



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)

No.81067/ADB4-1/2022/ADB 4

19.01.2023

NOTICE INVITING TENDER

(Tender No. 81067/ADB4-1/2022/ADB4)

The Registrar, Mahatma Gandhi University, Kottayam invites online bid (technical and financial bid) for the Supply and Installation of **Desktop and Laptop Computers** to the University.

1	Name of the Equipment / Work	Supply and Installation of Desktop and Laptop Computers to the University
2	Earnest money deposit (EMD)	Rs.82,600/-
3	Tender submission fee	Rs.12,400/-
4	Period of supply and installation	Within 15 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	03.02.2023, 3.00 pm
8	Date and time of opening of bid	04.02.2023, 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. Duly filled up and signed tender schedule alongwith relevant documents should also be sent to **The Registrar, Mahatma Gandhi University, Kottayam, Kerala. Pin: 686560** by **Speed post** so as to reach before the date and time specified. The Name of the Tenderer, Number and last date of submission of tender should be superscribed on the Cover containing the documents.



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



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



www.mgu.ac.in

Documents to be submitted along with the Bid.

Sl.No	Document	Through Speed Post
1	Scanned copy of valid dealership certificate.	Valid dealership certificate.
2	Scanned copy of duly filled e-payment form	Duly Filled e-payment Requisition
3	Scanned copy of other certificates required, if any, for tender acceptance	Copies of Other certificates required, if any, for tender acceptance
4	Scanned Copy of duly filled preliminary Agreement in stamp paper of Rs.200/-	Preliminary Agreement in stamp paper of Rs.200/-
5	BOQ	Not Required

Special Conditions

1. The quoted Price should be inclusive of all taxes/freight/Installation etc. The Lowest Quoted firms will be selected separately for each product.
2. **AMC conditions**, nearest servicing centre details, user reference and supporting catalogues should be provided (hard and soft copies).
3. The Delivery Schedule, Payment Terms & Warranty/Guarantee etc. must be clearly indicated in the technical bid.
4. If sufficient number of bidders are not available at the time of opening of the bid, it would be extended by another 10 days.

The bids will be opened at the date and time specified. Further details can be had from the *Administration B4 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. If relevant documents through speed post are not submitted within time, the tenders will not be considered.

The undersigned reserves the right to reject any or all the tender without assigning any reason whatsoever.

PRASAND THAMPY P.
ASSISTANT REGISTRAR III (ADMIN)
for REGISTRAR