



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)

30471/PRINTING SECTION/2/2019/Printing

25.10.2021

TENDER NOTICE

Competitive tenders in sealed covers are invited for the printing and supply of **Blank Grade Card Formats**.

Item	Specification	Quantity
Provisional Certificate	Size : 8.5"x8" cut sheets. Paper :105 GSM 'A' Grade parchment paper. Printing: 3 colour on front; Rainbow back ground One colour on back Security features: Invisible print, Microline, Anti-copy, Fusion screen, Double ghost, Gold foil on red patch, Serial numbering, Scanned lettering, Secured border	100000
Consolidated Grade Card (UG & PG) Blank	Size : A3 cut sheets Paper : 120 GSM 'A' Grade parchment paper Printing : Multi colour duplex Security features: Invisible print, Microline, Anti-copy, Fusion screen, Double ghost, Gold foil on red patch, Serial numbering, Scanned lettering, Secured border, Barcoded numbering	200000
Blank Grade Card (UG)	Size : A4 cut sheets Paper : 105 GSM 'A' Grade parchment paper Printing: Three colour on front; Rainbow background (PG-Green, UG-Brown) one colour on back.	150000
Blank Grade Card (PG)	Security features: Invisible print, Microline, Anti-copy, Fusion screen, Double ghost, Gold foil on red patch, Serial numbering, Scanned lettering, Secured border, Barcoded numbering	100000

TIME SCHEDULE :

Sale of tender form : upto 2.00 p.m. on 06 /11 /2021
Receipt of duly filled up tender forms : upto 2.00 p.m. on 11 /11 /2021
Opening of tenders : at 2.30 pm on 11 / 11 /2021



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



mgu@mgu.ac.in
registrar@mgu.ac.in



www.mgu.ac.in

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

Conditions

1. Printers having GST registration and previous experience in printing and supply of grade cards 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 Blank Grade Card Formats**" 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.
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

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