

SCHOOL OF CHEMICAL SCIENCES

MAHATMAGANDHIUNIVERSITY

Priyadarshini Hills, Kottayam-686560

office.scs@mgu.ac.in Phone: 0481 -2731036

Tender No: SCS/02/PF/10/2024

Dated: 22/01/2024

NOTICE INVITING FOR SHORT TENDER

Professor and Head, School of Chemical Sciences, Mahatma Gandhi University, Kottayam invites sealed tenders in original including all taxes for Furniture & Air Conditioner for the Director room from reputed dealers/ firms

1	Name of the tender	FURNITURE & AIR CONDITIONER (Detailed specifications given in Annexure-1)
2	Earnest money deposit (EMD)	1%of the estimated value.
3	Security deposit/FD/BG	5% of the estimated value
3	Tender submission fee	0.2% of the cost of the equipment rounded to the near multiple of 100, subject to a maximum of 25,000/- + GST applicable
4	Period of supply and Installation	Within 2 Weeks from L/C opening date
	Address	Professor and Head School of Chemical Sciences, M.G. University, Kottayam, Kerala Pin-686560, India
3	Last date and Time of submission of tender with relevant documents.	29/01/2024, 11.00 am
4	Date and time of bid opening	29/01/2024, 1.00 pm

Duly filled up and signed tender schedule along with relevant documents should be sent to **Professor and Head, School of Chemical Sciences, Mahatma Gandhi University, Kottayam** by speed post so as to reach before the date and time specified. The cover containing the document should be super scribed the **name of the tender, tender number and last date of submission** of the tender.

Relevant documents may also be sent to: E-mail- office.scs@mgu.ac.in

***Note: The dealers/ firms are recommended to visit the site before submitting the tender.**

ELIGIBILITY CRITERIA

1	Bidder should be a company registered in India or Registered Partnership /proprietary firms	Copy of valid registration certificate/Copy of Certificates of incorporation
2	Should not have been blacklisted by any of the Government entities under state / central government.	Self-Certificate
3	The bidder should have a registered number of (i) GST where his business is located ii) Income Tax / PAN number.	Copies of relevant certificates of registration

Further details can be had from the office of **School of Chemical Sciences, Mahatma Gandhi University, Kottayam** Email: office.scs@mgu.ac.in on all working days during working hours. If relevant documents through speed post are not submitted with in time, the tenders will not be considered. The undersigned reserves the right to reject any or all the tender without assigning any reason whatsoever.




Director

Professor and Head
School of Chemical Sciences
Mahatma Gandhi University
Priya P.O. P.O. P.O.
Kottayam, Kerala - 686 560

Please see the Annexures

ANNEXURE-1

Technical Specifications:

1. Director table with side

Providing and fixing a director table of 2400mm X 900mm x750mm. made with 16mm Marine plywood (IS 710 Grade 25 YEARS GUARANTEED) EVER GREEN with Approved shade 1mm thick laminate, (GREENLAM) Top Covered with Drawer units as per Drawings, necessary keyboard tray, CPU stand, all are the accessories SLEEK/EBCO top covered with 6mm plain glass (SAINTGOBAIN) SIZE 2400mmX900mmx750mm SIDE1000MMX400MMX750MM

(Approx. Sqft 30)

2. Director back shelf with glass door

Providing and fixing a director back shelf with glass door of made with 16mm Marine plywood (IS710, Grade 25YEARS GUARANTEED) EVER GREEN with approved shade 1mmthick laminate, (GREENLAM) Top Covered with Drawer units as per Drawings, all are the accessories SLEEK/EBCO SIZE 2400mm X 2100mmx400mm (Approx. Sqft 56)

3. Executive revolving chair for director table -1 no

Supply and installation of selected executive revolving chair for director table made with artificial lather

4. Conference table – 1 no

Providing and fixing a conference table made with 16mm Marine plywood (IS710 Grade 25YEARS GUARANTEED) EVER GREEN with approved shade 1mm thick laminate, (GREENLAM) Top Covered with Drawer units as per Drawings, necessary keyboard tray, CPU stand, all are the accessories SLEEK/EBCO SIZE4200mmX1200mmx800mm (TABLE TOP THICK 36MM)

5. File shelf

Providing and fixing a file shelf made with16mm Marine plywood (IS710Grade 25YEARS GUARANTEED) EVER GREEN with approved shade 1 mm thick laminate, (GREENLAM) Top Covered with Drawer units as per Drawings, all are the accessories SLEEK/EBCO SIZE 2100MMx1200MMx400MM (Approx. Sqft 28)

