



# 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)

176757/AD B8-1/2021/AD B8

15.12.2021

## TENDER NOTICE

Competitive tenders in sealed covers are invited for the printing and supply of **Clothlined Question Paper Covers (code 302)**.

Item	Specification	Quantity
<b>Cloth lined Question Paper Covers(code 302)</b>	34 cm x 26 cm with 8.5 cm flap (4 cm Pre-Gummed)- using 90 GSM Kraft Paper -Superfine Cloth line-One side printing-Kraft Paper from A Grade Mill, Cloth line minimum 30 TPI is necessary.	50,000(fifty thousand)

### TIME SCHEDULE :

Receipt of duly filled up tender forms : up to 2.00 p.m on 27/12 /2021

Opening of tenders : at 2.30 p.m on 27/12 /2021

The tender forms and other details can be down loaded from the University website by payment of 0.2% of PAC(Probable amount of contract) as cost of the form + GST (MIN Rs-400, MAX Rs 1500/-+GST), and the EMD should be remitted through Mahatma Gandhi University Online Payment system (www.mgu.ac.in-online payment-Miscellaneous). The e-payment Receipt should be furnished along with sealed tenders.

### Conditions

1. Printers having GST registration and previous experience in printing and supply of **Cloth lined Question Paper Covers** only need to participate in the bid.
2. Bidders should be having their own printing facility at the given address.
3. An EMD of a sum of 1% of PAC should be remitted along with the tender by way of e-payment through MGU Online Payment Portal.
4. Micro, Small & Medium Enterprises registered with the National Small Industries Corporation Limited New Delhi and in respect of which competency certificates are issued by the Corporation will be exempted from payment of EMD. Micro, Small & Medium Enterprises having DGS & D Registration will also be exempted from payment of EMD. UDYOG Certificate/registration details of the same should be submitted for exemption.
5. The quoted price should be inclusive of GST/ freight/cess etc.and all other charges.
6. All customs / excise duty exemptions in price should also be quoted.
7. The sealed envelope containing the tender should be superscribed "**Tender for the Printing and supply of Clothlined Question Paper Covers(code 302)**" and should be addressed to **The Deputy Registrar I (Admn.), Mahatma Gandhi University, Priyadarsini Hills.P.O, Kottavam. PIN – 686 560.**



Enquiry: 0481 - 2731020, 2733300  
Registrar: 0481 - 2731007



mgu@mgu.ac.in  
registrar@mgu.ac.in



www.mgu.ac.in

8. If the date of receipt and opening of the tender declared is a holiday, the next working day will be the last date for the purpose.
9. The successful tenderer should submit 5% of value of the contract (less EMD already deposited) as Performance Security and should execute an agreement undertaking to ensure quality of the work.
10. The successful tenderer shall not assign or make over the contract or the benefits or burdens thereof to any other person or body corporate or shall not under let or sublet to any person or persons or body corporate the execution of the contract or any part thereof without the consent in writing of the purchasing officer who shall have absolute power to refuse such consent or to rescind such consent (if given) at any time if he is not satisfied with the manner in which the contract is being executed and no allowance or compensation shall be made to the tenderer or the sub tenderer upon such rescission. Provided always that if such consent be given at any time, the tenderer shall not be relieved from any obligation duty or responsibility under the contract.
11. Special condition, if any, to the tenderer attached with the tenders will not be applicable to the contract unless they are expressly accepted in writing by the University.
12. If a negotiation meeting is conducted by the University, the tenderer(s) invited should attend the same.
13. The right to accept or reject the tenders without assigning any reason rests entirely with the University.
14. The item should be supplied within 45 days from the date of work order.

**Assistant Registrar VII (Admn)  
for Registrar**

Copy to:

1. PS to V.C./PVC
2. PA to Registrar/F.O.
3. Exam store Section
4. The PRO (for arranging press release and publishing in the University Website)
5. Content Management Section/ Accounts V.
6. The Store Keeper, General Store (for arranging the Tender Forms).
7. The Section Officer, Administration Tappal Section (to receive sealed tenders).
8. Fin.I / Audit.I /KSAD

മാഹാത്മാഗാന്ധി സർവ്വകലാശാല, കേരളം