

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

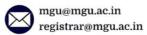
Sealed competitive tenders, superscribed "Tender for the <u>Printing & supply of Information</u> <u>Book,</u> are invited so as to reach the office of the undersigned not later than **2 p.m on 19/01/2024.**

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.inonline 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 |
|------------------|---|---------------------------------------|
| -0@DO() | <u>Size</u> Length - 24.5 cm Width - 18 cm Paper :90 GSM Maplitho | |
| 5 | No.of pages: 160 papers (excluding binding and the blank sheets that come inside the binding at the front and back) | |
| Information Book | Content 60 sheets - University details and phone numbers 100 sheets - Note paper (without date) | 2,000 Numbers (Two Thousand) |
| | All note pages should have University logo printed on the top right | |





Printing: Inside Two Colours

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

| Cost of Tender form through e-payment above | : As per the details mentioned | | |
|---|---------------------------------|--|--|
| 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 | 202 | | |

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

SECTION OFFICER

Copy to:-

- 1. Store Keeper (General Store)