



# UNION CHRISTIAN COLLEGE

(Affiliated to Mahatma Gandhi University, Kottayam)

www.uccollege.edu.in

Re-accredited by NAAC with 'A' Grade, (Cycle -4)

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No.UCC/Gen/PD/014/2018

24/04/2018

## **TENDER NOTICE**

Sealed tenders are invited for the purchase of various items to Union Christian College, Aluva, Kerala as per the specification mentioned. The tenders super scribed '**UCC/Gen/PD/014/2018**' should reach **The Principal, Union Christian College, Aluva, Kerala, 683102** latest by **3 p.m. on 11.05.2018**. The tender forms with detailed specifications and terms and conditions may be had from the College office, Union Christian College, Aluva (from 9.30 am to 3.30 pm, on weekdays) or can be downloaded from the college website: [www.uccollege.edu.in/tenders](http://www.uccollege.edu.in/tenders)

Those who use downloaded tender forms must directly debit the fee at college office from 9.30 am to 3.30 pm, on weekdays.

### **Stores Needed for Union Christian College, Aluva**

#### **List of Schedule attached: Part A to D**

- **Tender Fee: Part A Rs.600 + 12% GST**
- **Tender Fee: Part B, C & D Rs.500 + 12% GST**
- The prices may be quoted per unit/item
- The quantity of items needed is approximate; it may vary at the time of purchase.

The tender documents should contain:

1. Prescribed tender form, duly signed and sealed
2. Detailed technical specifications and original brochure and literature supporting technical specifications
3. Compliance to payment condition and delivery period and Place of delivery
4. Warranty and Guarantee details if any.
5. Price of the equipment and its accessories, of essential spare parts

The tenders duly filled and signed by the tenderer along with necessary documents should be submitted to The Principal, Union Christian College, Aluva - 683102 on or before 3 pm on **11.05.2018**. The Principal, Union Christian College, Aluva, reserves the right to accept or reject all or any tender at his sole discretion without assigning any reason.

PRINCIPAL

M/s The Principal  
Union Christian College,  
Aluva-683102, Kerala, India

## **TENDER FORM**

Sir,

I,.....of M/s.....  
..... hereby agree to supply to Union Christian  
College Aluva, in accordance with the terms and conditions stipulated in the tender form, the  
equipment hereunder named of the quality or sort and at the rate or price hereunder specified, on  
the acceptance on this tender (Ref No..... ) by  
you. I enclose demand draft No.....dated.....for the sum of Rs.....  
towards earnest money deposit to your credit which needs to be returned to me by you if this  
tender is not accepted.

**Delivery:**

We confirm that the quoted prices are firm and inclusive of all taxes and duties (including entry  
tax), freight and insurance for supply and installation at Union Christian College Campus. There  
would not be any price escalation during the supply period. We also confirm that we will abide  
by all the terms and conditions and we do not have any counter conditions.

*Yours faithfully,*

**Signature of the Tenderer..... (Seal)**

Place.....

Date.....

## **TERMS AND CONDITIONS**

1. The latest model with specifications shall be quoted and certified.
2. The quoted price should include cost of the instrument, freight, insurance, customs duty, clearance charges, entry tax (if applicable at the time of installation), installation and commissioning.
3. Payment terms:
  - Payment through Kerala government Treasury Cheque only at Aluva.
3. The Amount quoted should be inclusive of all taxes and other charges.
4. The tenderers should verify and make sure that the claims made by them against items towards SGST, CGST etc., are not more than those permissible under the provisions of the laws in force, and that they will refund any excess claims admitted in this respect.
5. The offers should be kept open for a period of three months from the date of opening tenders. Acceptance of the offers will be intimated to the successful tenderers within that period. Tenderers will however, be given the option to keep their offers open for a further agreed period if there be any delay in intimating the acceptance.
6. The installation should be done by the supplier free of cost .
7. Delivery period: The equipment and its accessories should be completely supplied, installed and commissioned to the satisfaction of the College within 10 days from the date of supply order or date of L/C whichever is later.
8. Warranty: The entire equipment and its accessories should have comprehensive warranty of minimum one year from the date of acceptance by the end user. If any spares are to be imported during warranty period, the cost, insurance, freight, customs duty and clearance charges should be given by the vendor.
9. The rates of terms of AMC if any (both comprehensive and labour) for a minimum period of three years after the warranty period shall be clearly specified. Both comprehensive and labour AMC amounts will be taken into consideration for final selection.
10. During warranty and AMC period, the vendor shall give an uptime guarantee of 95% or more.
11. The successful tenderer should execute an agreement for the fulfillment of the contract in the stamp paper in the model form given in Appendix –I, within 10 days from the date of acceptance of the tender. The expenses incidental to the executing of agreement shall be borne by the successful tenderer.
20. AMC prices and accessories prices should be quoted separately for the major equipments.
21. Part A tenderer has to execute a mutually agreed agreement with Union Christian College regarding the operations and AMC during installation of the software.

