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THE ZAMORIN'S GURUVAYURAPPAN COLLEGE  
GA COLLEGE P.O. 673014 KOZHIKODE, KERALA

**TENDER NOTICE**

No. ZGC/Purchase/2024-25/PD Account/Tender

Date: 13/01/2025

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. **Last date 18.02.2025, 3.30 p.m.** The details are given on the website of the college ([www.zgcollege.ac.in](http://www.zgcollege.ac.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.

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 covers may be included for the items for each Department such as Botany, Zoology, Chemistry, Physics and Yoga Therapy.
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 Kozhikode 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 all charges for supplying and installing the items in the respective location/slots of the Laboratory/Museum/Herbarium, etc of the Zamorin's Guruvayurappan College.
7. The rates of taxes (GST)/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 upto 31<sup>st</sup> May 2025 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, 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.**

13. An agreement in stamp paper worth Rs. 100/- 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 **Demand Draft**, drawn in favour of '**The Principal, the Zamorin's Guruvayurappan College, Kozhikode**' payable at Kozhikode. 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, the Zamorin's Guruvayurappan College, Kozhikode**' payable at Kozhikode. The security deposit will be released only on 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. The sealed tenders complete in all respects, superscribed with the details of the tender notification number, date, etc and addressed to '**The Principal, the Zamorin's Guruvayurappan College, GA College PO, Kozhikode**' 673014, Kerala State' should reach the office of the undersigned by post (registered/speed post/courier) or by hand on or before **18.02.2025, 3.30 p.m.**
18. The tenders will be opened by the undersigned or by authorised person/s, at the office of the undersigned, on **19.02.2025, 10.30 am**. If the tender date happens on a declared holiday or nonfunctioning for the office due to some or other reasons, the tender process will be done on the next working day at same time and place.
19. If directed by the College authorities, the tenderer is bound to arrange live demonstration/s of the item/s, at their own expense. No demurrage/charges will be paid by the College for the same.
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.

PRINCIPAL

THE ZAMORIN'S GURUVAYURAPPAN COLLEGE  
GA COLLEGE P.O. 673014 KOZHIKODE, KERALA

TENDER NOTICE

No. ZGC/Purchase/2024-25/PD Account/Tender

Date 13.01.2025

**DETAILS OF THE TENDERS INVITED**

Sl.	Tender code	Cost of form (INR)
1.	No. ZGC/Purchase/2024-25/PD Account/Tender	672/-

Note: Earnest Money Deposit (EMD): **One percentage** of the total quoted cost (**rounded to the nearest rupees**) and **subjected to a minimum of Rs. 1500/-** should be submitted in the form of Demand Draft drawn in favour of the 'The Principal, the Zamorin's Guruvayurappan College, Kozhikode' payable at Kozhikode, along with each tender form.

**1.Tender Code: No. ZGC/Purchase/2025-25/PD Account/Tender**

**A.Items required for PG Department of Botany under PD account**  
(Please prepare a separate quote)

**B.Items required for Department of Zoology**  
(Please prepare a separate quote)

**C.Items required for Department of Physics**  
(Please prepare a separate quote)

**D.Items required for Department of Chemistry**  
(Please prepare a separate quote)

**E.Items required for Department of Physical Education (for Yoga)**  
(Please prepare a separate quote)

## 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. A CD containing the soft copy of the quotation with detailed specifications, etc prepared in the following format, as MS Word/OpenOffice '.doc' or '.rtf' document should also be submitted in a sealed cover, along with the tender. The CD and the cover containing the CD should be properly labelled mentioning the Tender code. The Sealed cover containing the CD should be fixed/ stapled along with the hard copy of the quotation.
5. **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**, drawn in favour of '**The Principal, the Zamorin's Guruvayurappan College, Kozhikode**', payable at Kozhikode.
6. 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.
7. The model letter given below may be used while submitting the tender/quotation

Date:

To

The Principal  
The Zamorin's Guruvayurappan College,  
GA College PO., Kozhikode' 673014, 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

Signature & Name  
Address

Check-list of items included:

1. Tender document obtained from the Zamorin's Guruvayurappan College
2. Agreement in stamp paper worth Rs. 100/-
3. Details of the items quoted as per the format for Depts. Botany, Zoology, Chemistry, Physics
4. Demand Draft towards EMD or certificate of registration with the Store Purchase Department of Government of Kerala, for exemption
5. Soft copy of the details in CD, attached to the Tender document
6. Copies of technical information/ brochures

**TENDER/QUOTATION SUBMITTED TO  
THE ZAMORIN'S GURUVAYURAPPAN COLLEGE, KOZHICODE**

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, Amount, etc):

Sl. No.	Item Code, if any	Details of each items quoted* * (Please furnish following details of each item quoted a) Name of the company/Brand b) model/make no. c) country of origin, if imported OR nature of the service offered.)	Technical specifications/details. Give the details of the major components used in case of assembled items.	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:			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 Zamorin's Guruvayurappan College. GA College PO, Kozhikode 14.
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 2025**
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> The Zamorin's Guruvayurappan College, GA College PO., Kozhikode' 673014, Kerala