

MAHATMA GANDHI UNIVERSITY

SCHOOL OF LETTERS

No.MGU/SOL/49/2016.

31.05.2016.

TENDER NOTICE

Sealed competitive Tenders super scribed "Tender for the supply of furniture to the School of Letters" are invited for the supply of following items so as to reach the office of the undersigned not later than **2.00 pm on 13.06.2016.**

Sl.No.	Items	Quantity	Specifications
1	Executive chair High Back	1 No.	High back with velvet cushion
2	Executive Table	1 No.	Size 6''Lx3''Wx30'' H with three drawers on right side and one drawer and a cupboard on left side
3	Visitors chair	3 Nos.	'S' Type with thick cushion seat and back-ordinary chair
4	Book Shelf	1 No.	Size 66''x33''x12'' with four disappearing glass doors (powder coated)
5	Almirah	1 No	Large Size
6	Computer Table	1 No.	
7	Computer Chair	1 No.	

EMD **1%** of the PAC for which tender is submitted.

Tender will be opened **at 2.30pm on 13.06.2016.** The EMD should be furnished in the form of Demand Draft in favour of the Finance Officer, Mahatma Gandhi university payable at State Bank of Travancore, MG University Campus Branch along with sealed tenders.

Tender form and further details can be had from the University General store on all working days, by paying the form fee @ 0.15% of PAC+5%of its VAT. For ensuring the guarantee relating the quality of the articles supplied a written agreement must be submitted by the firm in the stamp paper worth Rs.100/-. Income tax @ 2% of PAC ,3% Edn.cess etc. should also be remitted to Central Govt. Qualified bidder should submit @5% of PAC as security deposit as per

store purchase rules. The details and Tender Notices are available at the University official website: www.mgu.ac.in.

The undersigned reserves the right to reject any tender without assigning any reason.

**Sd/-
DIRECTOR**

Copy to:

1. PRO for press release and to upload the tender to the University website.
2. Store Keeper General store for arranging Tender form.
3. General Cash Section/Finance I/Audit-I
4. PS to VC/PVC
5. PA to Registrar/FO
6. Stock File/File copy