



MAHATMA GANDHI UNIVERSITY

KOTTAYAM

No. Ad.BIV/1/294/AR3ACD/eGov2/2018

Dated :19.05.2018

NOTICE INVITING TENDER

(Tender No. Ad.BIV/1/294/AR3ACD/eGov2/2018)

The Registrar, Mahatma Gandhi University, Kottayam invites online bid (technical and financial bid) for the procurement of **Heavy Duty Scanner (10 Nos) & Light Duty Scanner (10 Nos)** in connection with e-Governance project of the University

1	Name of the equipment	Heavy Duty Scanner (10 Nos) & Light Duty Scanner (10 Nos)
2	Earnest money deposit (EMD)	Rs.8300/-
3	Tender submission fee	Rs.1660/- + GST <u>Rule as per SPM</u> [Below `10.00 lakh :- 0.2% of the cost of tender rounded to the nearest multiple of 100, subject to a maximum of ` 25000/- + GST as applicable, 50% of the cost of the original copy, upper rounded to the nearest multiple of 100 + GST as applicable]
4	Period of supply and installation	Within 30 days from the L/C opening date
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	04.06.18, 12.00 pm
8	Last date and Time of submission of relevant documents by speed post	05.06.18, 4.00 pm
9	Date and time of opening of bid opening	06.06.18, 2.00 pm

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 The Registrar, 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 valid dealership certificate.	Copy of valid dealership certificate
2	Scanned copy of duly filled e-payment form	Duly filled e-payment requisition.
3	Scanned copy of other certificates required, if any, for tender acceptance	Copy of other certificates required, if any, for tender acceptance.
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. **Warranty, AMC conditions**, nearest servicing centers details, user reference and supporting catalogues should be provided (hard and soft copies).
4. The Delivery Schedule, Payment Terms & Warranty/Guarantee 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 *Administration B4 Section* on all working days during working 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 undersigned reserves the right to reject any or all the tender without assigning any reason whatsoever.

Sd/-

ASSISTANT REGISTRAR III (ADMN)
FOR REGISTRAR