**INSTRUCTIONS TO TENDERERS REGARDING TENDER FORMS  
DOWNLOADED FROM INTERNET**

1. Tender file is to be downloaded from the internet and printout is to be taken on A4 size paper and details are to be entered by the tenderer at the various locations in the document.
2. This tender document (in full) downloaded along with the various documents required to be submitted as per the tender conditions in a sealed cover duly super scribing with the name of the equipment, tender notice no. and date, should be submitted in the office as mentioned in the tender notice before the date and time stipulated in the tender document.
3. Tenderers are advised to download tender documents well in advance and submit the tender before the stipulated time. It is the responsibility of the Tenderer to check any correction or any modifications published subsequently in Website and the same shall be taken into account while submitting the tender. Tenderer shall download corrigendum (if any), print it out, sign and attach it with the main tender document. Tender document not accompanied by published corrigendum/s is liable to be rejected. The institution will not be responsible for any postal delays / delay in downloading of tender document from the internet.
4. The tenderer may please note that the rate for items should be written in figures and in words. Each page of tender document should be signed by the tenderer.
5. Tenderers are free to download tender document at their own risk and cost, for the purpose of perusal as well as for using the same as tender document for submitting the offer. Master copy of the tender document is available in the College as mentioned in the tender document. After award of tender an agreement will be prepared based on the master copy of tender document available in the above mentioned department. In case, any discrepancy between the tender document downloaded from the internet and the master copy, latter shall prevail and will be binding on the tenderers. No claim on this account will be entertained.
6. If any change/addition/deletion is made by the Tenderer the tender will be summarily rejected and full earnest money deposit will be forfeited.
7. The following declaration should be given by the tenderer while submitting the tender:

## **Declaration**

(a) I/we have downloaded the tender form from the internet site [www.uccollege.edu.in](http://www.uccollege.edu.in) and I/ we have not tampered / modified the tender forms in any manner. In case, if the same is found to be tampered / modified I/we understand that my/our tender will be summarily rejected and full earnest money deposit will be forfeited and the contract will be terminated at my/ our risk and cost.

(b) I/we am/are submitting a demand draft no \_\_\_\_\_ dated \_\_\_\_\_ issued by \_\_\_\_\_ for/by CashRs. \_\_\_\_\_ towards the cost of tender form.

Signature of Tenderer:

Date:

Address:

(Seal)

## **PART A – Office Automation Improvement Software**

Sealed competitive tenders are invited from experienced automation service providers with sufficient track record for supply, installation and customization of a Comprehensive Automation Software solution (ERP) to manage the Academic, Administrative and Financial activities of the Union Christian College, Aluva (hereafter will be referred as UCC). The solution should have the following essential functions:

1. Online application module (UG & PG general merit, special quota under the Management/ Sports/Cultural/ Community/ Physically disabled categories) for admission as per the stipulations of Mahatma Gandhi University, Kottayam
2. Student Management System (From admission till graduation)
3. Fees Management System
4. Attendance Management (Online attendance entry)
5. Android Mobile App for faculty, students and parents
6. Examination Management (Internal & External, Seat allotments, Attendance entry etc.) and Time table management
7. Payroll and Staff (For Management Staff only)
8. Financial Accounting (as per the procedures followed by both the Private College Management office and Government-Aided College office)
9. Faculty profile and evaluation modules
10. Customized report generation from all the modules listed above

The price for each module should be mentioned specifically. The bidder can list out additional modules other than the ones listed out above which are applicable to the colleges affiliated to Mahatma Gandhi University as well, along with the price details for the consideration of the undersigned.

The bidder should have sufficient experience and technical know-how to provide maintenance services. Along with the bid, they should submit a list of their clients in Kerala, specifically under the jurisdiction of Mahatma Gandhi University for reference.

This notice does not claim to contain all the technical information that bidders may require for submitting their quotations. Bidder may contact the undersigned for additional details if any, or conduct their own inspection with the permission of undersigned for the accurate data/ details regarding activities/ sections of the College. The UCC may in its absolute discretion, update, amend or supplement the information contained in this document at any time. The undersigned may will have the right to accept any tenders or reject any bids without assigning any reason.

EMD

: Rs. 3,000/- + GST (in the form of DD  
favouring the Principal, U. C. College, Aluva,  
payable at Aluva

Security Deposit

: Have to provided by the successful bidder as per the stipulations of the Kerala Government (5% of the contract amount)

### **PART B – LCD Repairing/Replacing Work**

- 1) LCD Projector – Lamp/fan/Board etc replacement and repairing

### **PART C –Supply of Woods**

1. Mahagony Wood Pieces for repairing of Doors, Desk and Benches

Quantity Needed – 150 to 200 C.Ft

*(Approximate Quantity,it may vary at the time of purchase)*

### **PART D–Carpentry Work**

1. **Labor Charges for Repairing Wooden Doors, Desks and Benches**

Maintenance: Repairing and replacement of Wooden Doors, Desks and Benches. *(approximately 10-15 doors and 100-150 Desks & Benches).*

2. **Fibre Glass Doors, Sintex Door**

Replacement of Fibre Glass Doors and/or PVC doors in Toilets.

(Quote for Material and Labor Costs)

Approximate Quantity: 7 Nos

1. Size 1.72m X 64 cm

2. 1.88m X 92cm