

**MAHATMA GANDHI UNIVERSITY**

**Content Management Section**

Phone: 0481-2733618, Email id: websitemgu@gmail.com

**QUOTATION NOTICE**

No: CMS/2/WEBSITE-AMC/2021

Dated: 08.03.2021.

**Sub:- Arranging Annual Maintenance Contract for University Website – Quotation  
Notice - Issuing of – reg:-**

Competitive Quotations are invited for **Arranging Annual Maintenance Contract for a period of two years for University Official Website and twenty one Sub-domains**. The sealed envelope containing the quotation and it should be superscripted quotation subject and number and be addressed to the Registrar, Mahatma Gandhi University, P.D. Hills P.O., Kottayam-686560 and to be given to the Administration Tapal section. The last date for receiving the quotations will be at **03.00 pm on 22.03.2021 (Monday)** and will be opened at **03.30 pm on this same day.**

Conditions:

1. The purchase should be strictly adhered as per the Kerala Store Purchase Manual rules.
2. The quoted price should be inclusive of all taxes/fright/installation etc.
3. The quotation shall be at least one month validity.
4. The Brochure of different models quoted shall be enclosed.
5. Demonstration, Warranty, AMC/Service conditions, supporting catalogs/driver software/CDs etc should be furnished.
6. The right to accept or reject the quotations without assigning any reason rests entirely with the undersigned.
7. If the date of receipt & opening of quotation is declared as a holiday, the very next working day at the same time will open and fix the quotations.
8. The qualified bidder (the firm who got the Supply order) shall be supplied the items within one week to the General Store of the University along with the invoices in triplicate and a stamped pre-receipt. The amount should be disbursed to the supplier within a month from the date of supply, if the stock entry cleared in time.
9. Details will be available in above phone number during the office hours.
10. Quotations received after the last day will not be accepted.



**Assistant Registrar-V (Admn.)  
For Registrar**

Copy to:

1. Store Keeper, General Store (for receipt/stock entry).
2. Section officer, Admin Tapal (for prompt receiving of quotations).
3. PRO (for Press Release)/System Manager/IT Co-ordinator (for technical support)
4. Content Management Section (for website uploading)
5. Ad.BIV/Finance/Audit-1/Gen. Cash sections.
6. SF/FC/Records.