



# 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](mailto:osdadmin@mgcub.ac.in)

## QUOTATION INQUIRY

Ref. No. MGCU/Convocation/Tender/2023/06

Date: 03.10.2023

**Last Date & Time of Submission of Quotation: 11.10.2023 till 04.00 PM**

**Sealed quotations are invited for Printing and Installation of Flex/Banner etc. for 1<sup>st</sup> 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 MGCU 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 two lakh in last three years. Proof of the same must be enclosed.
7. **Tender processing fee of Rs. 590/- (inclusive GST 18%) and EMD of Rs. 20000/- 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 super scribed with "QUOTATION for "Printing and Installation of Flex/Banner etc." 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/services 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. The Vendors may visit the Office regarding the inspection of venues for supply and installation during 11.00 AM to 04.00 PM on any working day before submitting their bids.
3. The vendors must ensure that they have valid licenses/certificates from the concerned agencies for executing supply and services. Such vendors shall be preferred.
4. Successful vendors shall be responsible for safe and hassle-free supply/installation of ordered items/services to avoid/minimize all hazards.
5. Supply and installation must be completed as per the work order at the designated places.
6. The tenderer shall be responsible for:
  - (i) All injury due to any accident to persons, engaged by him/her
  - (ii) For any damage arising due to negligence on the part of the tendered or his employees to the furniture and fittings provided by university. Further maintenance in the form of day-to-day cleaning of the premises and other facilities provided would be carried out by the tenderer at their cost
7. All the disputes shall be subject to the Motihari Jurisdiction. The university authority as arbitrators have the full rights to settle all the disputes and that shall be binding on both the parties.
8. Appropriate penalty as decided by the Competent Authority shall be levied, if the supply/services are of poor quality and not up to the mark as proposed in the quotation/bid.
9. Payment shall be made online as per actual supply/services provided based on the quality and satisfactory performance. No advance payment shall be made under any circumstances.
10. May feel free to contact on E-mail [osdadmin@mgcub.ac.in](mailto:osdadmin@mgcub.ac.in), in case of any query related to the tender.
10. Notwithstanding anything 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 and Installation of Flex/Banner etc. for 1<sup>st</sup> 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.	Description of Items	No. of items	Unit Price (in Rs.) (i.e.price of per item)	GST	Total Price (in Rs.)
1.	Poll Kiosk (2.5*4 ft.)	150			
2	Billboards/Hoardings (20*10 ft.)	10			
3	Selfie Points (6*3 ft.)	2			
4	Backdrop with frame (60*10 ft.)	1			
5	Hoarding (40*2 ft.)	1			
6	Hoarding (25*25ft.)	1			
7	Media Helpdesk	1			
8	Stickers for University staff car and bike	200			
9	Standee for Auditorium (6*3 ft)	25			
10	Auditorium Main Gate Flex with frame (12*8 ft.)	2			
11	Portable Standee	4			
12	Flex Printing (NS) (Rate to be quoted for per square feet)	--			

	(Quantity and size will be mentioned in the work order)				
13	Flex Printing (Star) (Rate to be quoted for per square feet) (Quantity and size will be mentioned in the work order)	--			
14	Flex Printing (Star backlit) (Rate to be quoted for per square feet) (Quantity and size will be mentioned in the work order)	--			
15	Square Pipe frame without flex (Single Use) (Rate to be quoted for per square feet) (Quantity and size will be mentioned in the work order)	--			
16	Flex Gate with frame (20ft x 15ft x 2.5ft)	2			
17	Sunboard with vinyl printing (Rate to be quoted for per square feet) (Quantity and size will be mentioned in the work order)	--			
18	Rented Hoardings (40*20 ft.) for 15 days	1			
19	Rented Hoardings (20*10 ft.) for 15 days	1			
20	Rented Hoardings (25*25 ft.) for 15 days	1			

- **Please mention minimum order quantity, if any**.....

**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.