

Mahatma Gandhi University

University Library

Priyadarshini Hills, Kottayam. Kerala-686560
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MGUL/AD/UPC-Fur/592/2016

Dated: 20.08.2016

TENDER NOTICE

(Ref: Minutes of the UPC Meeting held on 03.12.2015)

Sealed competitive Tenders are invited for the purchase of **Library and Office Furniture** with following specifications to the Mahatma Gandhi University Library subject to the terms and conditions mentioned below. The sealed envelope containing the Tender should be super scribed “**Tender for Library and Office Furniture to MGU Library**” addressed to **University Librarian-in-charge, Mahatma Gandhi University Library, Priyadarsini Hills P. O., Kottayam 686 560**. The tender forms specifying lowest rate at which the item can be supplied should reach the office of the undersigned not later than 2pm on 07.09.2016. The tender will be opened at 3.00 p.m. on the same day.

E.M.D:- 2% of the PAC for which the tender is submitted and cost of Tender Documents is Rs.0.2% of the cost of tender rounded to the nearest multiple of Rs.100/-, subject to a minimum of Rs.400/- and a maximum of Rs.1500/- + VAT as applicable. For ensuring the guarantee, warranty and rate of AMC a written agreement must be submitted by the qualified firm and income tax @ 2% of PAC should also be remitted to Central Government, Qualified bidder also should submit @ 5% of PAC as Security Deposit.

The E.M.D. should be furnished in the form of D.D in favour of the **Finance Officer, Mahatma Gandhi University** payable at State bank of Travancore Mahatma Gandhi University Campus Branch along with sealed tenders. Tender forms are available in the University General Store. The details of Re-Tender Notice are available in the University Official website.

I. LIBRARY FURNITURE:

Specifications:

Sl. No.	Qty	Specification
1	2	<u>Property Counter</u> 8' x 6.5' x 18" (Case Depth) with 6-7 cases with Locking System at the bottom row Steel 20 gage

2	1	<p><u>Security Desk</u></p> <p>Counter shaped table with drawers including chair</p> <p>Steel 20 gauge</p>
3	20	<p><u>Book Rack</u></p> <p>a) Double faced Library Stacks with six adjustable shelves with one add on</p> <p>b) Double faced Library Stacks with six adjustable shelves with two add on</p>
	2	
4	14	<p><u>Additional parts needed</u></p> <p>a) Rack Side cover</p> <p>b) Panel (shelf)</p> <p>c) Shelf Bracket- LF</p> <p>d) Shelf Bracket- RH</p> <p>e) Book Stopper</p> <p>f) Bracing Channels</p>
	84	
	84	
	84	
	84	
	14	

II. **OFFICE FURNITURE**

5	1	Executive Table (For University Librarian's chamber)
6	1	<p><u>Sofa set for lounge</u></p> <p>One double & 2 single units</p>

Terms and Conditions:

1. Rates should be quoted separately for each item. The prices of Library Furniture and Office Furniture should be quoted separately. The rate shall be for the complete work including taxes, transportation, loading and unloading charges, installation, etc.
2. No advance payment is possible. Payment will be made only after satisfactory supply.
3. Tender should be valid for a minimum period of 90 days.
4. The undersigned reserves the right to reject any tender without assigning any reason thereon and also reserves the right to purchase or not to purchase the items.
5. All items should have three year onsite direct warranty for service and parts from manufacturer.

6. Documents consisting of technical specifications, conditions of AMC if any, Operation Manuals and detailed instructions are to be provided along with the equipments.
7. Original Brochure and technical data sheet in regard to the equipment/major components if any should be attached with the tenders on the failure of which the tenders are liable to be rejected.
8. If the date of receipt and opening of the tender is declared as a holiday, the next working day will be the date of opening of the tender.

Late Tenders will not be accepted. Further details and the conditions if any governing the supply can be obtained from University Librarian i/c, Mahatma Gandhi University Library, Priyadarsini hills, Kottayam 686560. Details are also available in the University Library website; <http://www.mgu.ac.in>.

University Librarian –in-charge