



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

QUOTATION INQUIRY

Ref. No. MGCU/Convocation/Tender/2023/04

Date: 02.10.2023

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

Sealed quotations are invited for Flower Decoration on the occasion of 1st 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 one lakh in last three years. Proof of the same must be enclosed.
7. **Tender processing fee of Rs. 590/- (inclusive GST 18%) 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.

The sealed envelope with super scribed "QUOTATION for "Flower Decoration " 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 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 above are indicative places and it may be change as per the requirements of the Committee
3. Original flowers should be used. However, nominal plastic flowers are allowed.
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/minimize all hazards.
7. Supply and installation must be completed and ready at **06.00 AM on 20th October 2023** 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 actual supply/services provided based on the quality and satisfactory performance.
10. 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.
11. Notwithstanding any thing 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: **Flower Decoration on the occasion of 1st 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.	Name of item	
1.	Flower Decoration as per details mentioned below: (i) Stage (ii) Dias (iii) Podium (iv) Channel Gate (v) Main Gate (vi) Flowers arrangement for centrepieces	
2.	(i) Garland/Mala (Marigold)-150 Pieces (ii) Garland/Mala (Rajanigandha)- 100 Pieces (iii) Loose Flower for Rangoli with decorator: Petals (Rose, Marigold, Margaret, Orchid, etc. of different colours)- 30 kg	

- **Please mention minimum order quantity**.....

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.