



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)

117830/AD B2-3/2023/AD B 2

10.01.2024

TENDER NOTICE

Sealed competitive tenders, superscribed "Tender for the **Printing & supply of Information Book**, are invited so as to reach the office of the undersigned not later than **2 p.m on 19/01/2024**.

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 19/01/2024**. The EMD should be remitted through Mahatma Gandhi University Online Payment system (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 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. (Specifications attached).

Item	Size & Specifications	Quantity
Information Book	<p>Size Length - 24.5 cm Width - 18 cm</p> <p>Paper :90 GSM Maplitho</p> <p>No.of pages : 160 papers (excluding binding and the blank sheets that come inside the binding at the front and back)</p> <p>Content 60 sheets - University details and phone numbers 100 sheets - Note paper (without date)</p> <p>All note pages should have University logo printed on the top right</p>	2,000 Numbers (Two Thousand)



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



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



www.mgu.ac.in

	Printing : Inside Two Colours	
	Cover :EMBOSSSED PAPER (Shade No:781) - image of Mahatma Gandhi to be printed on the Cover with Gold/Silver foil Gold/Silver foil printing with Case Binding	

Cost of Tender form through e-payment	: As per the details mentioned above
Tender form can be downloaded from website	: www.mgu.ac.in
Last date & time for the receipt of Tender	:2 p.m on 19/01/2024
Date & time of opening the Tenders	: 2.30 p.m 19/01/2024
E M D	: 1 % of tendered value, by e - payment

Sealed Envelop containing Tenders shall be addressed to **THE DEPUTY REGISTRAR, P&D (Admin), 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 tender would be extended by 10 more days if sufficient number of bidders are not available at the time of opening.
- 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/-

PRASAND THAMPY P
ASSISTANT REGISTRAR III (ADMIN)
For REGISTRAR

Approved for Issue

SECTION OFFICER

Copy to:-

1. **Store Keeper (General Store)**
2. **PRO Section (for uploading in University website)**
3. **Stock File/ File Copy**

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