



Mahatma Gandhi University, Kerala

Tender No: Ad.BII/2/Annual Purchase /2018

Dated: 04 /01/2019

NOTICE INVITING TENDER

(Tender No: Ad.BII/2/Annual Purchase /2018)

**The Deputy Registrar (P&D) and Nodal Officer for and on behalf of The Registrar, Mahatma Gandhi University invites online bid (technical and financial bid) for procurement and supply of 80 GSM A4, A3 and Legal size Photostat Paper, by the University General Store to all sections of the University from reputed firms.**

1	Name of the item	A4, Photostat Paper- 4600 Packets (Four Thousand and Six Hundred) A3 Photostat Paper- 30 Packets (Thirty) Legal size Photostat Paper- 40 Packets (Forty)
2	Earnest money deposit (EMD)	9770/-
3	Tender submission fee	Rs. 1900/- Including GST
4	Period of supply	Within 30 days
5	Mode of submission of Bid	Online
6	Tender Documents	Can be downloaded from the website <a href="http://www.etenders.kerala.gov.in">www.etenders.kerala.gov.in</a>
7	Last date and Time of submission of tender by online	14.01.2018 4 pm
9	Date and time of opening of technical bid	16.01.2018 11 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](http://www.etenders.kerala.gov.in). Documents to be submitted along with bid through online.

Sl.No	Through online
1	Scanned copy of valid dealership certificate. If the firm registered in SSI/ NSIC, registration certificates may be attached
2	Scanned copy of duly filled e-payment form

3	Scanned copy of other certificates required, if any, for tender acceptance
4	Scanned Copy of duly filled preliminary Agreement in stamp paper of Rs.200/-
5	BOQ

#### **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 & 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 B2 Section** Contact number: 0481-2733307 Email Id: [mguadb2@gmail.com](mailto:mguadb2@gmail.com) 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.

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

Sd/-

**Assistant Registrar (Admin)III**

**FOR REGISTRAR**



Mahatma Gandhi University, Kerala

SPECIFICATIONS

**Supply of 80GSM A4, A3 and Legal size Photostat Paper**

Sl No:	PARTICULARS	UNIT	QUANTITY
1	80GSM A4 Size Photostat Paper A4 , W=21 cm, L=29.7cm	Packet (Containing 500 Sheets)	4600
2	80GSM A3 Size Photostat Paper A3, W=29.7cm,L=42cm	Packet (Containing 500 Sheets)	30
3	80 GSM Legal Size Photostat Paper, W=21.5cm, L=34.5cm	Packet (Containing 500 Sheets)	40

ASSISTANT REGISTRAR III

FOR REGISTRAR