



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)

75067/AD B2-3/2026/AD B 2

18.09.2026

QUOTATION NOTICE

Sealed competitive quotations, superscribed "Quotation for the **Printing & supply of Covers (For Official Transcript)**", are invited so as to reach the office of the undersigned not later than **2 p.m on 30/09/2026**.

Item	Size & Specifications	Quantity
Cover (For Official Transcript)	10.5inch x 4.5inch (26.5cm x11.3cm). Printing on one side.	10,000 Nos

CONDITIONS

- Only those firms who are having experience in undertaking similar printing works need to apply
- Only those firms who are capable of completing the work neatly & promptly within the stipulated time need to submit quotations.
- 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 quotation.
- The right to accept or reject the quotations without assigning any reason rests entirely with the undersigned
- If the date of receipt & opening of the quotations is declared a holiday the next working day shall be the last for the purpose.
- The quotation would be extended by 5 more days if sufficient number of firms are not available at the time of opening.
- The printed item must be delivered to the university store within 30 days of receipt of the work order.

Sealed Envelope containing quotation shall be addressed to THE DEPUTY REGISTRAR, P&D (Admin), MAHATMA GANDHI UNIVERSITY, PRIYADARSINI HILLS P.O, KOTTAYAM-686560.

KRISHNAKUMAR R
ASSISTANT REGISTRAR III (ADMIN)

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



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



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www.mgu.ac.in