



MAHATMA GANDHI UNIVERSITY

KOTTAYAM

No: PS/2/3/2018

Dated: 23.04.18

NOTICE INVITING TENDER

The Joint Registrar I, Mahatma Gandhi University, Kottayam for and on behalf of Registrar Mahatma Gandhi University, invites online bid (technical and financial bid) for the Printing & Supply of 1 lakh Question Paper Cover , Code- 302 for the following work from registered printing firms who have completed at least one similar work. The firms should be having their own printing facility.

| | | |
|---|--|---|
| 1 | Name of the equipment | Printing & Supply of 1 lakh (1,00,000) Question Paper Cover , Code- 302 |
| 2 | Earnest money deposit (EMD) | 5100/- |
| 3 | Tender submission fee | 1071/- (Including VAT@5%) <u>Rule as per SPM</u> [Above `10.00 lakh :- 0.15% of the cost of tender rounded to the nearest multiple of 100, subject to a maximum of ` 25000/- + VAT as applicable, 50% of the cost of the original copy, upper rounded to the nearest multiple of 100 + VAT as applicable] |
| 4 | Period of supply and installation | Within 15 days from the date of issue of work order |
| 5 | Mode of submission of Bid | Online |
| 6 | Tender Documents | Can be downloaded from the website www.etenders.kerala.gov.in |
| 7 | Last date and Time of submission of tender by online | 10.05.2018 4.00 pm |
| 8 | Last date and Time of submission of relevant documents by speed post | 11.05.2018, 4.00 pm |
| 9 | Date and time of opening of bid opening | 14.05.2018 11.00 am |

General tender documents and tender schedule can be downloaded in A₄ plain size paper free of cost from the website www.etenders.kerala.gov.in. **Duly filled up and signed tender schedule along with relevant documents should also be sent to Deputy Registrar I (Admn), M.G. University, Kottayam, Kerala Pin-686560**, by speed post so as to reach before the date and time specified. The cover containing the documents should super scribe the name of the tender, number, and last date of submission of tender.

Documents to be submitted along with bid through online/speed post.

| Sl.No | Through online | Through speed post |
|-------|---|--|
| 1 | Scanned copy of experience certificate issued by any client / proof of having executed at least one similar work. | Copy of valid registration certificate, PAN of the firm etc. attested by a Gazetted officer and sample copies of the books already printed |
| 2 | Scanned copy of duly filled e-payment form | Duly filled e-payment form |
| 3 | Scanned copy of other relevant certificates and details of bank account to which payment is desired | Attested copies of other relevant certificates and details of bank account to which payment is desired |
| 4 | Scanned Copy of duly filled preliminary Agreement in stamp paper of Rs.200/- | Preliminary Agreement in original |
| 5 | BOQ | Not Required |

Special Conditions

1. The quoted Price should be inclusive of all taxes/freight/Installation etc.
Customs / Excise Duty Exempted price should also be quoted
2. Scanned copy of brochure of different models quoted should be enclosed
3. If the product has a Valid DGS & D rate contract , it may be quoted
4. The Delivery Schedule, Payment Terms etc must be clearly indicated in the technical bid.

The bids will be opened at the date and time specified. Further details can be had from **the Printing Section of the University** on all working days during office hours. The bidders are advised to submit their bid well in advance to avoid any kind of network issues. If relevant documents through speed post are not submitted with in time, the tenders will not be considered.

The amount quoted should be inclusive of all taxes (GST) and charges for transportation. The successful bidder should remit Performance Security @5% of PAC An additional performance guarantee

should also be furnished if the amount quoted is between 10% to 25% below estimate rate as per G.O.
(P) No. 19/2016/Fin.dated 03/02/2016

All other conditions are same as per the latest Government orders.

The undersigned reserves the right to reject any or all the tender without assigning any reason whatsoever.

Joint Registrar I Admin

For registrar

SPECIFICATIONS OF THE ITEMS

Name of Work : Printing & Supply of 1,00,000 numbers of Question paper cover, Code 302

| Size and Specification | Quantity (Nos) |
|--|--------------------------------|
| Question Paper Cover , Code – 302 34cm x 26 cm with 8.5. cm flap(4c.m Pre-Gummed), Using 48-kg RPM Delux Kraft paper, Clothlined—One side printing. | 1,00,000 (One Lakh) |