

# MAHATMA GANDHI UNIVERSITY

## KOTTAYAM

Ad.BII/2/ 6061/H-1(ex)/Admn / 2016

Dated: 09.09.2016.

### SHORT QUOTATION NOTICE

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

Sl.No.	Item & Specifications	Quantity
1	Adhesive Tape - 1.5 inches	500 nos
	Adhesive Tape - 2 inches	500 nos
	Adhesive Tape - 3 inches	500 nos
2.	Fevicol - Bottles (One kg)	20 nos

The sealed envelope containing the quotation should be Superscripted “Quotation for the purchase of stationery items to the University General Store, Qn.No.Ad.BII/2/6061/H-1(ex)/Admn/2016 Dated 09.09.2016.” 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 07.10.2016 and will be opened at 03.30 pm** on the same day.

### CONDITIONS

1. The quoted price should be inclusive of all taxes/freight
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, and 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/-

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 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.

2. PRO Sn. for Uploading in the University website
3. Content Management Section

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