



MAHATMA GANDHI CENTRAL UNIVERSITY

[A Central University established by an Act of Parliament]

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

Website: www.mgcub.ac.in | **E-mail:** osdadmin@mgcub.ac.in

QUOTATION INQUIRY

Ref. No. MGCU/Educational Conclave 2026/Tender/02

Dated: 08 February 2026

**Sealed Quotations are invited for Supply of
Printing and Installation of Flex/Banner for Educational Conclave 2026**

Last Date & Time of Submission of Quotation: 17th February 2026 (Tuesday) till 11:00 AM

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

1. Full specifications of the item offered, including its rate, with F.O.R. to MGCU Motihari, Bihar, should be clearly mentioned.
2. Clearly mention the date of validity of the offer.
3. **Clearly mention your E-mail ID and Mobile number.**
4. Mention appropriate GST % as applicable for supplying of Goods & Services to educational institutions.
5. Please mention your GST registration number and PAN in the quotation.
6. The Annual turnover of the tenderer should be at least two lakh in the 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; they may increase or decrease as per actual requirement at the time of placing the order. Accordingly, the per-unit cost and the minimum order quantity must be specified.
2. The Vendors may visit the Office regarding the inspection of venues for supply and installation from 11.00 AM to 04.00 PM on any working day before submitting their bids.
3. The vendors must ensure they have valid licenses/certificates from the relevant agencies to execute 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/minimise 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 injuries due to any accident to persons engaged by him/her
 - (ii) For any damage arising due to negligence on the part of the tenderer or his/her employees to the furniture and fittings provided by the 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.
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 the 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, 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 Educational Conclave 2026**

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.	Flex Printing with Iron Frame with installation: (ft x ft)	33x4	02			
		3x15	12			
		18x4	02			
		32x4	04			
		3x20	04			
		4x10	03			
2.	Sun Board Name Plate (Both side)-3mm		(7 pairs)			
3.	Star Flex printing with frame for stage banner 42 x 15 ft - excellent quality printing- design and installation-		01			
4.	Bamboo Fixation at the Gates		02			
5.	Trass for stage: 42x15 ft		01			
6.	Flex Printing with Pasting (For Hoarding) (30ft x20ft)		01			
7.	Poster Standees with Frames and Installation 06 x 03 ft		60			

- **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 units 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.