



MAHATMA GANDHI UNIVERSITY
SCHOOL OF COMPUTER SCIENCES
PRIYADARSINI HILLS (P.O.)
KOTTAYAM - 686560.
Website: mgu.ac.in

SHORT TENDER NOTICE

No: SOCS/103/Interior Work/2023-24

Dated: 17.11.2023

Sealed tenders are invited from reputed firms to install the following interior design and installation work as per the specification to School of Computer Sciences, Mahatma Gandhi University, Priyadarshini Hills P.O., Kottayam.

Sl.No.	Item with specifications	Qty
1	Partition With Cabin - 377 X 300 Cm Size Material 18 Mm Ply Wood With Mica Laminate Finish , Include Door , (153 Sqft) With Logo & Name Board Material Acryl	1
2	Hall Partition- Material 18 Mm Rubwood With Malamine Polish, (270 X 120) 35 Sqft	1
3	Hall Partition- Material 18 Mm Rubwood With Malamine Polish, (375 X 120) 48.43 Sqft	1
4	Door - 197 X 97 Cm Size Material 18 Mm Ply Wood For All Size Take, With Mica Laminate Finish Door, Good Quality Lock And Handle.	5
5	Hard Wood Corner Sofa - 200 X 200 Cm Size (Mahagony)	1
6	Hard Wood Teapoy - 60 X 100 Cm Size With Glass(Mahagony)	1
7	Office chair	3
8	High Back Revolving Chair	1
9	L Shape Table - 150 X 60 X 75 Cm Size, Material 18 Mm Plywood For All Size Take , Mustly Keyboard And Drawer , Provided Good Quality Lock And Handle	2
10	Table : 120 X 60 X 75 Cm Size, Material 18 Mm Plywood For All Size Take , Mustly Keyboard And Drawer , Provided Good Quality Lock And Handle	1
11	L Shape Table - 180 X 90 X 75 Cm Size Material 18 Mm Plywood For All Size Take , Mustly Keyboard And Drawer Including Ups And Cpu Provision - Provided Good Quality Lock And Handle With 10 Mm Glass Top	1
12	Table : 100 X 50 X 75 Cm Size, Material 18 Mm Plywood, With Drawer , Provided Good Quality Lock And Handle For Printer	1

TENDER DETAILS

Earnest money deposit (EMD) :- EMD calculated @ rate 1 % of the purchase assessment cost (PAC) Subject to a minimum of Rs.1500/- should be paid by the firm. The EMD should be enclosed with the tender in the form of Demand Draft drawn in favour of the HoD, School of

Computer Sciences, Mahatma Gandhi University and shall be payable at SBI, MG University Campus Branch.

Tender Form

Tender form can be had from the **University General Store** on all working days by submitting the E-payment receipt in respect of the tender fee remitted online. *(Tender fee can be remitted online through www.mgu.ac.in - online payment portal – miscellaneous – cost of tender form)*
Tender fee shall be calculated at the rate of 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

For ensuring the guaranty, terms and conditions, etc, relating to the articles supplied, and Agreement in stamp paper worth Rs.200/- must be submitted by the qualified bidder along with a security deposit @ 5 % of the PAC.

Last date for submission of completed Tenders	: 01 st December, 2023, 05:00 P.M
Date of opening of Technical Bid	: 04 th December, 2023; 11:00 A.M
Date of opening of Financial Bid	: 05 th December, 2023; 11:00 A.M

SPECIAL CONDITIONS

1. Quoted price should be inclusive of all taxes, freight, loading & unloading and installation charges.
2. Details such as make, model, mode of operation, etc., should be clearly mentioned in the quotation.
3. Customs/Excise duty exempted price shall be quoted.
4. Quoted rates should have at least six months validity period.
5. Brochure of different models quoted should be enclosed.
6. Warranty, AMC conditions, nearest service centre details, supporting catalogues and demonstrations should be provided.
7. The right to accept or reject the quotations without assigning any reason rest entirely with the undersigned.
8. If the last date for receipt of quotations is declared a holiday the next working day shall be the last date for the purpose.

The bids shall be opened at the date and time specified. Further details can be had from the office of **The Head of the Department, School of Computer Sciences, Mahatma Gandhi University, Kottayam, Kerala-686560** on all working days during working hours. Phone No: 0481-2731037.

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


Professor & Head

