



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)

56565/AD B2-3/2023/AD B 2

09.06.2023

NOTICE INVITING TENDER

(Tender No. 56565/AD B2 3/2023/AD B 2)

The Registrar, Mahatma Gandhi University, Kottayam invites online bid (technical and financial bid) for the Printing and Supply of Degree Despatch File Folder 2023 (CUSAT model).

1	Name of the Equipment / Work	Printing and Supply of Degree Despatch File Folder 2023 CUSAT Model
2	Earnest money deposit (EMD)	Rs.40,000/-
3	Tender submission fee	Rs.6000/-
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	27.06.2023, 11.00 am
8	Last date and Time of submission of tender by speed post	29.06.2023, 11.00 am
9	Date and time of opening of bid	29.06.2023, 11.00 am

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	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
6	Sample picture of the File Folder	Sample of the File Folder

Special Conditions

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

Specifications

1.

Item	Specification	Quantity
Degree Despatch File Folder 2023 (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><u>Inside</u></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><u>Outside</u></p>	50,000 (Fifty Thousand)

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| | <ul style="list-style-type: none">◦ Logo/Emblem/Name of the Institution with Thermal Dye Punching-Golden colour | |
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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.

5. Sealed Envelop containing Tenders and sample shall be addressed to **THE DEPUTY REGISTRAR, P&D (Admin), MAHATMA GANDHI UNIVERSITY, PRIYADARSINI HILLS P.O, KOTTAYAM-686560**

The bids will be opened at the date and time specified. If sufficient number of bidders are not available at the time of opening the tender, it would be extended by another 10 days. Further details can be had from the *Administration B2 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.

PRASAND THAMPY P
ASSISTANT REGISTRAR III

(ADMIN)