



MAHATMA GANDHI UNIVERSITY
SCHOOL OF MANAGEMENT AND BUSINESS STUDIES

No2/SMBS/FUR TENDER/2026-27

01.10.2026

NOTICE INVITING TENDER

The Prof & Head of the Department, School of Management and Business Studies, Mahatma Gandhi University, Kottayam invites Sealed competitive tenders, for the supply of Chairs to The School of Management and Business Studies, Mahatma Gandhi University.

1	Name of the Items	Chair
2	Earnest money deposit (EMD)	1 % OF PAC
3	Tender submission fee	Form fee : 0.2 % of the cost of tender rounded to the nearest multiple of 100, subject to a maximum of 25,000/- +GST as applicable
4	Period of supply	Within 15 days from the LC Opening Date
5	Mode of submission of Bid(BY POST ONLY)	The Director, School Of Management and Business Studies, Mahatma Gandhi University, Priyadarshini Hills ,P.O. Kottayam, 686560.
6	Tender Documents	From University General Store(Available on all working days)/You can also download from the website
7	Last date and Time of submission of tender	13/10/2026, 4.00 pm
9	Date and time of opening of bid	15/10/2026, 10.30 am

General tender documents and tender schedule can be downloaded in A₄ plain size paper free of cost from the website. Duly filled up and signed tender schedule along with relevant documents should also be sent to ***"The Prof & Head of the Department, School of Management and Business Studies, Kottayam, Kerala Pin-686560,*** by speed post so as to reach before the date and time specified. The cover containing the documents should super scribe the name of the equipment, tender number, and last date of submission of tender.



Documents to be submitted along with bid through online/speed post

Sl.No	Through speed post
1	Copy of valid registration certificate attested by a gazette officer/ dealership certificate
2	Duly filled e-payment requisition form.
3	Copy of other certificates required, if any, for tender acceptance.
4	Preliminary Agreement in original
5	Not Required

Specification of Furnitures

1.CHAIR (30)

Chair : Type High-back Visitor / Guest Chair

Design : Cantilever / sled base

Upholstery :Brown PU / synthetic leather

Backrest : High-back, padded and cushioned

Seat : Padded upholstered seat

Armrests : Fixed padded armrests with upholstered covering

Frame : Tubular steel frame

Frame Finish :Chrome / polished metal finish

Base : Continuous sled/cantilever frame

Back Support :Contoured back with horizontal cushioning

Stitching :Contrast double/vertical stitching visible on upholstery

Colour : Dark brown

Application : Office reception, visitor area, conference room, waiting area, executive office

