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)

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TENDER NOTICE

Sub :- Supply of Chemicals/ Glasswares/ Labwares under Rate Contract Scheme to various Science Departments and Centres of Mahatma Gandhi University, Kottayam for the financial year 2026 - 27 - Inviting Tenders - reg.

Tenders are invited from Manufacturers/Authorized suppliers for entering into Rate Contract for a period of one year for the supply of LABORATORY CHEMICALS, GLASSWARES & LABWARES to various Science Departments/ Centres of Mahatma Gandhi University.

Interested firms are requested to submit their tenders with **Manufacturer's Price list, discount rate offered** etc. Authorized suppliers should submit a valid 'Authorization Certificate' from their Principals.

Last date for submission of tender : **21.05.2026**

For more details please visit www.mgu.ac.in.

Dr.BISMI GOPALAKRISHNAN
Registrar

The document is digitally approved. Hence signature is not needed.

Enquiry: 0481 - 2731020, 2733300
Registrar: 0481 - 2731007
mgu@mgu.ac.in
registrar@mgu.ac.in
www.mgu.ac.in

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ELIGIBILITY CRITERIA

1. The firm should submit attested copies of GST Registration/ PAN/ TAN No.
2. The Manufacturers/ Authorized suppliers should not have been blacklisted by any Govt, Semi - Govt Department, or any other organization.
3. If the Manufacturers are not in a position to quote, they may authorize suppliers. The suppliers should submit a valid certificate from their Principals to the effect that they are the authorized agents of the Manufacturers, and that they are authorized to supply the items.

TERMS AND CONDITIONS.

1. The Tenders should be sealed and superscribed ' Supply of CHEMICALS, GLASSWARES AND LABWARES ', along with Notice No. and due date, and addressed to the Registrar, Mahatma Gandhi University, Kottayam.
2. Tenders from Manufacturers/Authorized Suppliers will be accepted. Tenders from authorized suppliers who fail to attach a valid **Authorization Certificate** from their Manufacturers along with the Tender, will be summarily rejected.
3. **Catalogue/Price List (Hard Copy)** should be submitted along with Tenders. Offers received without Catalogue/Price List will not be considered.
4. The manufacturer shall ensure that the products will not be sold to any other clients at rates cheaper than the price offered to Mahatma Gandhi University. **FALL CLAUSE CERTIFICATE** should be attached in this regard along with the Tenders. This Certificate should be on the letter head of the firm and should be signed by a competent authority.
5. An undertaking to the effect that the firm has **NOT BEEN BLACKLISTED / DEBARRED** should be attached with the Tenders.
6. Discounts offered shall be indicated clearly in terms of percentage.
7. Providing GST Registration/ PAN/ TAN No. details is mandatory, failing which the Tenders will be rejected. All future correspondences including Invoices should bear the GST Number.
8. The University will not entertain any correspondence or queries on the status of the offers received against this Notice.
9. A Committee comprising of Heads of Science Departments headed by the Registrar of the University reserves the right to accept/ reject/ partly accept any or all the Tenders received, without assigning any reason.
10. Non delivery of items within the time agreed upon, will lead to cancellation of Purchase Order without prior notice. In addition, action may be taken for removing such firms from the Rate Contract List.
11. Replacement : Damaged / Broken / Inferior quality articles should be replaced by proper ones.
12. No Advance Payment / Part Payment will be made.
13. The rate contract can be terminated at any time by giving one month’s notice from either side.

TENDERER'S INFORMATION AND OFFER

(To be submitted by Tenderer along with the Tender duly signed)

NAME & ADDRESS OF THE TENDERER	
TELEPHONE NO./ MOBILE NO.	
E-MAIL	
FIRM STATUS	MANUFACTURER/ AUTHORIZED DISTRIBUTOR (TICK Whichever is applicable)
BRAND OFFERED	
DISCOUNT OFFERED	
SPECIAL DISCOUNT, IF ANY	
GST Registration/PAN/TAN No. (Tick whichever is applicable)	
WHETHER AUTHORIZATION FROM MANUFACTURER IS ATTACHED?	
DELIVERY BY	MANUFACTURER/AUTHORISZED AGENT (Tick whichever is applicable)

Dr.BISMI GOPALAKRISHNAN

Registrar

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