



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)

138226/AD B2-3/2024/AD B 2

07.12.2024

NOTICE INVITING TENDER

The Registrar, Mahatma Gandhi University, Kottayam invites online bid (technical and financial bid) for the Printing and Supply of Information Books for 2025

1	Name of the Equipment / Work	Printing and Supply of Information Books for 2025
2	Earnest money deposit (EMD)	Rs.5,000/-
3	Tender submission fee	Rs.1,000/-
4	Period of supply	Within 30 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	23.12.2024, 12.00 pm
8	Last date and Time of submission of tender by speed post	26.12.2024, 12.00 pm
9	Date and time of opening of bid	26.12.2024, 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 Information Book	Sample of the Information Book
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.
3. The item should be printed and supplied within 30 days of the work order, which would be issued after signing the agreement.
4. 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**

Specifications

Item	Size and Specification	Quantity
MG University Information Book	<p><u>Size</u> Length - 24.5 cm Width - 18 cm Paper :90 GSM Maplitho No.of pages : 200 pages (100 sheets) (excluding binding and the blank sheets that comes inside the binding at the front and back)</p> <p><u>Content</u> 120 pages - University details and phone numbers 80 pages - Note paper (without date) All note pages should have University logo printed on the top right Printing : Inside Two Colours Cover :EMBOSSSED PAPER (Shade No:781) - image of Mahatma Gandhi to be printed on the Cover with Gold/Silver foil Gold/Silver foil printing with Case Binding</p>	3,000 Numbers (Three Thousand)

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.

UDAYAKUMAR G
ASSISTANT REGISTRAR III (ADMIN)