

TENDER FORM No. **SDC/ PD / 2026/01**

GOVERNMENT OF KERALA

TENDER

Containing General Conditions of Contract and  
Schedule of supply of .....

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Name of Tender

Address

Signature of Tenderer

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Tender Requisition Form  
SDC/ PD / 2026/01

From

.....  
.....  
.....

To

The Principal  
Sanatana Dharma College  
Alappuzha 688003

Sir,

Kindy issue a tender form as per the requirements written below:

| No (a) | Particulars of bidding articles (b) | Estimated Cost (c ) |
|--------|-------------------------------------|---------------------|
|        |                                     |                     |
|        |                                     |                     |
|        |                                     |                     |
|        |                                     |                     |
|        |                                     |                     |

Yours faithfully

Name and Signature

Alappuzha

Date

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*For Office Use only*

Cost of tender form:

GST @18:

Total amount (RS):

# FORM OF TENDER

(See K.F.C. Chapter IV article 130)

Date:.....

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

Sir,

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

(Signature).....

.....

(Address)

.....

.....

.....

## *Check-list of items included:*

1. Tender document obtained from the S. D. College
2. Agreement in stamp paper worth **INR200/-**
3. Details of the items quoted as per the format for Depts. Physics Chemistry, Botany, Zoology and Micro-Biology (*If required*)
4. Demand Draft towards EMD or exemption certificate provided by the Store Purchase Department, Government of Kerala.
5. Copies of technical information/brochures.

## 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 Physics and Mathematics departments (*If required*).
3. The details are to be prepared and submitted as per the format given in the prescribed proforma.
4. The items/equipment 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. **Sample equipment must be presented before the technical committee as per the demand.**
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- 2026 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 regard 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.

PRINCIPAL

**The following details may be filled in as stipulated tender notice**

Superscription: Tender No..... for .....

Date and time for receipt of tender :

Date and time for opening of tender :

Dates upto which the rates are to be firm :

Price of the tender form :

Address of the purchasing officer :

| SL.No | Specifications | Quantity | Unit | Rate |   | Rate |   | Remarks |
|-------|----------------|----------|------|------|---|------|---|---------|
|       |                |          |      | Rs   | P | Rs   | P |         |
| 1     | 2              | 3        | 4    | 5    | 6 | 7    |   |         |
|       |                |          |      |      |   |      |   |         |

Weather samples effective :

Period within which goods is delivered :

Rates should be quoted for delivery for.....  
at Departmental store .....

Order special conditions :

ANNEXURE 23

Form of Agreement ( For contracts for supply of specific quantities)

Article of agreement executed on this the .....day of ..... between the PRINCIPAL of Sanatana Darma College, Alappuzha (herein after referred to as the College) on the one part and Shri..... (H.E.name and address of the tenderer)( hereinafter referred to as “the bounden” on the other part.

WHEREAS in response to the notification No. .... Dated ..... Bounden has submitted to the College a tender for the ..... specified therein subjected to the terms and conditions contained in the said tender:

WHEREAS the bounden has also deposited with the College a sum of Rs..... As earnest money for the execution of an agreement undertaking the due fulfilment of the contract in case his tender is accepted by the College.

NOW THESE PRESENTS WITNESS AND IT IS HEREBY MUTUALLY AGREED AS FOLLOWS

1. In case the tender submitted by the bounden is accepted by the College and the contract for ..... is awarded to the boudeen, the bounder shall within ..... days of acceptance of his tender, execute an agreement with the college incorporating all the terms and conditions under which the College accepts his tender.

2 In case the bounden fails to execute the agreement as aforesaid incorporating the terms and conditions governing the contract the College shall have power and authority to recover from the bounden any loss or damage caused to the University by such breach as may be determined by the University by appropriating the earnest money deposited by the bounden and if the earnest money is found t be inadequate the deficit amount may be recovered from the bounden and his properties movable and immovable in the manner hereinafter contained.

3. All sums found due to the College under by virtue of this agreement shall be recoverable from the bounden and his property movable and immovable under the provisions of the Revenue Recovery Act for the time being in force as though such sums are areas of land revenue and in such other manner the College may deem fit.

In witness whereof Shri .....  
(*name and designation*) on behalf of the PRINCIPAL, Sanatana Darma College,  
Alappuzha and Shri .....the  
bounden have hereunto set their hands the day and year shown agianst their  
respective signatures,

Signed by Shri.....(date)..... in  
the presence of witness:

1. ....

2.....