



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)

Adb8-1/Degree Certificate/CUSAT Model-PD6/2020

04/05/2022

NOTICE INVITING TENDER

(Tender No. Adb8-1/Degree Certificate/CUSAT Model-PD6/2020)

The Registrar, Mahatma Gandhi University, Kottayam invites online bid (technical and financial bid) for the Printing and Supply of Degree Despatch File Folder (CUSAT model).

1	Name of the Equipment / Work	Printing and Supply of Degree Despatch File Folder CUSAT model
2	Earnest money deposit (EMD)	Rs.40,000/-
3	Tender submission fee	Rs.6000/- + GST
4	Period of supply	Within 60 days
5	Mode of submission of Bid	Online
6	Tender Documents	Can be downloaded from the website www.etenders.kerala.gov.in
7	Last date and Time of submission of tender by online	16.05.2022, 4.00 pm
8	Date and time of opening of bid	17.05.2022, 4.00 pm

General tender documents and tender schedule can be downloaded in A₄ plain size paper, free of cost from the website www.etenders.kerala.gov.in.



Documents to be submitted along with the Bid.

Sl.No	Document
1	Scanned copy of valid dealership certificate.
2	Scanned copy of duly filled e-payment form
3	Scanned copy of other certificates required, if any, for tender acceptance
4	Scanned Copy of duly filled preliminary Agreement in stamp paper of Rs.200/-
5	BOQ (Bill of Quantity)

Special Conditions

1. The quoted Price should be inclusive of all taxes/freight/Installation etc.
2. The Delivery Schedule must be clearly indicated in the technical bid.

Specifications

3.

Item	Specification	Quantity
Degree Despatch File Folder (CUSAT model)	<ul style="list-style-type: none">◦ File folder used with PU Leather-Rexine-Maroon/Black/Navy Blue◦ Size 23 x 32 cm◦ Material PU Leather-Rexine Maroon/Black/Navy Blue(Both sides) <p>Inside</p> <ul style="list-style-type: none">◦ Non flexible 400 Gauge thick Hard Board & 3 mm Foam sheet inside the folder◦ Half pocket with 15 mm Morocco Transparent plastic with Thermal welding◦ Full pocket with 15 mm Morocco Transparent plastic with Thermal welding <p>Outside</p> <ul style="list-style-type: none">◦ Logo/Emblem/Name of the Institution with Thermal Dye Punching-Golden colour	50,000 (Fifty Thousand)

4. The Item Should be printed and supplied according to the work orders issued within the agreement period of two months from the date of signing of Agreement.

The bids will be opened at the date and time specified. Further details and sample can be had from the *Administration B8 Section* on all working days during working hours. The bidders are advised to submit their bid well in advance to avoid any kind of network issues.

The undersigned reserves the right to reject any or all the tender without

assigning any reason whatsoever.

LOVELY M J
ASSISTANT REGISTRAR VII (ADMIN)

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