On submitting the tenders the tenderer should make sure to follow the terms and conditions given below.

**Tender No:** -01- SDC/PD/01/22-23 dt-16-03-2023

**Tender for:** Supply of laboratory equipment/ glass wares/ chemicals for the year 2023-24.

**Place of installation:** Physics, Chemistry, Botany, Zoology and Micro biology departments of S.D. College Alappuzha , Kerala

**Quantity :** As specified in the list.

**Estimated amount:** 4,99,986

**Tender document fees:** =1200/- (0.20% of the estimated cost +GST)

**EMD:** Rs. 1% of estimate amount. (If exempted, submit the certificate/document).

#### Critical Dates

**Issue of tender forms:** 16-03-2023 to 30-03-2023--- 2 pm

**Last date of submission of bids:** 31-03-2023 --- 2 pm

**Opening of bids:** 31-03-2023 --- 2.30pm

**Supply of Items** 25-05-2023---2pm

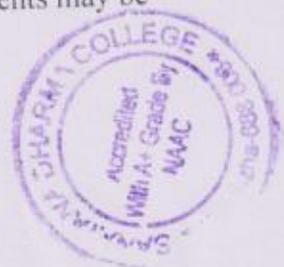
#### Items and Specifications

Please see the detailed note on the items, quantity, specifications, etc appended below.

Tenders are invited from the registered Manufacturers/ authorised suppliers for the Purchase of Equipments under PD scheme. The tender is invited in One cover system from the registered and eligible firms. Prospective bidders willing to participate in this tender shall procure the prescribed form from the college office, during the working hours in the office, by paying the fixed fee. All documents in support of technical specifications, and the EMD as Demand Draft drawn in favour of "Principal, S.D. College, Alappuzha" shall be submitted. The following documents may be prepared and submitted.

*Handwritten signature*  
16/3/2023

Prof. (Dr.) PREMA K.H.  
PEN : 467693  
DRAWING & DISBURSING OFFICER  
S.D. COLLEGE ALAPPUZHA



## Documents to be prepared:

1. Tender acceptance letter
2. Preliminary Agreement (in .pdf format)
3. Certificate/declaration of firmness of rates
4. Details of EMD paid/ certificate of exemption
5. Certificate of authorised dealership/supplier
6. E-payment requisition form
7. Technical documents/literature
8. Details of Unit Price, rate of GST/other taxes



## Terms and conditions:

1. Tender forms obtained on payment of the required amount in the Office of the undersigned only should be used. The cost of the tender forms once paid will not be refunded.
2. Separate lists must be submitted for the items for each Department such as Botany, Zoology, Chemistry, Physics and Microbiology departments.
3. The details are to be prepared and submitted as per the format given in the prescribed proforma.
4. The items/equipments should be original. The tenderers should be the original manufacturer/producer or authorised dealer/supplier of the items. They should also ensure to provide the details of the authorised service centres/repairing centres, for the items quoted by them, located in the Alappuzha district or nearby areas in Kerala to ensure the speedy service.
5. The technical details of the items such as the name of the **company/brand, make, model number, country of origin**, if assembled outside India/imported, etc should be given in detail. Copies of the authentic technical literature/brochure from the producer/company should be attached for each item quoted.
6. The rate of each item/service offered, etc in Indian Rupees (INR), should be mentioned separately. It must be inclusive of supplying and installing the items in the respective Labs/ Departments/ Research Rooms of the S.D. College, Alappuzha.
7. The rates of taxes (GST, CESS, etc)/ levies, if any, of each item should be mentioned in clear terms; rather than stating '*inclusive of taxes*' OR '*taxes will be charged extra*'.
8. **The rate quoted should be remaining firm for a period 31<sup>st</sup> May- 2023 for items quoted under PD account.**
9. The maximum period required for the supply, installation of the items/articles/completion of the work/s also should be mentioned in clear terms.
10. The details of warranty/guarantee, etc should be mentioned in clear terms.
11. The details of rebate/discount, special offers, gratis, free training/ demonstration, etc also should be mentioned in clear terms.
12. **NO additional claims towards demurrage/ installation/ demonstration charges, loading/ unloading/ freight charges, service charges, etc will be entertained after the delivery of the items or at any stage.**
13. An agreement stamp worth INR 200/- should be submitted along with the tender.

14. **Earnest Money Deposit: (EMD)** An amount of one percentage of the total quoted amount (rounded to the nearest rupees) and subjected to a minimum of Rs. 1500/-, should be deposited as the Earnest Money by the unregistered tenderes, in the form of a cheque or DD drawn in favour of **"The Principal, the S.D. College Alappuzha"** payable at Alappuzha. Those firms which are registered with the Stores Purchase Department, Government of Kerala should enclose copy/copies of the relevant documents/orders for exemption in submitting the EMD.

15. The EMD submitted by the successful tenderer will be converted as part of security Deposit and will be released on successful completion of the supply and installation/work/ project. The EMD submitted by all other unsuccessful bidders will be released after finalisation of the tender. If the successful tenderer withdraws their offer or fails to execute the work, their EMD will be forfeited and no further claim on EMD will be entertained by the College.

16. Security Deposit: if asked for, the successful tenderer has to submit Security Deposit amounting to Five percent of the value of work order less EMD amount, by way of Demand Draft or Bank Guarantee favouring 'The Principal, S.D. College, Alappuzha' payable at Alappuzha. The security deposit will be released only after the successful and satisfactory completion of the project. If the successful tenderer fails to execute the work as per the specifications/schedule prescribed by the College, their Security Deposit will be forfeited and in such cases claim for release of security deposit by the tenderer will not be entertained by the College. Bank charges/incidental charges/ any other charges/ expenses or any loss/ damage occurred in this regard to the College also should be borne by the tenderer.

