

**TENDER NOTICE**

Sealed competitive tenders, super scribed "Tender for the **Printing & supply of Cloth lined Cover (Code 316)**, are invited so as to reach the office of the undersigned not later than **2 p.m on 28/11/2022**.

Earnest Money Deposit (EMD), calculated @ 1% of the Purchase Assessment Cost (PAC) should be paid by the Firm. **Tenders will be opened at 2.30 p.m on 28.11.2022** . 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)) and e-payment Receipt should be furnished along with sealed tenders.

Tender form and other details can be downloaded from : Downloads/other forms/format of Tender Form in [www.mgu.ac.in](http://www.mgu.ac.in) by paying the Form Fee (@ 0.2 % of PAC rounded to the nearest multiple of Rs 100, subject to a minimum of Rs.400/- and maximum of Rs.1500/- + GST as applicable.

For ensuring the guarantee, terms & conditions, etc. relating to the item supplied, a written Agreement must be submitted by the firm. Qualified bidder should submit 5% of PAC as Security Deposit. The detailed TENDER NOTICE is available at the University official website:- [www.mgu.ac.in](http://www.mgu.ac.in). (Specifications attached).

| Item             | Size & Specifications   | Quantity              |
|------------------|---|-----------------------|
| Cover (Code 316) | <b>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. Both side printing</b> | <b>50,000 Numbers</b> |

|   |   |
|---|---|
| <b>Cost of Tender form through e-payment above</b>    | <b>: As per the details mentioned above</b>               |
| <b>Tender form can be downloaded from website</b>     | <b>: <a href="http://www.mgu.ac.in">www.mgu.ac.in</a></b> |
| <b>Last date &amp; time for the receipt of Tender</b> | <b>: 2 p.m on 28.11.2022.</b>                             |
| <b>Date &amp; time of opening the Tenders</b>         | <b>: 2.30 p.m 28.11.2022.</b>                             |
| <b>EMD</b>  | <b>: 1 % of tendered value, by e -payment</b>             |

Sealed Envelop containing Tenders shall be addressed to **THE ASSISTANT REGISTRAR VII (Admn), MAHATMA GANDHI UNIVERSITY, PRIYADARSINI HILLS P.O, KOTTAYAM-686560**

**CONDITIONS**

- Only those firms who are having experience in undertaking similar natured printing works only

need to apply

- Only those firms who are capable of completing the work neatly & promptly within the stipulated time need to submit Tenders
- The price quoted should be inclusive of all Taxes/Freight etc
- Samples of the material in the prescribed quality should be furnished along with the Tender.
- The right to accept or reject the Tenders without assigning any reason rests entirely with the undersigned
- If the date of receipt & opening of the Tenders is declared a holiday the next working day shall be the last for the purpose.
- The successful bidder should execute an Agreement in the prescribed format with the University & submit a Security Deposit not less than 5 % of the total Cost.

Sd/-

**ASSISTANT REGISTRAR VII (Admn)  
For REGISTRAR**

**Approved for Issue**

**SECTION OFFICER**

**Copy to:-**

1. **Store Keeper (General Store)**
2. **PRO (For publication in 3 leading Malayalam News papers)**
3. **Content Management Section (for uploading in University website)**
4. **Joint Director, KSAD**
5. **Stock File/ File Copy**