



**University Centre for International Co-operation (UCIC)**  
**MAHATMA GANDHI UNIVERSITY**  
Priyadarsini Hills P.O., Kottayam-686560, Ph: 9446224240

**SHORT TENDER NOTICE**  
**(Two Bid System)**

**UCIC/Plan-Fund/T/3/2021**

**Dated 18<sup>th</sup> February 2021**

Sealed tenders are invited from reputed firms and their authorized dealers to supply the below mentioned Equipments/Hardware to **University Centre for International Cooperation** Mahatma Gandhi University, Priyadarshini Hills P.O. Kottayam to set up UCIC office in Convergence Academia Complex.

<b>SL</b>	<b>Item with specification</b>	<b>Quantity</b>
1	Air Conditioning System	
1.1	3 Star rated Split AC And Fitting 2 Ton AC 3 year warranty + 2 year AMC	1
1.2	3 Star rated Split AC And Fitting 1.5 Ton AC 3 year warranty + 2 year AMC	1
1.3	3 Star rated Split AC And Fitting 1 Ton AC 3 year warranty + 2 year AMC	1
2	Office Computer Systems and Equipment	
2.1	Desktop Computer 21" Screen, I3 Processor, 8GB Ram, 1 TB HDD, Optical Mouse, Wifi connectivity, Keyboard, Ethernet Connectivity, Licensed Windows 10 Professional. , Licensed Antivirus, 3 year warranty + 2 year AMC	2
2.2	Laptop Computer Intel Core I5 Processor, 8GB RAM, 1 TB HDD, 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	1
3	Printers And Scanners	
3.1	Laser Printer Laser Printer Canon - LBP 2900B/HP/Brother	1

	3 year warranty + 2 year AMC	
3.2	3 in 1 Printer Laser jet HP Pro M30a/Canon/Brother 3 year warranty + 2 year AMC	1

## 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 tender in the form of Demand Draft drawn in favour of the Director, **University Centre for International Cooperation**, 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)

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 guarantee, 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 : 04-03-2021  
Closing of acceptance of completed : 04-03-2021 at 4.30 pm  
Tenders Date of opening of Technical Bid : 05-03-2021 at 2.30 pm  
Date of opening of Financial Bid : 06-03-2021 at 2.30 pm

## SPECIAL CONDITIONS

- 1 Financial Bid has to be submitted in separate sealed cover inside the tender documents.
- 2 Additional AMC charges for one year and two years must be shown separately.
- 3 Quoted price should be inclusive of all taxes, freight, loading & unloading and installation charges.
- 4 Details such as make, model, mode of operation, etc., should be clearly mentioned in the quotation.
- 5 Customs/Excise duty exempted price shall be quoted.
- 6 Quoted rates should have at least a six months validity period.
- 7 Brochure of different models quoted should be enclosed.
8. Warranty, AMC conditions, nearest service centre details, supporting catalogues and demonstrations should be provided.
9. The right to accept or reject the quotations without assigning any reason rest entirely with the undersigned.
10. If the product has a valid DGS&D rate it should be quoted.
11. 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 Director, University Center for International Co-operation, Mahatma Gandhi University, P.D Hills P.O, Kottayam Kerala-686560 on all working days during working hours. Phone No: 9446224240. The undersigned reserves the right to reject any or all the items in the tender without assigning any reason whatsoever.

P.D Hills:

18.02.2021



Director,

University Center For International Co-Operation  
Mahatma Gandhi University, Kottayam  
Mobile: 9446224240

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