



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/04

Dated: 08 February 2026

Sealed Quotations are invited for Supply of Tent House Services for Educational Conclave 2026

Last Date & Time of Submission of Quotation: 17th 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 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 offer.
3. **Clearly mention your E-mail 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 SUPPLY OF TENT HOUSE SERVICES**" 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, 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 interesting and eligible 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 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 and ready at **03:00 PM on 21st February 2026 (Saturday)** 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.
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. 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: Supply of Tent House Services 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: _____

Sl.	Name	Quantity	Unit Price (in Rs.) (i.e. price of per item)	GST	Total Price (in Rs.)
1.	Well-maintained Upholstery Faux Leather Sofa, 3+2+3 seater with High Quality Cushions and their Covers	3 Sets			
2.	Centre table [Wood frame with Glass Top]	20			
3.	Carpet: Off-White for Green Rooms	3000 Sq. Ft.			
4.	New Red Carpet for Stage	4000 Sq. Ft.			

- 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.