6. Frame and shutter door for existing cupboard space

Providing and fixing a file shelf of made with 16mm marine plywood (IS710Grade 25YEARS GUARANTEED) EVERGREEN with approved shade 1mm thick laminate, (GREENLAM), all are the accessories SLEEK/EBCO (Approx. Sqft 69)

7. Pantry table

Providing and fixing a file shelf of made with 16mm Marine plywood (IS710Grade 25YEARS GUARANTEED) EVER GREEN with approved shade 1 mm thick laminate, (GREENLAM), all are the accessories SLEEK/EBCO (Approx. Sqft 10)

8. Sofa set for visitors – 1 SET

8 seat sofa with corner se and cloth jut/orexin colour as per approved by client

9. Director room ^{Annex room} AC-1.5 TON – 2 Nos

AC-1.5 TON blue star/ Godrej 5star full copper and Ecofriendly gas (rate should be Installation charges)

ANNEXURE-2

Terms and Conditions

1. Last date of submission of tender along with requisite fee, EMD and all documents is 29/01/2024 11am.
2. The technical bid will be opened on 29/01/2024 at 01.00 pm.
3. Tenders must accompany a copy of the "Annexure 3 and Annexure 4" section of this document, signed and stamped on each page indicating that they agree to these.
4. Tender form shall be downloaded from the University website (www.mgu.ac.in/Downloads/OtherForms/Format) of Tender Form.
5. Earnest money deposit (EMD) and Tender fee should be submitted through online and the payment receipt shall keep with the tender (www.mgu.ac.in-Online Payment-Miscellaneous).
6. All necessary accessories should be supplied with the instrument, as per standard package offered, including complete set of service and operation manuals for diagnosis, trouble shooting, maintenance and electronic circuitry (hard and soft copies).
7. The Delivery Schedule, Payment Terms & Warranty/Guarantee etc must be clearly indicated in the technical bid. The charges for extended warranty and/or Annual Maintenance Contract after the expiry of offered warranty period should also be specified in the financial bid.
8. The price of the equipment should be quoted in Indian rupee. The total price of the equipment quoted should be inclusive of GST & other taxes if any; material cost; transportation cost; loading and unloading cost; installation cost; labour charges and all other expenses in whatsoever means.
9. Payment process will be initiated only after supply of items as per tender specifications and satisfactory installation of the items.
10. It will be the responsibility of the supplier to deliver the ordered materials at School of Chemical Sciences, Mahatma Gandhi University, Kottayam. All required materials for satisfactory installation are to be provided by the supplier at their own cost.

ANNEXURE 3:

TENDER FORM PART-I (TECHNICAL BID)

Date:

From,

M/s.

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To,

Professor and Head

School of Chemical Sciences

M.G. University, Kottayam,

Kerala Pin-686560, India

Dear Sir,

I/We have gone through the tendering conditions pertaining to the Tender and General Terms and Conditions of Contract and other requirement for delivery and complete Installation and Special Conditions of Contract contained herein with this tender document. I/we hereby agree to supply the stores conforming to the tender specifications incorporated in ANNEXURE 1 of the tender document and also agree to abide by your General Conditions of all Contra acts and Special Conditions of Contract contained in the ANNEXURE 2 of the Tender document.

You will be at liberty to accept any or more of the items of stores offered by us and I/we shall be bound to supply you the stores as may be specified in the Purchase Order/Contract.

I/We hereby agree to keep the price valid for your acceptance for a period of 30 days from the date of opening of Part-II (Financial bid) of the tender. Deviations to Technical specifications contained in ANNEXURE 1 of the tender documents are detailed in ANNEXURE-A to the tender form while deviations proposed to the General Special Conditions of Contract contained in ANNEXURE 2 are detailed in Annexure-B to this tender. Price applicable for the stores are indicated separately in a sealed envelope marked as financial bid of the tender.

I/We are also enclosing herewith all the leaflets catalogue etc. pertaining to the stores offered.

Yours faithfully

Stamp and Signature of the Tenderer

ANNEXURE 4:

TENDER FORM PART-II (FINANCIAL BID)

Date: *

From,

M/s.

.....

To,

Professor and Head

School of Chemical Sciences

M.G. University, Kottayam,

Kerala Pin-686560, India

Dear Sir,

In response to your invitation and as per your tendering and contracting conditions, the prices applicable for the scope of supply contained in ANNEXURE-3 (TECHNICAL BID) of our tender are indicated in the format at annexure "A" to this tender.

We hereby agree to keep the price valid for your acceptance for a period of 30 days from the date of actual opening of Part-II (FINANCIAL BID) of the tender.

Yours faithfully,

Stamp and Signature of the Tenderer