

MAHATMA GANDHI UNIVERSITY KOTTAYAM

Ad.BII/2/3190/H-9/2016.

Dated: 24.11.2016.

QUOTATION NOTICE

Competitive quotations are invited for the supply of the following items to the, General Store, Mahatma Gandhi University, Priyadarsini Hills P.O, Kottayam 686560 subject to the following conditions.

Sl. No.	Item & Specifications	Quantity	Place of Supply
1.	Paper for printing bills(15x12x2 part with 70GSM thickness)	17 Boxes (each box containing 1000 papers)	University General Store

The sealed envelope containing the quotations should be Superscripted "Quotation for the purchase of print paper for the use of the University General Store QN.No. Ad.BII/2/3190/H-9/2016 Dated.24.11.2016." and be should be addressed to THE DEPUTY REGISTRAR,II(Admn) MAHATMA GANDHI UNIVERSITY, PRIYADARSINI HILLS P.O. KOTTAYAM 686560. The last date for receiving the quotations will be at **02 .30 pm on 03.01.2017 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. Customs/Excise duty exempted price should also be quoted.
3. The quotations should have at least three months validity period.
4. Samples should be enclosed.
5. Warranty, should be provided.
6. The right to accept or reject the quotations without assigning any reason rests entirely with the undersigned.
7. 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/-
Manikantan M.K.
Deputy Registrar-II(Admn)
FOR REGISTRAR

Approved for issue
Sd/-
Section Officer

Copy to:-

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

The Store Keeper, General Store, shall inform Ad BII Section, whether the supply has been received or not.

2. **Section concerned:** - **FCC Sections** for information. Please note the **contact number of the firm**
3. PRO Sn. for Uploading in the University website

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