



**MAHATMA GANDHI UNIVERSITY**  
**SCHOOL OF COMPUTER SCIENCES**

PRIYADARSINI HILLS (P.O.)

KOTTAYAM - 686560.

Website: [mgu.ac.in](http://mgu.ac.in)

**SHORT TENDER NOTICE (TWO BID SYSTEM)**

**TENDER NOTICE**

No: SOCS/103/Computers/2020-21

Dated: 03.02.2021

Sealed tenders are invited from reputed firms and their authorized dealers to supply of below mentioned Software's and Hardware's to School of Computer Sciences, Mahatma Gandhi University, Priyadarshini Hills P.O., Kottayam.

Sl.No.	Item with specifications	Qty
1	Adobe Master Collection Creative Cloud Team - Complete (Education License – per user -12 months)	1
2	Microsoft Office Professional 2019 (Academic License)	5
4	Laptop Computer : Intel Core I5 Processor, 8GB RAM, 1 TB HDD, 2GB graphics card, 15.6" display, Ethernet, Bluetooth and wifi connectivity, high quality headphone with mic, Licensed Windows 10 Professional, . Licensed Antivirus, 3 year warranty + 2 year AMC	3
5	Desktop Computer: Intel Core I5 Processor, 8GB RAM, 1 TB HDD, 2GB graphics card, 18.5" LED monitor, keyboard, optical scroll mouse, ethernet connectivity, high quality headphone with mic, Licensed Windows 10 Professional, , Licensed Antivirus, 3 year warranty + 2 year AMC	4
6	Wireless mouse	5
7	Webcam	5
8	Headphone with mic	2

**TENDER DETAILS**

**Earnest money deposit (EMD) :-** EMD calculated @ rate 1 % of the purchase assessment cost (PAC) Subject to a minimum of Rs.1500/- should be paid by the firm. The EMD should be enclosed with the the tender in the form of Demand Draft drawn in favour of the HoD, School of Computer Sciences, Mahatma Gandhi University and shall be payable at SBI, MG University Campus Branch.

**Tender Form**

Tender form can be had from the **University General Store** on all working days by submitting the E-payment receipt in respect of the tender fee remitted online. **(Tender fee can be remitted online through [www.mgu.ac.in](http://www.mgu.ac.in) - online payment portal – miscellaneous – cost of tender form)**

P.T.O

**Tender fee shall be calculated at the rate of 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 @ 12 %.**

For ensuring the guaranty, terms and conditions, etc. relating to the articles supplied, and Agreement in stamp paper worth Rs.200/- must be submitted by the qualified bidder along with a security deposit @ 5 % of the PAC.

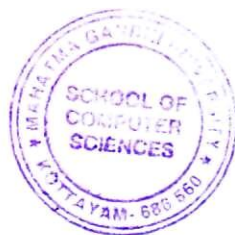
Last date for submission of completed Tenders	: 19 <sup>th</sup> February, 2021
Closing of acceptance of completed Tenders	: 19 <sup>th</sup> February, 2021; 05:00 P.M
Date of opening of Technical Bid	: 22 <sup>nd</sup> February, 2021; 11:00 A.M
Date of opening of Financial Bid	: 26 <sup>th</sup> February, 2021; 02:00 P.M

### **SPECIAL CONDITIONS**


1. Quoted price should be inclusive of all taxes, freight, loading & unloading and installation charges.
2. Details such as make, model, mode of operation, etc., should be clearly mentioned in the quotation.
3. Customs/Excise duty exempted price shall be quoted.
4. Quoted rates should have at least six months validity period.
5. Brochure of different models quoted should be enclosed.
6. Warranty, AMC conditions, nearest service centre details, supporting catalogues and demonstrations should be provided.
7. The right to accept or reject the quotations without assigning any reason rest entirely with the undersigned.
8. If the product has a valid DGS&D rate it should be quoted.
9. If the last date for receipt of quotations is declared a holiday the next working day shall be the last date for the purpose.

The bids shall be opened at the date and time specified. Further details can be had from the office of **The Head of the Department, School of Computer Sciences, Mahatma Gandhi University, Kottayam, Kerala-686560** on all working days during working hours. Phone No: **0481-2731037**.

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



P.D.Hills  
03.02.2021

  
**Dr. ANUJ MOHAMED**  
Professor In Charge of HoD  
School of Computer Sciences  
Mahatma Gandhi University