



Mahatma Gandhi University, Kerala

(Abstract)

No: PS/1/102/2018

Date: 01.08.2018

NOTICE INVITING TENDER

(Tender No: PS/1/102/2018)

The Joint Registrar, Mahatma Gandhi University, Kottayam for and behalf of The Registrar, Mahatma Gandhi University invites online bid (technical and financial bid) for the following work from Registered Printing firms who have completed at least one similar work. The firms should be having their own printing facility.

1	Name of the equipment	Printing and Supply of 60000 (sixty thousand only) nos. of university hand books containing 108 pages.
2	Earnest money deposit (EMD)	Rs.9500 /-
3	Tender submission fee	Rs.1500 /- (Including VAT@5%) <u>Rule as per SPM</u> [Above `10.00 lakh :- 0.15% of the cost of tender rounded to the nearest multiple of 100, subject to a maximum of ` 25000/- + VAT as applicable, 50% of the cost of the original copy, upper rounded to the nearest multiple of 100 + VAT as applicable]
4	Period of supply and installation	Within 15 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	14.08.2018, 12.00 pm
8	Last date and Time of submission of relevant documents by speed post	15.08.2018, 4.00 pm
9	Date and time of opening of bid opening	16.08.2018, 12.00 pm

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 covers relating to works already executed	Copy of valid registration certificate, PAN of the firm etc. attested by a Gazetted Officer and sample copies of the books already printed
2	Scanned copy of duly filled e-payment form	Duly filled e-payment requisition.
3	Scanned copy of other relevant certificates and details of bank account to which payment is desired	Attested copies of other relevant certificates and details of bank account to which payment is desired
4	Scanned Copy of duly filled preliminary Agreement in stamp paper of Rs.200/-	Preliminary Agreement in original
5	BOQ	Not Required
6	Scanned copy of valid dealership and registration certificate	Copy of valid dealership and registration certificate

Special Conditions

1. The quoted Price should be inclusive of all taxes/freight/Installation etc. Customs / Excise Duty Exempted price should also be quoted
2. Scanned copy of brochure of different models quoted should be enclosed
3. **Warranty, AMC conditions**, nearest servicing centers details, user reference and supporting catalogues should be provided (hard and soft copies).
4. If the product has a Valid DGS & D rate contract , it may be quoted
5. The Delivery Schedule, Payment Terms & Warranty/Guarantee etc must be clearly indicated in the technical bid.

The bids will be opened at the date and time specified. Further details can be had from **the Printing Section of the university** on all working days during office 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 amount quoted should be inclusive of all taxes (GST) and charges for transportation. The successful bidder should remit Performance Security @5% of PAC. An additional performance guarantee should also be furnished if the amount quoted is between 10% to 25% below estimate rate as per G.O.(P)No.19/2016/Fin. Dated 03/02/2016.

All other conditions are same, as per the latest Government Orders. Further clarifications if any required can be had by contacting telephone number 0481-2733287

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

SPECIFICATIONS

PRINTING AND SUPPLY OF SIXTY THOUSAND NUMBERS UNIVERSITY HANDBOOK

SIZE & SPECIFICATION	QUANTITY(NOS)
Size: Demy 1/8 (13.5 x 21 cm) TOTAL PAGES : 108 PAGES (including cover) (Inside black & white: 88 pages) Inside colour: 16 pages Cover : 4 pages) Paper Quality Inside colour pages : 90 GSM glazed art paper Inside black & white pages : 60GSM "A" grade maplitho Cover card : 210 GSM Glazed Art card Printing Specification 88 pages : Monochrome – Black 16 pages : multicolour Cover : Multi colour Binding : Perfect	60,000

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