



**MAHATMA GANDHI UNIVERSITY
KOTTAYAM**

No. Ad.BII/1/ 172419/Paper/17

Dated : 29/12/2017

E-TENDER - NOTICE INVITING TENDER

(Tender No. Ad.BII/1/172419/Paper/17)

The Deputy Registrar (P&D) & Nodal Officer, Mahatma Gandhi University Kottayam for and on behalf of **The Registrar, Mahatma Gandhi University** invites online bid (technical and financial bid) for supply **D.D White paper Creamwove 57 X 89 cms., 54 GSM, 13.7 Kg.-1100 Ream** from reputed firms.

1	Name of the Item	<i>D.D White Printing paper – 1100 Ream</i>
2	Earnest money deposit (EMD)	Rs. 8590/-
3	Tender submission fee	Rs.1718/- (Including GST)
4	Period of supply and installation	Within 30 days from the L/C opening date
5	Mode of submission of Bid	Online
6	Tender Documents	Can be downloaded from the website www.etenders.kerala.gov.in
7	Last date and Time of submission of tender by online	17.052018 10 .00 am
8	Last date and Time of submission of relevant documents by speed post	18.05.2018 4.00 pm
9	Date and time of opening of bid opening	19.05.2018 11.00 am

General tender documents and tender schedule can be downloaded in A₄ plain size paper free of cost from the website www.etenders.kerala.gov.in. **Duly filled up and signed tender schedule along with relevant documents should also be sent to The Registrar, M.G. University, 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 tender, number, and last date of submission of tender. Documents to be submitted along with bid through online/speed post.

Sl.No	Through online	Through speed post
1	Scanned copy of valid dealership certificate. If the firm registered in SSI/ NSIC, registration certificates may be attached.	Copy of valid dealership certificate
2	Scanned copy of duly filled e-payment form	Duly filled e-payment requisition.
3	Scanned copy of other certificates required, if any, for tender acceptance	Copy of other certificates required, if any, for tender acceptance.
4	Scanned Copy of duly filled preliminary Agreement in stamp paper of Rs.200/-	Preliminary Agreement in original
5	BOQ	Not Required

Special Conditions

1. The quoted price should be inclusive of all taxes/freight/Installation etc.
2. Customs/Excise duty exempted price should also be quoted.
3. The tenders should have at least three months validity period.
4. Brochure of different models quoted should be enclosed.
5. Warranty , AMC conditions, nearest service centre details, user references, necessary supporting catalogues and demonstration should be provided.
6. The right to accept or reject the tenders without assigning any reason rests entirely with the undersigned.
7. If the product has a valid DGS&D rate contract it may be quoted.
8. If the date of receipt and opening of the quotations is declared a holiday the next working day shall be the last date for the purpose.
9. 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.

The bids will be opened at the date and time specified. Further details can be had from the *Administration B2 Section* on all working days during working hours. The bidders are advised to submit their bid well in advance to avoid any kind of network issues. If relevant documents through speed post are not submitted with in time, the tenders will not be considered.

The undersigned reserves the right to reject any or all the tender without assigning any reason whatsoever.

**ASSISTANT REGISTRAR-III (ADMIN)
FOR REGISTRAR**

SPECIFICATIONS

MAHATMA GANDHI UNIVERSITY					
ADMINISTRATION BRANCH					
Supply D.D White Printing Papers 1100 Reams					
Sl. No	Particulars	Unit	Rate (Approximate)	Quantity	Amount
1.	Creamwove 57 x 89 Cms., 54 GSM, 13.7 Kg.	Nos.		1100 Reams	