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)

Draft #6 of File 141272/CDOE 1-3/2024/CDOE 1 Approved by DIRECTOR,CENTRE FOR DISTANCE AND ONLINE EDUCATION on 10-Nov-2026 10:40 AM

141272/CDOE 1-3/2024/CDOE 1 10.11.2026

SHORT TENDER NOTICE

As per University Order No. 8817/P & D 1/2026/MGU dated 07.10.2026, sealed competitive tenders are invited from reputed firms for the supply of teleprompter, tripods to the Centre for Distance and Online Education, Mahatma Gandhi University, Kottayam. The tenders, in envelopes marked by our reference number, should reach the office of the undersigned no later than 12:30 PM on 24.11.2026. Tenders will be opened at 2:00 PM on 24.11.2026.

Requirement Details

Sl No	Item	Description	Quantity
1	Teleprompter	Item Requirement • 15 Inch Square Display • 70/30 Beam splitter Glass • Compatible with all Tripod • Compatible with all Cameras • Mac/Windows Software • HDMI and VGA Inputs • Supports English and all Indian Languages Software-Features • Inbuilt Unicode Fonts • Top To Bottom Scroll • Bottom to Top Scroll • Reverse Mirror Text • Unicode Text format. • Floating Control (Forward, Pause, Reverse, etc)	2 No.
2	Tripods	• Load Capacity: 7500 g • Height Range: 860 mm - 1800 mm • Number of Leg Sections: 3 • Material: Aluminium	2 No.

1. **Earnest Money Deposit (EMD)**: Calculated at 1% of the Purchase Assessment Cost (PAC), with a minimum of Rs.1500/-, to be paid via Demand Draft in favor of the Director, Centre for Distance and

Draft #6 of File 141272/CDOE 1-3/2024/CDOE 1 Approved by DIRECTOR,CENTRE FOR DISTANCE AND ONLINE EDUCATION on 10-Nov-2026 10:40 AM - Page 2

Online Education, Mahatma Gandhi University, payable at State Bank of India, M. G. University Campus Branch, along with sealed tenders.

2. **Tender Form**: Download from the official Mahatma Gandhi University website (https://www.mgu.ac.in/uploads/2020/08/Tender-Form.pdf?x99264). The cost of the Tender Form is 0.2% of PAC rounded to the nearest multiple of Rs.100, with a minimum of Rs. 400/- and a maximum of Rs. 1500/-. Payment can be made online through the "online payment" link on the University website, and the e-payment receipt should be attached with the tender.
3. **Agreement:** To ensure guarantee, terms, and conditions of the supplied articles, an Agreement on stamp paper worth Rs.200/- must be submitted by the qualified bidder along with a Security Deposit of 5% of the PAC.

Address for Submission

Sealed envelopes containing tenders shall be addressed to:

The Director, Centre for Distance and Online Education, Mahatma Gandhi University, Priyadarsini Hills P.O, Kottayam, 686560.

Terms and Conditions

1. The quoted price should be inclusive of all taxes, freight, and installation.
2. Customs/Excise Duty exempted prices should also be quoted.
3. The tenders should have at least three months of validity.
4. Warranty conditions, nearest servicing centers, user references, necessary supporting catalogues, and demonstration should be provided.
5. The right to accept or reject tenders without assigning any reason rests entirely with the undersigned.
6. If the date of receipt and opening of tenders is declared a holiday, the next working day shall be considered for the same purpose.

DIRECTOR

Copy to:-

1. PS to VC
2. PA to FO/Registrar
3. Director, Centre for Distance and Online Education
4. PRO (For uploading in University Website)

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