



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

TENDER NOTICE

Ref. No. MGCU/3rd Convocation/Tender/Flex & Banner

Dated: 21st March 2026

**Sealed Quotations are invited for
Printing and Installation of Flex/Banner for
3rd Convocation of MGCU, Motihari, Bihar**

Last Date & Time of Submission of Quotation: 27th March 2026 (Friday) till 01:00 PM

Please submit your lowest quotation for supplying the items in **Annexure - 2**, 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. Mention appropriate GST% as applicable for supplying Goods & Services to educational institutions.
4. Please mention your GST registration number and PAN in the quotation.
5. **Tender processing fee of Rs.590/- (inclusive GST 18%) and EMD of Rs.20,000/- in the form of Demand Draft drawn in favour of "Mahatma Gandhi Central University" payable at Motihari must also be enclosed.**
6. Conditions of supply and terms of payment shall be clearly mentioned in the quotation.
7. Tenderers are requested to submit the quotation by **courier/speed post only** in two bid systems with complete details of specifications, terms & conditions etc.

Quotation should be in two separate sealed envelopes "**Technical Bid**" (Annexure – 1) and "**Financial Bid**" (Annexure - 2) and placed in a single envelope with name of the "**Tender for Printing and Installation of Flex/Banner**", superscripted on the top of the envelope addressed to the **OSD (Administration), Mahatma Gandhi Central University Motihari, Dr Ambedkar Administrative Building, Near OP Thana, Raghunathpur, Motihari, District - East Champaran, Bihar - 845401 upto 27th March 2026 (Friday) by 01:00 PM positively.**

Important Note: Please note that tender documents will not be accepted after the expiry date and time fixed for the purpose.

8. The technical bid will be opened at **03:00 PM on 27th March 2026 (Friday)**. Basic rates, taxes and other charges, if applicable etc. must be quoted separately. F.O.R. destination at **Mahatma Gandhi Central University, Motihari**.
9. **After Technical Evaluation, Financial bid of technically qualified bidders will be opened & informed accordingly.** Qualified vendors are desired to submit their authorization letter along with a photocopy of their photo identity card at the time of opening of Technical and Financial Bid. Please carry the same original proof of Identity for verification purpose at the time of opening of tender/enquiry. The date fixed for opening of bids, if subsequently declared as holiday by the Government, the revised date of schedule will be notified. However, in absence of such notification, the bids will be opened on next working date, the time remaining unaltered. For any queries regarding the tender, please send a mail to **osdadmin@mgcub.ac.in**.

OTHER TERMS & CONDITIONS:

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. Quoted rate should be valid till scheduled date of programme.
3. **Minimum Eligibility [please attach relevant supporting documentary evidence]:**
 - i. The firm should have Rs.25.00 lakh annual average turnover in last three years.
 - ii. The firm should have atleast one work order of more than Rs.3.50 lakhs in last financial year.
 - iii. The firm must have experience of conducting event of Honourable President/Vice-President.
 - iv. The firm must have experience of conducting event in Central Institutes/Organisations.
4. 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.
5. The vendors must ensure they have valid licenses/certificates from the relevant agencies to execute 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 as per the work order 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. 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

10. All the disputes shall be subject to the Motihari Jurisdiction.
11. 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.
12. May feel free to contact on E-mail osdadmin@mgcub.ac.in, in case of any query related to the tender.
13. Notwithstanding anything mentioned above, the University reserves the right to reject all the bids.

[SACHCHIDA NAND SINGH]
OSD (Administration)

(On letter head of the Firm & in a separately sealed envelope)

TECHNICAL BID

Tender No.:

Date.....

