



MAHATMA GANDHI UNIVERSITY SCHOOL OF LETTERS

Priyadarshini Hills PO, Kottayam 686 560

Phone: 0481-273 1041

No. MGU/SOL/49/2016-17

February 02, 2017

TENDER NOTICE

Sealed competitive Tenders, super scribed "Tender Notice No. MGU/SOL/49/2016-17 dated, February 02, 2017" are invited from reputed firms for the supply of the following items to School of Letters, Mahatma Gandhi University, Kottayam so as to reach the office of the undersigned not later than 01.30pm on 14.02.2017. Tenders will be opened at 02.00 pm on 14.02.2017.

Earnest Money Deposit calculated @ 1% of the Purchase Assessment Cost (PAC), subject to a minimum of Rs.1,500/- should be paid by the firm. The EMD should be furnished in the form of Demand Draft in favour of the Director, School of Letters, Mahatma Gandhi University payable at State Bank of Travancore, MGU Campus Branch along with sealed tenders.

Tender Form and other details can be had from the University General Store on all working days by paying the tender form fee @ 0.2% of PAC rounded to the nearest multiple of Rs. 100/- subject to a minimum of Rs.400/- and maximum of Rs.1,500/- + VAT @ 5%.

For ensuring the guarantee terms and conditions, etc. relating to the articles supplied a written agreement must be submitted by the qualified bidder and should submit 5% of the PAC as security deposit.

Sl No.	Item	Specifications	Qty
01	Steel Almarah	Steel Almarah with 2 Glass Door of Standard size and Height – 20 gauge	05
02	Executive Chair	High Back with PU Arms and Seat and Back artificial leather form, Revolving, Height Adjustable with Chrome Base	01
03	Executive Table	5x3 feet with 3 drawer right, 2 drawer left and laminated particle board top – Teakwood finish	01
04	Cushioned Chair	S Type Cushioned Steel Chair	05
05	Filing Cabinet	Vertical Steel filing Cabinet with 4 Drawers (20 gauge)	02

06	Pedestal Fan	Pedestal Fan	01
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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 tenders should have at least 3 months validity.
4. Brochure of different models quoted should be enclosed.
5. Warranty conditions, nearest service centre details, user reference, necessary supporting catalogues and demonstration should be provided.
6. The right to accept or reject tenders without assigning any reason rests entirely with the undersigned.
7. If the product has a valid DGS&D rate contract, it may be quoted.
8. If the date of receipt and opening of tenders is declared a holiday, the next working day shall be the last day for the purpose.



(Handwritten Signature)
 DIRECTOR
 SCHOOL OF LETTERS

DIRECTOR SCHOOL OF LETTERS

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2. The Public Relations Officer (For publication in 3 leading Malayalam dailies)
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