



MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]

Dr Ambedkar Administrative Building, Near OP Thana, Motihari – 845 401, District – East Champaran

E-mail id osdadmin@mgcub.ac.in

QUOTATION INQUIRY

Ref. No. MGCUC/Convocation/Tender/2023/03

Date: 02.10.2023

Last Date & Time of Submission of Quotation: 09.10.2023 till 04.00 PM

Sealed quotations are invited for Printing and Supply of Invitation Card, Souvenir & University's Report for 1st convocation of the University.

Please submit your lowest quotation for supplying the items in **Annexure-1** and the same must reach us before the date marked above and should contain the following information:

1. Full specifications of the item offered and its rate with F.O.R MGCUC Motihari, Bihar should be clearly mentioned.
2. Clearly mention the date of validity of offer.
3. **Clearly mention your E-mail ID and Mobile number.**
4. Mention appropriate GST % as applicable for supplying of Goods & Services to educational institution.
5. Please mention your GST registration number and PAN in the quotation.
6. The Annual turnover of the tendered should be at least one lakh in last three years. Proof of the same must be enclosed.
7. **Tender processing fee of Rs. 590/- (inclusive GST 18%) in the form of Demand Draft drawn in favour of "Mahatma Gandhi Central University" payable at Motihari must also be enclosed.**
8. Conditions of supply and terms of payment shall be clearly mentioned in the quotation.
9. The sealed envelope with super scribed "QUOTATION for **Printing and Supply of Invitation Card, Convocation Souvenir and University's Report**" must be sent at the following address:

**The OSD (Administration)
Dr Ambedkar Administrative Building
Near OP Thana Raghunathpur,
Motihari, Distt- East Champaran-845401 (Bihar).**

Other terms & conditions pertaining to items mentioned above as given below:

1. The quantities are approximate, it may increase or decrease as per actual requirement at the time of placing the order, accordingly per unit cost along with minimum order quantity must be mentioned.
2. Samples must be submitted along with quotation failing which quotation (s) may be summarily rejected without making any further reference to the bidder in this regard. If the bidder does not qualify, his/her sample will be returned.
3. Samples of proof must be submitted before commencing the final printing.
4. Supply must be executed in full within 3 days from the date of receipt of final proof from the University.
5. Supply may be rejected, if not found up to the mark and in conformity with the sample proof provided before final printing.
6. Payment shall be made online after receipt of ordered items in the University in satisfactory condition. No advance payment shall be made under any circumstances.
7. Notwithstanding any thing mentioned above, the University reserves the right to reject all the bids.

(SACHCHIDA NAND SINGH)
OSD (Administration)

Annexure-1

(Should be given on the letterhead of the agency in sealed cover)

FORMAT FOR PRICE BID

Tender No.: **Date**.....
Order/Work: **Printing of the Invitation Card, Souvenir and University's Report for 1st Convocation of MGCU**
Name of the Firm/Bidder/Agency:
Address:
Phone/Fax/Mobile:
E-Mail
GST No.....
PAN.....
Date of validity of the Offer/Bid.....

SI No.	Name	No. of copies	Unit Price (in Rs.) (i.e.price of per copy)	GST	Total Price (in Rs.)
1.	Printing of Invitation Card with Envelope for 1st Convocation Size: 8.5" X 5.5" Inch having one-fold at the centre, Multicolour Printing, Used Paper: For Invitation Card 300 GSM Art board Paper Used Paper: For Envelope 130 GSM Art Paper	3000			
2	Printing of Souvenir for 1st Convocation Approx. 50 Pages on 75 GSM art-paper. Front & Back Cover will be Coloured and plastic coated 300 GSM, Size: A4	2000			
3	Printing of University's Report for 1st Convocation Approx. 16 Pages each (in English Version and Hindi Version) Cover Mutli Color 300 GSM Art Paper, Inner Pages 130 GSM Glossy Paper (All Colour Pages) Size: 7" X 9.5"	200			
4	Printing of Hon'ble President Speech Approx. 6-pages on normal A4 page, B/W printing	1500			
	Total				

- **Please mention minimum order quantity**.....
- **Please mention charges of extra pages**.....
(if it exceeds pages mentioned in technical specification)

Signature of the Authorized Signatory

Note: 1. The price bid is to be submitted in the given format only. A separate sheet of paper may be attached, if required. Each sheet should be duly signed. In case of any increase/decrease of number of pages or number of copies, the corresponding amount will be increased /decreased on prorata basis.

2. The price comparison will be made based on the grand total of aforesaid table.