

TENDER NOTICE

Sealed competitive tenders, super scribed "Tender for the **Printing & supply of Degree Certificate Despatch -File Folder model**, are invited so as to reach the office of the undersigned not later than **2 p.m on 26/12/2020**.

Earnest Money Deposit (EMD), calculated @ 1% of the Purchase Assessment Cost (PAC) should be paid by the Firm. **Tenders will be opened at 2.30 p.m on 26/12/2020**. The EMD should be remitted through Mahatma Gandhi University Online Payment system (www.mgu.ac.in-online payment-Miscellaneous) and e-payment Receipt should be furnished along with sealed tenders.

Tender form and other details can be downloaded from : Downloads/other forms/format of Tender Form in www.mgu.ac.in by paying the Form Fee (@ 0.2 % of PAC rounded to the nearest multiple of Rs 100, subject to a minimum of Rs.400/- and maximum of Rs.1500/- + GST as applicable.

For ensuring the guarantee, terms & conditions, etc. relating to the item supplied, a written Agreement must be submitted by the firm. Qualified bidder should submit 5% of PAC as Security Deposit. The detailed TENDER NOTICE is available at the University official website:- **www.mgu.ac.in**. (Specifications attached).

Item	Size & Specifications	Quantity
<p>File Folder model for Degree Certificate Despatch</p>	<ul style="list-style-type: none"> • File folder used with PU Leather- Rexine- Maroon/Black/Navy Blue • Size 23 x 32 cm • Material PU Leather- Rexine- Maroon/Black/Navy Blue (Both sides) <p>Inside</p> <ul style="list-style-type: none"> • Non flexible 400 Gauge thick Hard Board & 3 mm Foam Sheet inside the folder • Half pocket with 15 mm Morocco Transparent plastic with Thermal welding • Full pocket with 15 mm Morocco Transparent plastic with Thermal welding <p>Outside</p> <ul style="list-style-type: none"> • Name Slip window on the folder - Transparent plastic with Thermal welding • Logo/Emblem/Name of the Institution with Thermal Dye Punching-Golden colour • Velcro strap Tape 	<p>5000 Numbers</p>

Cost of Tender form through e-payment : As per the details mentioned

above	
Tender form can be downloaded from website : www.mgu.ac.in	
Last date & time for the receipt of Tender	: 2 p.m on 26/12/2020
Date & time of opening the Tenders	: 2.30 p.m 26/12/2020
EMD payment	: 1 % of tendered value, by e -

Sealed Envelop containing Tenders shall be addressed to **THE ASSISTANT REGISTRAR V (Admn), MAHATMA GANDHI UNIVERSITY, PRIYADARSINI HILLS P.O, KOTTAYAM-686560**

CONDITIONS

- Only those firms who are having experience in undertaking similar natured printing works only need to apply
- Only those firms who are capable of completing the work neatly & promptly within the stipulated time need to submit Tenders
- The price quoted should be inclusive of all Taxes/Freight etc
- Samples of the material in the prescribed quality should be furnished along with the Tender.
- The right to accept or reject the Tenders without assigning any reason rests entirely with the undersigned
- If the date of receipt & opening of the Tenders is declared a holiday the next working day shall be the last for the purpose.
- The successful bidder should execute an Agreement in the prescribed format with the University & submit a Security Deposit not less than 5 % of the Cost.

Sd/-

**ASSISTANT REGISTRAR V (Admn)
For REGISTRAR**

Approved for Issue

SECTION OFFICER

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