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MAHATMA GANDHI UNIVERSITY
P.D.HILLS
ATHIRAMPUZHA, KOTTAYAM -686560

43040/AD B2-2/2026/AD B 2 25.11.2026

SHORT TENDER NOTICE

Sealed competitive tenders are invited from approved institutions for the supply of A 4 Size Photo Copy paper for office needs of Mahatma Gandhi University.

List

Sl. No.	Item	Unit	Quantity
1	A4 Size Photocopy Paper (80GSM ,TNPL ,500 Sheets /Packet)	Pkt	1500

The tender number should be superscribed on the envelope containing the tender and should be sent to The Registrar, Mahatma Gandhi University, P.D. Hills P.O, Kottayam -686560.

Last date and time for receipt of tender: 02.12.2026, up to 3.00 PM
Tender opening date and time: 02.12.2026, 3.30 PM
Tender form price - Rs. 800/-
EMD- Rs. 4,100/-

Further details can be obtained from the Administration Department, ADB 2 Section (Phone No. 0481 2733307) and from the website www.mgu.ac.in on all working days.

Special Conditions

1. The trade name of the goods to be supplied should be mentioned in the tender. The GST number of the institution should also be mentioned separately in the tender.
2. The tender form can be downloaded from the official website of the university. (www.mgu.ac.in/Downloads/ Other Forms/ Format of Tender Form)
3. The tender form fee should be paid through the University's online payment system and the receipt of payment should be submitted along with the tender.
4. The tender fee can be submitted through Mahatma Gandhi University Online Payment System (www.mgu.ac.in - Online Payment - Miscellaneous).
5. The amount should be inclusive of all taxes, packing, transportation charges, handling charges etc.
6. Tenders will be valid for one month.
7. Once the tender is confirmed, an agreement on a stamp paper of Rs. 200

should be submitted along with a security deposit of the tender amount through the Mahatma Gandhi University Online Payment system (www.mgu.ac.in - Online Payment - Miscellaneous).

8. The accepted tenders shall complete the supply within two weeks from the date of supply order.

9. The items shall be supplied to the University General Store.

10. The supply order shall be issued on the basis of the lowest price of each item. Therefore, the institutions participating in the tender should be willing to supply the items in part.

11. Tenders received after the prescribed deadline will not be accepted.

12. If the day of opening of tenders is a holiday, the tender will be opened on the next working day at the specified time.

13. The Registrar shall have the power to postpone or reject the tender without assigning any reason.

KRISHNAKUMAR R
ASSISTANT REGISTRAR III (ADMIN)

Copies :-

1. Store Keeper, General Store
2. PRO (for publication in two leading Malayalam dailies)
3. Government Audit
4. General Post (for acceptance of tender).

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