



MAHATMA GANDHI UNIVERSITY

No. PS/1/24/2017

Priyadarsini Hills,
Dated: 20/10/2017

TENDER NOTICE

Competitive tenders in sealed covers are invited for the printing and supply of University Diary 2018.

Item	Size and Specification	Quantity
University Diary 2018	Size: Demy 1/8 Paper: 70 GSM Maplitho No.of Pages : 283 (Approx)including 100 pages(Approx) of printed matter Format : Two days per page Printing: Inside Two Colour Cover: PAKO-500N in Lilac colour Image of Gandhiji to be printed on the cover with gold foil. Gold foil printing with case binding.	4000 No.s

PAC of the work: Rs. 2,75,000/- (Rupees Two Lakh Seventy Five Thousand Only)

TIME SCHEDULE :

Sale of tender form	:	upto 02.00 p.m. on 02/11/2017
Receipt of duly filled up tender forms	:	upto 02.00 p.m. on 03/11/2017
Opening of tenders	:	03.00 p.m. on 03/11/2017

The tender form will be available from the General Store on all working days on payment of 0.2% of PAC as cost of the form + GST. 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 Diaries only need quote.
2. Bidders should be having their own printing facility at the given address.
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 GST/ freight / cess etc.
5. All customs / excise duty exemptions in price should also be quoted.
6. The sealed envelope containing the tender should be superscribed "TENDER FOR THE PRINTING AND SUPPLY OF UNIVERSITY DIARY 2018" and should be addressed to the DEPUTY REGISTRAR - I (ADMN.), MAHATMA GANDHI UNIVERSITY, PRIYADARSINI HILLS, KOTTAYAM, PIN – 686 560.
7. 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.

8. 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 of the work.
9. 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.
10. 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 University.
11. If a negotiation meeting is conducted by the University, the tenderer(s) invited should attend the same.
12. The right to accept or reject the tenders without assigning any reason rests entirely with the University.
13. The item should be supplied within 20 days from the date of work order.

REGISTRAR

Copy to:

1. Ac.C Section (Action taken report)
2. The PRO (for arranging press release and publishing in the University Website)
3. General Cash (for necessary action when DD's are received).
4. The Store Keeper, General Store (for arranging the Tender Forms).
5. The Section Officer, Administration Tapal Section (to receive sealed tenders).
6. Fin.I / Audit.I / L.F.A.
7. PS to V.C./P.V.C.
8. PA to Registrar/F.O.
9. Notice Board/F.C./S.F.