

MAHATMA GANDHI UNIVERSITY
KOTTAYAM

Ad.BII/2/ A-61/Re-Qu/Admn / 2016

Dated: 05.04.2016

SHORT RE-QUOTATION NOTICE

Competitive quotations are invited for the supply of **furniture to the Creche**, Mahatma Gandhi University, Priyadarsini Hills P.O, Kottayam 686560 subject to the following conditions.

SL No.	Item & Specifications	Quantity	Place of Installation
1	Wooden Table for placing induction cooker (with length 42 inches width 24 inches and height 30 inches)	1	Creche
2.	Plastic chairs: High quality PVC chairs	10	Creche

The sealed envelope containing the quotation should be Superscripted "**Quotation for the purchase of FURNITURE for the use of the Creche of the University. Qn.No. Ad.BII/2/A-61/Re-Qu/Admn /2016 Dated:05.04.2016.**" and be addressed to THE DEPUTY REGISTRAR, MAHATMA GANDHI UNIVERSITY, PRIYADARSINI HILLS P.O. KOTTAYAM 686560. The last date for receiving the quotations will be at **02 .30 pm on 21 .04.2016 and will be opened at 03.30 pm** on the same day.

CONDITIONS

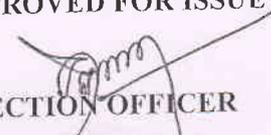
1. The quoted price should be inclusive of all taxes/freight/Installation etc.
2. The quotations should have at least three months validity period.
3. Brochure of different models quoted should be enclosed.
4. Warranty, nearest service centre details, user references, necessary supporting catalogues should be provided.
5. The right to accept or reject the quotations without assigning any reason rests entirely with the undersigned.
6. If the date of receipt and opening of the quotations is declared a holiday the next working day shall be the last date for the purpose.

Sd/-

Abdul Jaleel

Deputy Registrar
FOR REGISTRAR

APPROVED FOR ISSUE


SECTION OFFICER

Copy to:-

21. The Store Keeper, General Store:- The item shall be received only after proper verification with supply order and necessary assistance provided for installation of the item. The item shall be brought into stock only after obtaining the report on specification and installation from the University Engineer. The invoice with the stock certificates, stamped advance cash receipt, warranty documents and installation report shall immediately be sent to the purchase section (**Ad BII Section**) for payment sanction.

The Store Keeper, General Store, shall inform the University Engineer of the supply/installation of the items to get the installation report and shall also inform Ad BII Section, whether the supply has been received or not.

22. University Engineer:- To furnish to the Store Keeper, General Store, **report on specifications and installation** regarding the item supplied. The report shall be furnished within five days on getting information regarding the Supply / installation of the items.

23. Govt. Audit

24. PRO Sn. for Uploading in the University website

25. Content Management Section
