

MAHATMA GANDHI UNIVERSITY

Content Management Section

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QUOTATION NOTICE

No: CMS/1/AR-2018/CD.

Dated 03.09.2019.

Sub:- Preparation of 300 numbers of Softcopy of Annual Report 2018 in CD for submitting to Government – Quotation Notice - Issuing of – reg:-

Ref:- U.O. No:3860/Ad.A3/2019/MGU, dated 08.08.2019.

Competitive Quotations are invited for the preparation of 300 numbers of Softcopy of Annual Report 2018 (approximately 1500 pages) in pdf format on Compact Disk (CD) along with sticker and cover towards the submission to Government and Senate members of the University. The sealed envelope containing the quotation and it should be superscripted quotation subject and number and be addressed to the Section Officer, Content Management Section, Administrative Block, M.G. University, P.D. Hills P.O., Kottayam-686560 and given to the Administration Tapal section. The last date for receiving the quotations will be at **03.00 pm on 25.09.2019 (Wednesday)** and will be opened at **03.30 pm on this same day.**

Conditions:

- 1. The purchase should be strictly adhered as per the Kerala Store Purchase Manual rules.*
- 2. The quoted price should be inclusive of all taxes/fright/installation etc.*
- 3. The question shall be at least two months validity.*
- 4. The Brochure of different models quoted shall be enclosed.*
- 5. Demonstration, Warranty, AMC/Services conditions, supporting catalogs/driver software/CDs etc should be furnished.*
- 6. The right to accept or reject the quotations without assigning any reason rests entirely with the undersigned.*
- 7. If the date of receipt & opening of quotation is declared as a holiday, the very next working day at the same time will open and fix the quotations.*
- 8. The qualified bidder (the firm who got the Supply order) shall be supplied the items within one week to the General Store of the University along with the invoices in triplicate and a stamped pre-receipt. The amount should be disbursed to the supplier within 1 weeks from the date of supply, if the stock entry cleared in time/procedure.*

**Sd/-
Section Officer
Content Management Section**

Copy to:

1. Store Keeper, General Store (for receipt/stock entry).
2. Section officer, Admin Tapal (for prompt receiving of quotations).
3. PRO (for Press Release)/System Manager (for technical support)
4. Content Management Section (for website uploading)
5. Ad.BIV/Ad.AIII/Finance-1/Gen. Cash sections.
6. SF/FC/Records.