

**TENDER NOTICE**

Sealed competitive tenders, super scribed "Tender for the **Printing & supply of WES documents despatch Cover 1 & Cover 2,** are invited so as to reach the address mentioned below not later than **2 p.m on 12/2/2021.**

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 15/2/2021.** The EMD should be remitted through Mahatma Gandhi University Online Payment system ([www.mgu.ac.in-online-payment-Miscellaneous](http://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](http://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](http://www.mgu.ac.in). (Specifications attached).

Item	Size & Specifications	Quantity
Cover 1	260 mm x 110 mm -Printing on One Side	15000 Numbers
Cover 2	324 mm x 229 mm Cloth lined brown Cover. Printing on One Side	15000 Numbers

Cost of Tender form through e-payment	: As per the details mentioned above
Tender form can be downloaded from website : <a href="http://www.mgu.ac.in">www.mgu.ac.in</a>	
Last date & time for the receipt of Tender	: 2 p.m on 12/02/2021
Date & time of opening the Tenders	: 2.30 p.m 15/02/2021
EMD	: 1 % of tendered value by e -payment

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.

VIJAYAKUMAR G  
JOINT REGISTRAR III (ADMIN)  
For REGISTRAR

**Approved for Issue**

**SECTION OFFICER**

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