



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)

133606/AD B8-1/2022/AD B8

TENDER NOTICE

Competitive tenders in sealed covers are invited for the printing and supply of **200 page ruled registers (1000 Nos.)**

200 page ruled registers	Foolscap size registers in 8.9 kg(60 GSM) ledger paper with ruling and numbering. Half bound khaki and marble paper binding. 2-pound strawboard should be used to bind the material.	1000Nos. (Thousand nos.)
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TIME SCHEDULE :

Receipt of duly filled up tender forms : upto 2.00 p.m. on 09/12/2022

Opening of tenders : at 2.30 pm on 09/12/2022

The tender forms and other details can be down loaded from the University website and payment of 0.2% of PAC(Purchase Assessment Cost) as cost of the form + GST, and the EMD should be remitted through Mahatma Gandhi University Online Payment system ([www.mgu.ac.in-online payment-Miscellaneous](http://www.mgu.ac.in-online-payment-Miscellaneous)). The e-payment Receipt should be furnished along with sealed tenders.

Conditions

1. Printers having GST registration and previous experience in printing and supply of **200 page ruled registers** 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 200 page ruled registers**" and should be addressed to **The Deputy Registrar-I (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
registrar@mgu.ac.in



www.mgu.ac.in

9. 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.
10. If a negotiation meeting is conducted by the University, the tenderer(s) invited should attend the same.
11. The right to accept or reject the tenders without assigning any reason rests entirely with the University.
12. The item should be supplied within 30 days from the date of work order.

**Assistant Registrar VII (Admn)
for Registrar**

Copy to:

1. PS to V.C./PVC
2. PA to Registrar/F.O.
3. General store 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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