



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)

125577/AD B2-3/2023/AC B 2

21.12.2023

NOTICE INVITING TENDER

The Registrar, Mahatma Gandhi University, Kottayam invites online bid (technical and financial bid) for the Printing and Supply of Degree Certificate Format.

1	Name of the Equipment / Work	Printing and Supply of Degree Certificate Format
2	Earnest money deposit (EMD)	Rs.5,000/-
3	Tender submission fee	Rs. 1,000/-
4	Period of supply	Within 60 days of issuing supply order
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	08.01.2024, 12.00 pm
8	Last date and Time of submission of tender by speed post	10.01.2024, 12.00 pm
9	Date and time of opening of bid	10.01.2024, 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.



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
6	Sample picture of the Degree Format	Sample of the Degree Format
7	Scanned copies of Documents showing past experience of printing similar documents by the firm	Copies of Documents showing past experience of printing similar documents by the firm
8	Scanned copies of Documents showing technical capability and manufacturing facilities of the firm to print similar documents	Copies of Documents showing technical capability and manufacturing facilities of the firm to print similar documents

Special Conditions

1. The quoted Price should be inclusive of all taxes/freight/loading/unloading charges etc.
2. The Delivery Schedule must be clearly indicated in the technical bid.

Specifications

1.

Item	Specification	Quantity
Degree Certificate Format	<ul style="list-style-type: none">◦ 12" x 8.5" size 180 GSM CotoPont parchment paper with added cotton content.◦ Emblem and Title of the University to be printed on top, and Art work as in the sample.◦ Embedded Dandy Water mark University logo along with invisible security fibers.◦ Gold foil round Office Seal over red star shaped patch at the bottom.◦ Micro letter, fluorescent ink marks as security features.◦ Bar code integrated serial number, mask a print	Three Lakhs

	<p>feature, work order number with date and total number on reverse side.</p> <ul style="list-style-type: none">◦ Each format should be supplied with neatly cut edges.	
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4. The item should be printed and supplied according to the work orders issued within the agreement period of two months from the date of the work order.

5. Sealed Envelop containing Tenders and sample shall be addressed to **THE DEPUTY REGISTRAR, P&D (Admin), MAHATMA GANDHI UNIVERSITY, PRIYADARSINI HILLS P.O, KOTTAYAM-686560**

The bids will be opened at the date and time specified. If sufficient number of bidders are not available at the time of opening the tender, it would be extended by another 10 days. 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)