



MAHATMA GANDHI UNIVERSITY

SCHOOL OF COMPUTER SCIENCES

PRIYADARSINI HILLS (P.O.)

KOTTAYAM - 686560.

Website: mgu.ac.in, Email: socs@mgu.ac.in, Phone No: 0481-2733364

SHORT TENDER NOTICE (TWO BID SYSTEM)

No: SOCS/105/RUSA.Soft./2025-26

Dated: 18.12.2025

Sealed tenders are invited from reputed firms and their authorized dealers for **the software purchase for the RUSA Project at School of Computer Sciences, M.G. University, Kottayam**, as detailed below.

Sl.No.	Item with Specifications	Qty
1	Software: MS Office Home 2024 –one time purchase (lifetime license) for 1 PC	10 nos.
2	Software: Antivirus software with minimum 3 year valid license	10 nos.

The sealed covers containing Tender details are superscribed " **the software purchase for the RUSA Project for School of Computer Sciences**" and send to The Head of the Department, School of Computer Sciences, Mahatma Gandhi University, P.D Hills P.O, Kottayam- 686560

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 through University online payment (www.mgu.ac.in.online payment - miscellaneous) or Demand Draft in favour of the HoD, School of Computer Sciences, Mahatma Gandhi University and shall be payable at SBI, MG University Campus Branch and submitted along with the sealed tender.

Tender Form

Tender form can be downloaded from the official web site of Mahatma Gandhi University (<https://www.mgu.ac.in/uploads/2020/08/Tender-Form.pdf?x99264>) and Tender form rate-0.2% of quoted amount (Lowest amount = Rs. 400/-+GST, Maximum amount = Rs. 1500/- +GST) can be paid online in the University online payment system and challan should be attached along with the Tender.

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 or the total cost.

IMPORTANT DATES

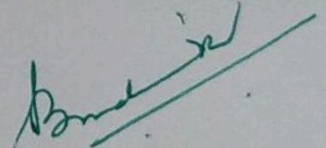
Last date for submission of completed Tenders	: 26th December, 2025
Closing of acceptance of completed Tenders	: 26th December, 2025, 04:00 P.M
Date of opening of Technical Bid	: 29th December, 2025, 11:00 A.M
Date of opening of Financial Bid	: 30 th December, 2025; 11:00 A/M

SPECIAL CONDITIONS

1. The quoted price should be inclusive of all charges, including GST/taxes, freight, loading and unloading, and installation.
2. The supply and installation should be completed within 20 days from the date of acceptance of the supply order.
3. Payment will be initiated only upon verification of the quality and successful installation of the work, and submission of original GST Bills.
4. Quoted rates should have at least six months validity period.
5. The right to accept or reject the quotations without assigning any reason rest entirely with the undersigned.
6. If the last date for receipt of tenders is declared a holiday the next working day shall be the last date for the purpose.
7. If not received the minimum number tenders, the last date will be extended to the next 15 days.

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: **0481-2733364**.

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



Dr. BINDU V R
Principal Investigator
RUSA MRP, Project No.17
School of Computer Sciences
Mahatma Gandhi University

P.D.Hills
18.12.2025

Professor & Head,
School of Computer Sciences,
Mahatma Gandhi University
Priyadarsini Hills P.O.,
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