MAHATMA GANDHI UNIVERSITY

No. PS/2/142/17

TENDER NOTICE

Competitive tenders in sealed covers are invited for the printing and supply of Hand Book of Jaivam.

Item	Size and Specification	Quantity
Hand Book of "Jaivam 2017" for Pinarayi Panchayath	Hand Book containing 68 pages (including cover). 13 cm. x 18 cm. in 65 GSM Light Weight Coated paper. Cover pages in 80 GSM Art paper. Multi colour printing on all pages. Centre Stapling.	20,000 Nos.
Mananthavadi Municipality		15,000 Nos.

TIME SCHEDULE :

Sale of tender form	:	upto 02.00 p.m. on 05/12/2017
Receipt of duly filled up tender forms	:	upto 01.30 p.m. on 06/12/2017
Opening of tenders	:	02.00 p.m. on 06/12/2017

The tender form will be available from the General Store on all working days on payment (through online) of 0.2% of the cost of tender rounded to the nearest multiple of 100, subject to a minimum of 400/- and maximum 1500/- as cost of the form. 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 at least one similar work.
2. Bidders should be having their own printing facility at the given address.
3. EMD should be remitted through online. The amount of EMD shall be one percent (rounded to the nearest rupees) of the total cost of the articles tendered for. This is subject to a minimum of 1,500/-.
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 along with the sample papers of the item to be printed should be superscribed "TENDER FOR THE PRINTING AND SUPPLY OF JAIVAM-HAND BOOK" 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 in a stamp paper worth Rs.200/- 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 tenderer or the sub-tenderer upon such rescission. Provided always that if such consent be given at any time, the tenderer shall not be relieved from any obligation duty or responsibility under the contract.

10. Special condition, if any, to the tenderer 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 10 days from the date of work order.

JOINT REGISTRAR
IN - CHARGE OF REGISTRAR

Copy to:

1. The PRO (for arranging press release and publishing in the University Website)
2. General Cash .
3. The Store Keeper, General Store (for arranging the Tender Forms).
4. The Section Officer, Administration Tapal Section (to receive sealed tenders).
5. Finance I / Audit I /L.F.A.
6. PS to V.C./P.V.C.
7. PA to Registrar/F.O
8. Notice Board
9. S.F. /F.C.