



## 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](http://www.mgcub.ac.in) | **E-mail:** [osdadmin@mgcub.ac.in](mailto:osdadmin@mgcub.ac.in)

### QUOTATION INQUIRY

Ref. No. MGCU/Educational Conclave 2026/Tender/03

Dated: 08 February 2026

#### **Sealed Quotations are invited for Flower Decoration for Educational Conclave 2026**

**Last Date & Time of Submission of Quotation: 17<sup>th</sup> February 2026 (Tuesday) till 11:00 AM**

All interested and eligible vendors/firms/agencies may please submit their lowest quotation for supplying the required items in the format attached at **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 and 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 Email ID and Mobile number.**
4. Mention appropriate GST % as applicable for supplying Goods & Services to educational institutions.
5. Please mention your valid GST Registration Number and PAN in the quotation.
6. The Annual turnover of the tenderer should be at least two lakhs in the last three years. Proof of the same must be enclosed.
7. **Tender processing fee of Rs. 590/- (including GST 18%) and EMD of Rs. 20,000/- in the form of a 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 SERVICES RELATED TO FLOWER DECORATION**" must be sent at the following address:

**The OSD (Administration)**  
Mahatma Gandhi Central University  
Dr Ambedkar Administrative Building  
Raghunathpur, Near OP Thana, Motihari  
District - East Champaran, Bihar – 845 401

**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, along with the minimum order quantity, must be mentioned.
2. The numbers mentioned are indicative, and they may change as per the requirements of the Committee.
3. Original flowers should be used. However, nominal plastic flowers are allowed subject to prior approval of the University.
4. 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.
5. The vendors must ensure that they have valid licenses/certificates from the concerned agencies for executing supply and services. Such vendors shall be preferred.
6. Successful vendors shall be responsible for safe and hassle-free supply/installation of ordered items/ services to avoid/minimise all hazards.
7. Supply and installation must be completed and ready at **06:00 AM** on **22<sup>nd</sup> February 2026 (Sunday)** at the designated places.
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.
10. All the disputes shall be subject to the Motihari Jurisdiction.
11. Notwithstanding anything mentioned above, the University reserves the right to reject all the bids.

**[SACHCHIDA NAND SINGH]**  
OSD (Administration)

**FORMAT FOR PRICE BID**

[Should be given on the letterhead of the agency in sealed cover envelope]

**Tender No.:** .....**Dated:** .....**Order/Work: Work related to Flower Decoration for Educational Conclave 2026**

Name of the Firm/Bidder/Agency: .....

Address: .....

Phone/Fax/Mobile: .....

Email: .....

GST No.: .....

PAN No.: .....

Date of Validity of the Offer/Bid: .....

<b>Sl.</b>	<b>Particular</b>	<b>Amount (in Rs.)</b>
1.	Flower decoration of Entrance of the auditorium [2 Entrance Gates]	
2.	Loose Flower for Rangoli with decorator: Petals (Rose, Marigold, Margaret, Orchid, etc of different colours) – [Approx. 15 kg]	
3.	Garland/Mala-100 Pieces of Marigold and 100 Pieces of Rajanigandha	
4.	Flower Bouquets for Decoration - 50 pcs for walls	
5.	Floral decoration (Theme Based) on Stage with Cloth covering and Gardening	
6.	Floral Bucket for Center Table [Quantity – 15 Pcs]	
7.	Potted Plant for felicitation of the guest (as per the number of Guest)-approx-30 pc	
8.	Flower Bouquet [Medium Size] [Quantity – 20]	
9.	Potted Plants [Quantity – 12]	

- **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.