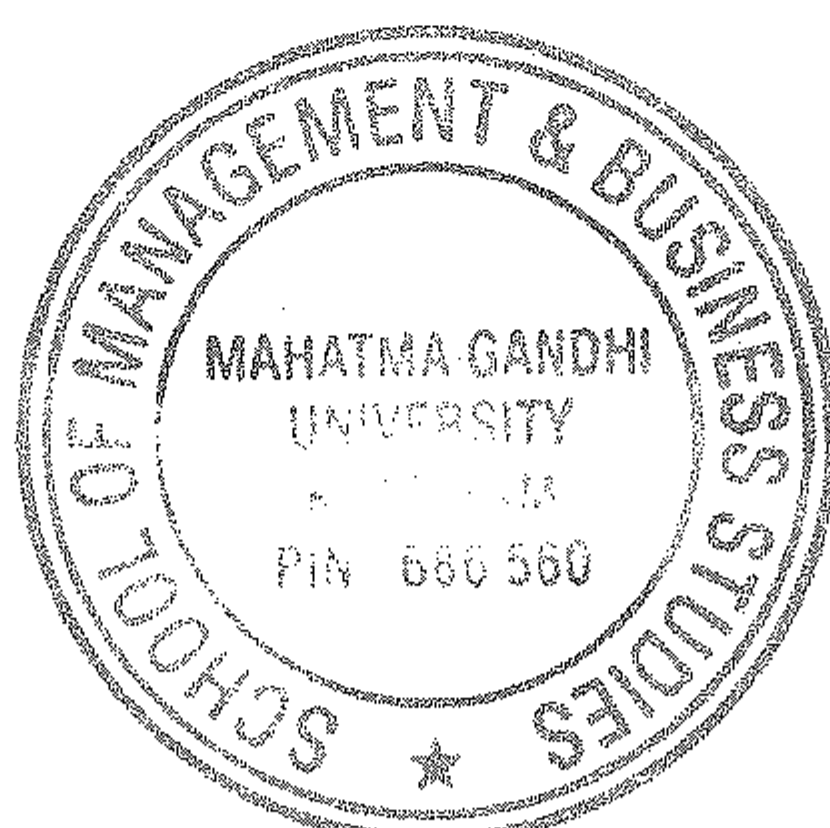
Adjustability : Non-adjustable

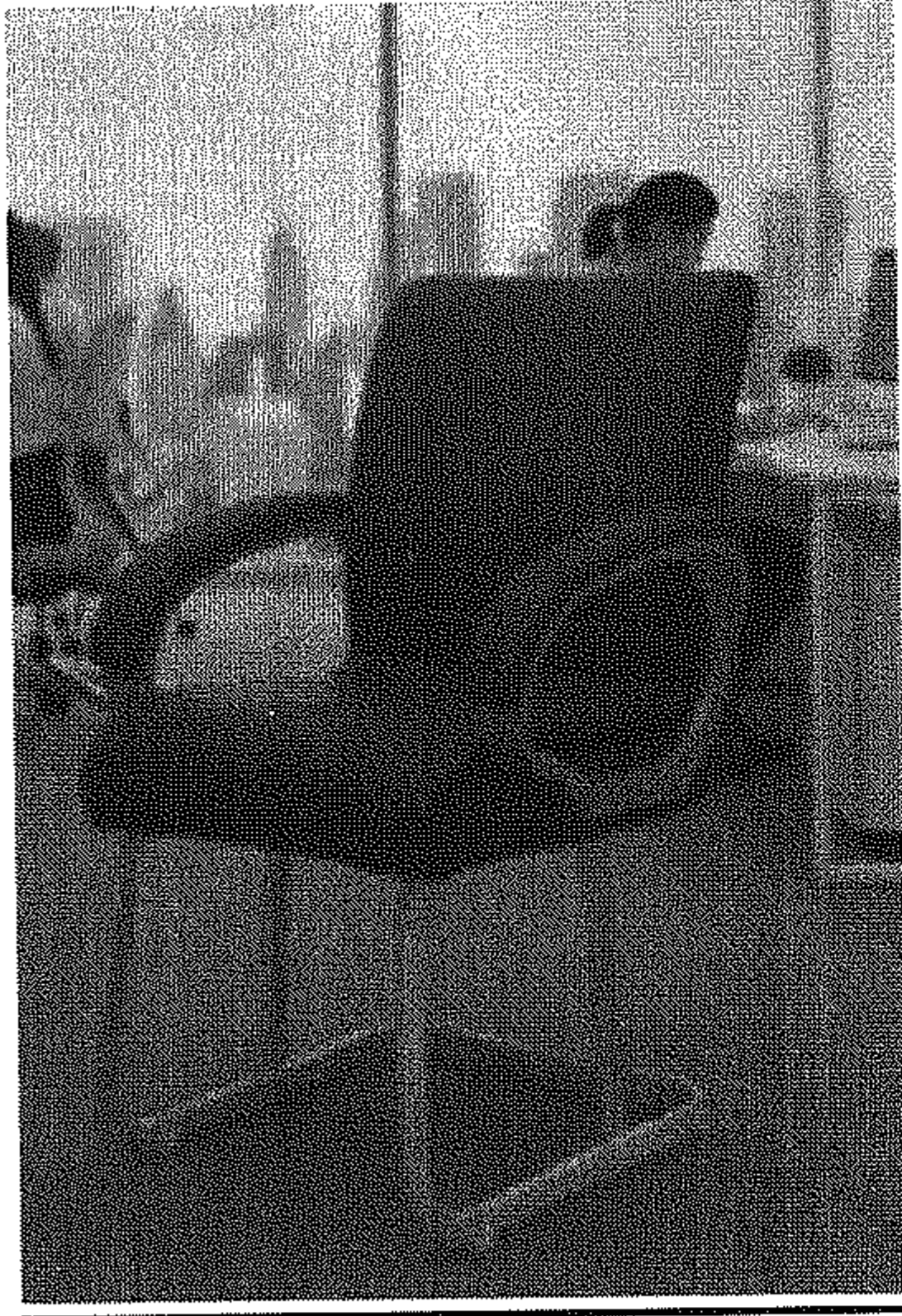
Wheels :No

Seat Height Adjustment :No

Back Recline: No apparent reclining mechanism

Assembly : Metal frame with upholstered seat/back assembly.





Conditions

1. The quoted price should be inclusive of all taxes/freight/transportation/installation/loading and unloading charges etc
2. The tenders should have at least three months validity.
3. Brochure of different models quoted should be enclosed
- 4 Warranty, supporting catalogues and demonstration should be provided .
5. The Delivery Schedule, Payment Terms & Warranty/Guarantee etc must be clearly indicated.
6. The right to accept or reject tenders without assigning any reason thereof rests entirely with the undersigned.
7. If the date of receipt and opening of tenders is declared a holiday, the next working day shall be the last day for the purpose.
8. The successful bidder should execute an agreement in the prescribed format with the University and submit a security deposit not less than 5% of the cost.
9. The photos of the items being delivered under the tender should be included.
10. Any furniture items found to be damaged at the time of delivery to the department must be replaced.
11. A sample must be provided and approved before the issuance of the Supply Order.

Dr Johny Johnson

Professor & Head of the Department



*Professor &
Head of the Department
School of Management & Business Studies
Mahatma Gandhi University
Kottayam - 686 560*