



# Mahatma Gandhi University

Priyadarsini Hills P.O., Kottayam, Kerala - 686 560

(Established by Kerala State Legislature by Notification No. 3431/Leg. C1/85/Law, dated 17th April 1985)

105941/AD B8-1/2021/AD B 8

13.08.2021

## TENDER NOTICE

Competitive tenders in sealed covers are invited for the printing and supply of **Degree Certificate Despatch Covers (Cover Code 301)**.

Item	Specification	Quantity
Degree Certificate Despatch covers (Cover Code 301)	353 mm x 250 mm size with 40 mm flap (left side opening) 90 GSM craft paper from A grade mill- super fine cloth line pasted inner sides. Cloth line minimum 30 TPI is necessary , 280 GSM , 320 mm x 225 mm size grey board to be put inside each cover. Printing on Both sides.	50,000

### TIME SCHEDULE :

Sale of tender form : upto 2.00 p.m. on 27/8/2021

Receipt of duly filled up tender forms : upto 2.00 p.m. on 03/09/2021

Opening of tenders : at 2.30 pm on 03/09/2021

The tender form will be available from the General Store on all working days on payment of 0.2% of PAC as cost of the form + GST. Further details can be had from the AdB8 Section on all working days and from the University website, [www.mgu.ac.in](http://www.mgu.ac.in)

### Conditions

1. Printers having GST registration and previous experience in printing and supply of Degree Certificate Despatch Covers only need to participate in the bid.
2. Bidders should be having their own printing facility at the given address.
3. An EMD of a sum of 1% of PAC should be remitted along with the tender by way of Receipt from MGU Online Payment Portal.
4. The quoted price should be inclusive of GST/ freight / cess etc.and all other charges.
5. All customs / excise duty exemptions in price should also be quoted.
6. The sealed envelope containing the tender should be superscribed "**Tender for the Printing and supply of Degree Despatch Covers-Cover Code 301**" and should be addressed to **The Assistant Registrar V (Admn.), Mahatma Gandhi University, Priyadarsini Hills, Kottayam, PIN – 686 560.**
7. If the date of receipt and opening of the tender is declared holiday, the next working day will be the last date for the purpose.
8. The successful tenderer should submit 5% of value of the contract (less EMD already deposited) as Performance Security and should execute an agreement undertaking to ensure quality of the work.



Enquiry: 0481 - 2731020, 2733300  
Registrar: 0481 - 2731007



[mgu@mgu.ac.in](mailto:mgu@mgu.ac.in)  
[registrar@mgu.ac.in](mailto:registrar@mgu.ac.in)



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

9. The successful tenderer shall not assign or make over the contract or the benefits or burdens thereof to any other person or body corporate or shall not under let or sublet to any person or persons or body corporate the execution of the contract or any part thereof without the consent in writing of the purchasing officer who shall have absolute power to refuse such consent or to rescind such consent (if given) at any time if he is not satisfied with the manner in which the contract is being executed and no allowance or compensation shall be made to the tenderers or the sub tenderers upon such rescission. Provided always that if such consent be given at any time, the tenderers shall not be relieved from any obligation duty or responsibility under the contract.

10. Special condition, if any, to the tenderers attached with the tenders will not be applicable to the contract unless they are expressly accepted in writing by the University.

11. If a negotiation meeting is conducted by the University, the tenderer(s) invited should attend the same.

12. The right to accept or reject the tenders without assigning any reason rests entirely with the University.

13. The item should be supplied within 45 days from the date of work order.

**Assistant Registrar V (Admn)  
for Registrar**

Copy to:

1. PS to V.C./PVC
2. PA to Registrar/F.O.
3. Ac.C Section
4. The PRO (for arranging press release and publishing in the University Website)
5. Content Management Section/ Accounts V.
6. The Store Keeper, General Store (for arranging the Tender Forms).
7. The Section Officer, Administration Tapal Section (to receive sealed tenders).
8. Fin.I / Audit.I /KSAD