



MAHATMA GANDHI UNIVERSITY

Priyadarsini Hills,
Dated: 18/03/2017

No. PS/1/110/2016

TENDER NOTICE

Competitive tenders in sealed covers are invited for the printing and supply of the following computer stationery to the Store Keeper, Examination Store, Mahatma Gandhi University, Priyadarsini Hills P.O., Kottayam – 686560 for a period of two years.

| Sl. No. | Name of the Document | Name of the course | Quantity | Size and Specification | Printing | Security features |
|---------|-----------------------------------|------------------------------|----------|---|---|---|
| 1 | Grade Cards | B.Tech (2010 Admissions) | 1,00,000 | A4 Cut Sheets 105 GSM 'A' Grade parchment paper | 3 colour on front; Rainbow background 1 colour on back + text | <ul style="list-style-type: none"> ○ Invisible print ○ Microline ○ Anti -copy ○ Fusion Screen ○ Double Ghost ○ Gold Foil on red patch ○ Serial Numbering ○ Scanned Lettering ○ Secured Intaglio border ○ Barcoded numbering |
| | | CBCSS (Private Registration) | 1,00,000 | | | |
| | | CSS PG | 50,000 | | | |
| | | M.Tech (New Scheme) | 50,000 | | | |
| | | B.Arch | 50,000 | | | |
| 2 | Consolidated Mark cum Grade Cards | CBCSS UG/PG | 1,00,000 | A3 Cut Sheets 120 GSM 'A' Grade parchment paper | Multi Colour Duplex | |
| 3 | Memorandum of Marks | | 1,00,000 | 8.5"x11" cut sheets 105 GSM 'A' Grade parchment paper | 3 colour on front; Rainbow background 1 colour on back | <ul style="list-style-type: none"> ○ Invisible print ○ Microline ○ Anti -copy ○ Fusion Screen ○ Double Ghost ○ Gold Foil on red patch ○ Serial numbering ○ Scanned Lettering ○ Secured Intaglio border |
| 4 | Provisional Certificate | | 1,00,000 | 8.5"x8" cut sheets 105 GSM 'A' Grade parchment paper | | |

PAC of the work : Rs. 22, 40,000/- (Rupees Twenty Two Lakh Forty Thousand Only)


TIME SCHEDULE :

Sale of tender form : upto 02.00 p.m. on 03/04/2017
 Receipt of duly filled up tender forms : upto 02.00 p.m. on 04/04/2017
 Opening of tenders : 03.00 p.m. on 04/04/2017

The tender form will be available from the General Store on all working days on payment of Rs. 3400/- as cost of the form + 5% of the cost as VAT. Further details can be had from the Printing Section on all working days and from the University website, www.mgu.ac.in

CONDITIONS

1. Printers having previous experience in printing and supply of Grade Cards / Provisional Certificates / Memorandum of marks for Universities or Boards of Public Examinations only need quote.
2. Bidders should be having their own printing facility at the given address with adequate security arrangements.
3. An EMD of a sum of 1% of PAC should be remitted along with the tender by way of a Demand Draft drawn in favour of the Finance Officer, Mahatma Gandhi University.
4. The quoted price should be inclusive of all taxes / freight / cess.
5. All customs / excise duty exemptions in price should also be quoted.
6. If the product has a valid DGS&D rate contract, it may be quoted.
7. The sealed envelope containing the tender should be superscribed "TENDER FOR THE SUPPLY OF GRADE CARDS / PROVISIONAL CERTIFICATES / MEMORANDUM OF MARKS" and should be addressed to the DEPUTY REGISTRAR - I (ADMN.), MAHATMA GANDHI UNIVERSITY, PRIYADARSINI HILLS, KOTTAYAM, PIN – 686 560.
8. If the date of receipt and opening of the tender is declared holiday, the next working day will be the last date for the purpose.
9. The successful tenderer should submit 5% of value of the contract less EMD already paid as Performance Security and should execute an agreement undertaking to ensure quality and secrecy of the work.
10. The successful tenderer shall not assign or make over the contract or the benefits or burdens thereof to any other person or body corporate or shall not underlet or sublet to any person or persons or body corporate the execution of the contract or any part thereof without the consent in writing of the purchasing officer who shall have absolute power to refuse such consent or to rescind such consent (if given) at any time if he is not satisfied with the manner in which the contract is being executed and no allowance or compensation shall be made to the tenderers or the sub-tenderers upon such rescission. Provided always that if such consent be given at any time, the tenderers shall not be relieved from any obligation duty or responsibility under the contract.
11. Special condition, if any, to the tenderers attached with the tenders will not be applicable to the contract unless they are expressly accepted in writing by the purchaser.
12. If a negotiation meeting is conducted by the University, the tenderer(s) invited should attend the same.
13. The right to accept or reject the tenders without assigning any reason rests entirely with the University.


JOINT REGISTRAR IN CHARGE
OF REGISTRAR

Copy to:

1. The PRO (for arranging press release and publishing in the University Website)
2. The K.B.P.S., Kakkanad, Kochi
3. The Kerala State Centre for Advanced Printing and Training, Tvpm
4. General Cash (for necessary action when DD's are received).
5. The Store Keeper, General Store (for arranging the Tender Forms).
6. The Store Keeper, Exam Store (for stock verification).
7. The Section Officer, Administration Tapal Section (to receive sealed tenders).
8. Fin.I / Audit.I (Exam), Exam Cash/L.F.A.
9. PS to V.C./P.V.C.
10. PA to Registrar/F.O./C.E.
11. Notice Board/F.C./S.F.