



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)

36323/AD B2-2/2023/AD B 2

06.05.2023

NOTICE INVITING TENDER
(Tender No.36323/AD B2 2/2023/AD B 2)

The Registrar, Mahatma Gandhi University, Kottayam invites online bid (technical and financial bid) for the Supply of the Items as per specifications to the General Store.

1	Name of the Equipment / Work	Supply of Paper to General Store
2	Earnest money deposit (EMD)	Rs.8,000/-
3	Tender submission fee	Rs.1,500/-
4	Period of supply	Within 15 days
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	22.05.2023, 11.00 am
8	Date and time of opening of bid	24.05.2023, 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, Mahatma Gandhi University, Kottayam, Kerala. Pin: 686560** by Speed post so as to reach before the date and time specified. The Name of the Tenderer, Number and last date of submission of tender should be superscribed on the Cover containing the documents.



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



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



www.mgu.ac.in

Documents to be submitted along with the Bid.

Sl.No	Document	Through Speed Post
1	Scanned copy of valid dealership certificate.	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	Copies 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 stamp paper of Rs.200/-
5	BOQ	Not Required

Specifications

Sl. No.	ITEM	Required Quantity
1	A 4 Size Photocopy Paper: 80 GSM, TNPL, 500 Sheets/ Packet.	3500 Pkt.
2	Legal Size Photocopy Paper: 21.5 x 34.5 cm size; 80 GSM 500 Sheets/ Packet	75 Pkt.

Special Conditions

1. The quoted Price should be inclusive of all taxes/freight/Installation etc.
2. If sufficient number of bidders are not available at the time of opening the tender, it would be extended by 10 more days.
3. The brand of the photocopier paper should be clearly mentioned.
4. The bidder who quote the lowest for each item would be selected separately.

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.

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

PRASAND THAMPY P
ASSISTANT REGISTRAR III (ADMIN)

മാതൃകാപ്രകാരം സർവ്വകലാശാല, കേരളം