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

No: SOCS/106/Intr. Gr.Sch./2026-27 **Dated: 06.04.2026**

Sealed tenders are invited from reputed firms and their authorized dealers to carry out the following works at the School of Computer Sciences, Mahatma Gandhi University, Kottayam, for making two rooms suitable for academic activities of the Graduate School.

The scope of work includes furnishing, air conditioning, and interior designing works such as flooring/lamination, panelling, ceiling, painting, lighting and other related works as required to make the classrooms fully equipped for students.

Tenders will be accepted only from firms that have visited the site and taken necessary measurements of the area, facilities, and materials required for the work.

The sealed covers containing the tender details should be superscribed as: **"Furnishing, Interior Designing and Other Related Works for Graduate School at 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 shall be calculated at the rate of 1% of the Purchase Assessment Cost (PAC), subject to a minimum of Rs. 1,500/-. The amount should be paid through the University online payment system (www.mgu.ac.in → Online Payment → Miscellaneous) and the receipt must be submitted along with the sealed tender.

Tender Form: The tender form can be downloaded from the official website of Mahatma Gandhi University; (https://www.mgu.ac.in/uploads/2020/08/Tender-Form.pdf?x99264) . The cost of the tender form is 0.2% of the quoted amount (minimum Rs. 400/- + 18% GST and maximum Rs. 1,500/- + GST). The payment should be made online through the University e-payment system, and the receipt must be attached with the tender.

Security Deposit & Agreement: The successful bidder shall submit an agreement on stamp paper worth Rs. 200/- along with a security deposit at 5% of the PAC or the total contract amount, to ensure guarantee, terms, and conditions related to the work.

Note: *However, firms eligible for exemption as per Government norms shall be exempted from remitting the Performance Security Deposit and tender for fee, subject to submission of valid documentary proof.*

IMPORTANT DATES

Last date for submission of completed Tenders : 23**th April, 2026**
Closing of acceptance of completed Tenders : 23**th April, 2026, 4:00 P.M**
Date of opening of Bid : 24**th April, 2026, 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 7 days.**
8. **If the minimum required number of tenders is received by the last date, the tenders will be opened on the specified date and time in the presence of the representatives of the firms who are present at that time. No further time will be allowed for firms that fail to attend the opening. Absence at the time of opening will not affect the acceptance of tenders, and all eligible tenders will be considered for further evaluation in the tender process.**

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.

Professor and Head

School of Computer Sciences
Mahatma Gandhi University

Professor & Head
School of Computer Sciences
Mahatma Gandhi University
Priyadarsini Hills P O,
Kottayam - 686 560

P.D.Hills
06.04.2026

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