



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.10962/AD B4-1/2023/AD B 4

22.03.2023

SHORT QUOTATION NOTICE

Sealed competitive Quotations, superscribed "Quotation for the supply of Electric Spiral Binding Machine (1 No.) to the University", are invited as per the specification given below-

Item & Specification	Qty	Place of Installation
Product Description : Electric Spiral Binding Machine with the following features :- MAX PUNCHING CAPACITY (SHEETS) - 25 SHEETS MAX BIND CAPACITY (SHEETS) - 500 SHEETS MAX BIND WIDTH (MM) BELOW 340 (A4) PUNCHING SPEED 1.5 SEC/TIME NUMBER OF HOLES 54 (4:1) OR 56 (6MM PITCH) ADJUSTABLE MARGIN (MM) 2.5-6.5 POWER SUPPLY 110/240V,50/60HZ.120W	1 No.	Administrative Block

Last date & time for the receipt of Quotation : **2.30 p.m. on 27.03.2023**

Date and time of opening of Quotation : **3.00 p.m. on 27.03.2023**

Sealed Envelope containing the Quotation shall be addressed to THE REGISTRAR, MAHATMA GANDHI UNIVERSITY, PRIYADARSINI HILLS P.O, KOTTAYAM, 686560.

CONDITIONS

1. The brand name of the goods supplied should be mentioned separately in the quotation. GST number of the organization should also be mentioned separately in the quotation.
2. All taxes, packing, transportation charges, installation charges etc. should be included.



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



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



www.mgu.ac.in

3. The Engineering Unit of the University will check and ensure the quality of the material mentioned in the quotation.
4. As per the approved quotation, the concerned firm shall complete the supply within 2 weeks from the date of supply order.
5. Quotations received after the last date of submission will not be considered.
6. The right to accept or reject quotations without assigning any reason rests entirely with the undersigned.
7. If the last date of receipt and opening of quotations happens to be a holiday, the same shall be extended to the next working day.

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

APPROVED FOR ISSUE

SECTION OFFICER

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