



# 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)

549/AD B2-3/2024/AD B 2

12.01.2024

## TENDER NOTICE

Sealed competitive tenders, super scribed "Tender for the **Printing & supply of Small sized & Medium sized Covers**, are invited so as to reach the office of the undersigned not later than **2 p.m on 23/01/2024**.

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 23/01/2024**. The EMD should be remitted through Mahatma Gandhi University Online Payment system ([www.mgu.ac.in](http://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](http://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](http://www.mgu.ac.in). (Specifications attached).

Item	Size & Specifications	Quantity
Medium Size Cover	229 mm X 162 mm in 48-kg RPM Deluxe Kraft Paper. Both side printing.	50,000 Numbers
Small Size Cover	220 mm x 110 mm in 48 kg RPM Deluxe Kraft Paper. Both side printing	50,000 Numbers

Cost of Tender form through e-payment above	: As per the details mentioned above
Tender form can be downloaded from website	: <a href="http://www.mgu.ac.in">www.mgu.ac.in</a>
Last date & time for the receipt of Tender	: 2 p.m on 23/01/2024
Date & time of opening the Tenders	: 2.30 p.m 23/01/2024
EMD	: 1 % of tendered value, by e -payment



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



[mgu@mgu.ac.in](mailto:mgu@mgu.ac.in)  
[registrar@mgu.ac.in](mailto:registrar@mgu.ac.in)



[www.mgu.ac.in](http://www.mgu.ac.in)

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**