Order/Work: Printing and Installation of Flex/Banner for 3rd Convocation

1. Name of the Firm/Bidder/Agency:
 2. Address:
 3. Phone/Fax/Mobile:
 4. E-Mail
 5. GST No.....
 6. PAN.....
 7. Date of validity of the Offer/Bid.....
 8. Details of the firm:
 - (a) Date from which the firm is operating: -.....
 - (b) Turnover of the firm during Financial Years
 - (i) FY 2022-2023(Rs.).....
 - (ii) FY 2023-2024(Rs.).....
 - (iii) FY 2024-2025 (Rs.
- (Please attach documentary evidences)

**Signature with Seal of the Proprietor/
Authorized Representative**

ANNEXURE - 2

(On letter head of the Firm & in a separately sealed envelope)

FINANCIAL BID

Sl. No.	Description of items	Quantity	Unit price (in Rs.)	GST (in Rs.)	Total Amount (in Rs.)
1.	ADVERTISEMENT SPACE (SQFT) 30x20 Jiwdhara Chowk Rented Hoarding Complete	600 sq ft (1 Pc)			
2.	ADVERTISEMENT SPACE (SQFT)-20x10 Opp. Hyundai Show Room Rented Hoarding	400 sq ft (2 pc)			
3.	ADVERTISEMENT SPACE (SQFT)-40x20 Bypas Chowk Rented Hoarding	800 sq ft (1 pc)			
4.	ADVERTISEMENT SPACE (SQFT)-30x25 Hawai Adda Rented Hoarding	750 sq ft (1 pc)			
5.	ADVERTISEMENT SPACE (SQFT)-25x25 Balua Flyover Rented Hoarding	625 sq ft (1 pc)			
6.	ADVERTISEMENT SPACE (SQFT) 20x15 Station Road (Anamika Hotel) Rented Hoarding	600 sq ft (2 pc)			
7.	ADVERTISEMENT SPACE (SQFT)-20x10 Gandhi Chowk Rented Hoarding	400 sq ft (2 pc)			
8.	ADVERTISEMENT SPACE (SQFT)-20x10 Chandmari Chowk Rented Hoarding	400 sq ft (2 Pc)			
9.	STAR FLEX PRINT 20x15 Raja Bazar - Only Print and Mounting	600 sq ft (2 pc)			
10.	STAR FLEX PRINT 20x15 Kachhari Chowk Only Print and Mounting	600 sq ft (2 Pc)			
11.	STAR FLEX PRINT 20x15 Town Thana Only Print and Mounting	600 sq ft (2 pc)			

Sl. No.	Description of items	Quantity	Unit price (in Rs.)	GST (in Rs.)	Total Amount (in Rs.)
12.	STAR FLEX PRINT 20x15 Agarwa More Only Print and Mounting	600 sq ft (2 pc)			
13.	STAR FLEX PRINT 20x15 Town Hall Only Print and Mounting	600 sq ft (2 pc)			
14.	Pole Kiosk with iron frame and installation - 3x4	2400 sq ft (200 pcs)			
15.	Star Flex print with iron frame and installation- (ft x ft)	3x 20	1560 sq ft (20 pc)		
16.		32x4	1536 sq ft (12 pc)		
17.		15x12	360 sq ft (2 pc)		
18.		13 x10 (Selfe)	650 sq ft (5 pc)		
19.		30x 5	600 sq ft (4pc)		
20.		18x 4 (4 pc)	288 sq ft (4 pcs)		
21.		16 x 10 (4 pc)	640 sq ft (4 pcs)		
22.		18x15 (group photo)	270 sq ft		
23.		Standee 3 x 6 -60 pcs	1080 sq ft		
24.		Large Standee 4 x10 for gate	400 sq ft (10 Pcs)		
25.		Standee 4x6 (20 pcs)	480 sq ft (20 pcs)		
26.	Sunboard Name Plate 3mm	20 pcs			
27.	Mithila painting-Star flex printing with iron frame and installation - 4x3 ft x ft	600 sq ft (50pc)			

Sl. No.	Description of items	Quantity	Unit price (in Rs.)	GST (in Rs.)	Total Amount (in Rs.)
28.	Stage Banner Star flex print with Iron Frame and installation 42 x 15 sq ft	630 sq ft (1 pc)			
29.	Signage standee 1x1.5 with frame - 80 pc	120 sq ft			
30.	Bamboo fixation at gate (2 pcs)	Two Gates			
31.	Trass for stage - 42 x15 ft x ft	1 pc			
32.	Flex print and installation for all campuses - 10 x 6 ft x ft	240 sq ft (4 pcs)			

- **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.