17. No tender received after the specified date and time will be accepted on any account. The rates shall be considered firm for acceptance till the date mentioned above. Tenders not stipulating period of firmness and tenders with price variation clause such as 'subject to prior sale' condition are liable to be rejected. Prices quoted by the Bidder shall be fixed during the bidder's performance of the contract and not subject to variation on any account. A bid submitted with an adjustable/ variable price quotation will be treated as non - responsive and rejected.

18. The tenders will be opened on the appointed day and time in the office of the undersigned. If it happens to be a declared holiday or any other holiday for the institution, the opening shall be done on the next working day.

19. The tenderers are liable to arrange for demonstration of the items, if asked for, at their own cost. No demurrage, compensation or any other liability of the tenderers/firms shall not be entertained by the Institution in this regard.

20. The undersigned reserve the right to purchase/procure the items/service/work in full or in part, subjected to the availability of funds from the funding agency/agencies.

21. Payment will be made only on successful supply/installation/completion of the work, and on obtaining the certificates in this regards from the Head of the concerned Department/competent authorities of the College.

22. The decisions of the undersigned will be final and binding in selecting the items/services offered by the firms/companies/parties, in part or in full, for the College.



*Handwritten signature in green ink: Prema K.H. 16/312023*

PRINCIPAL

Prof. (Dr.) PREMA K.H.

PEN : 467893

DRAWING & DISBURSING OFFICER

S.D. COLLEGE ALAPPUZHA

## **Instructions to the Tenderers**

1. The tender/ quotation should be prepared in the following format as hard copy.
2. Refer the detailed notification before preparing this Proforma
3. Care should be taken to include the certificates/statements without errors/changes
4. Earnest Money Deposit (EMD): An amount of one percentage of the total quoted amount (rounded to the nearest rupees) and subjected to a minimum of Rs. 1500/-, should be deposited as the Earnest Money by the unregistered tenderes, in the form of a Demand Draft/ Cheque, drawn in favour of “**The Principal, S.D. College Alappuzha**”, payable at Alappuzha.
5. Those firms which are registered with the Stores Purchase Department, Government of Kerala should enclose copy/copies of the relevant documents/orders for exemption in submitting the EMD.
6. The model letter given below may be used while submitting the tender/quotation

Date:

To  
The Principal  
S. D. College Sanathanapuram P. O., Alappuzha Pin-  
688003, Kerala

Madam,

I/We hereby tender to supply, under the annexed general conditions of contract; the whole of the articles referred to and described in the attached specification/s and schedule, or any portion thereof, as may be decided by the College Authorities, at the rated quoted against each item. The articles will be delivered within the time and at the places specified in the schedule.

I/We have remitted separately the required amount of Rs \_\_\_\_\_ as earnest money (EMD).

Yours faithfully

*Check-list of items included:*

1. Tender document obtained from the S. D. College
2. Agreement in stamp paper worth INR 200/-
3. Details of the items quoted as per the format for Depts. Physics, Chemistry Botany, Zoology and Microbiology
4. Demand Draft towards EMD or exemption certificate provided by the Store Purchase Department, Government of Kerala.
5. Copies of technical information/ brochures

**TENDER/QUOTATION SUBMITTED TO  
S.D. COLLEGE ALAPPUZHA**

1. Tender Notice number & date:
2. Code Number:
3. Cost of the tender form paid in the College office:
4. Number & date of the receipt obtained from the College office:
5. Details of the EMD (Name of Bank, Number & Date of Demand Draft/Cheque, Amount, etc):

Sl. No.	Item Code, if any	Details of each items quoted* * (Please furnish following details of each item quoted	Technical specifications/details.	Unit Price (INR)	Tax (GST) (INR)	Total amount (INR)	Quantity quoted	Grand Total (INR)
1.		a) name of the company/Brand: b) model/make no.: c) country of origin:	Give the details of the major components used in case of assembled items.		Rate: ..% Amt:			

**Grand Total (Rs.):**

1. The details of warranty/guarantee, etc. for the items/works mentioned above are given below
2. The details of rebate/discount, special offers, etc are given below:

**DECLARATION**

1. Certified that I/ we/ this firm is/are ready to supply the above mentioned items/ offer the services as per the terms and conditions imposed by the S.D. College Sanatanapuram P.O. Alappuzha
2. Certified that an agreement, as prescribed by the Government of Kerala, is prepared in the non-judicial stamp paper worth Rs. 100/- and submitted along with this tender.
3. Certified that the rates of the items and taxes quoted above are correct and for supplying/installing the said items/services at the respective locations/space/slots/rooms of the College.
4. Certified that the rate quoted remain firm for a period upto **31<sup>st</sup> May 2023**
5. Certified that the technical information/data given for each item/service is as per the authentic sources from the company and correct to the best of our knowledge.
6. Certified that the required amount of EMD (ie., one percentage of the total quoted cost, subjected to minimum Rs. 1500/-) is deposited here with, as stated above, OR
7. I/we/this firm is/are exempted from depositing EMD vide order no. .... (A copy of the same is attached)
8. It is agreed that, if directed by the College, I/ we/ this firm shall arrange a live demonstration of the items at our own expense. No demurrage/additional claims will be charged in this regard.
9. Certified that the maximum period required for the supply, installation of the items/articles/completion of the work/s is      days, w.e.f. the receipt of the firm supply/work order.

Date:

Seal

Signature & Name

Format of Label/Superscription on the sealed Cover of Tender

Tender Notice number & date:	
Code Number:	
Address of the Tenderer	<b>To: The Principal</b> S.D College, Sanatanapuram PO., Alappuzha -3, Kerala