



# 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](mailto:osdadmin@mgcub.ac.in)

## QUOTATION INQUIRY

Ref. No. MGCU/Convocation/Tender/2023/02

Date: 02.10.2023

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

**Sealed quotations are invited for Supply of Tent House Services and Lighting Services for 1<sup>st</sup> 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 two lakh in 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 "Supply of Tent House Services" 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, 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 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.
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 **06.00 PM on 19<sup>th</sup> October 2023** 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. The university authority as arbitrators have the full rights to settle all the disputes and that shall be binding on both the parties.
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 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: **Supply of Tent House Services for 1<sup>st</sup> 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	No. of copies	Unit Price (in Rs.) (i.e.price of per item)	GST	Total Price (in Rs.)
1.	Sofa Executive, Single Seater Dimension (WxHxD in cm): 92X 88.9X91.9, Seat Height 47 cm Upholstery Faux Leather Color: Cream White	1			
2	Sofa, two-seater Dimension (WxHxD in cm): 165X 88.9X91.9 Seat Height 47 cm Upholstery Faux Leather Color: Wood brown	20			
	Recliner Dimension (LxHxW in cm): 148X 88X 70	1			
3	Centre table Dimension: 125 X 60 cm Wood frame with Glass top	20			
4	Plastic Chair	500			
5	Dressing Table	1			
6	Standing Mirror (6 X2 ft)	3			

7	Fridge (small)	4			
8	Coffee/ Tea making machine	2			
9	Hanger (standing))	5			
10	New Red Carpet (Excellent Quality) -5 ft x 20 ft	25			
11	Green Carpet- (Good Quality)- 5 ft x 20 ft	25			
12	Carpet (Multi Colour) 5 ft x 20 ft	40			
13	Table size (5 ft×3 ft) with glasses	10			
14	Stainless Steel Queue Manager (Blue and white bands)	50 Pairs			
15	Tent for shelters 16ft x 50 ft with Fan (as per requirement)	1			
16	Tent for Help Desk Counter- 16 ft x 20 ft	1			
17	Rectangle Table (Size-3ft x 5ft)	15			
18	Steel Chair with cover (white and blue)	200			
19	Cloth fencing 4 ft x 500 ft	1			
20	Canopies/ Pop-Up Tent Size: 10ft x 10ft Colour: White and Blue)	4			
21	Round Table (diameter-4 ft)	15			
22	Jumbo Cooler	6			
23	Single coloured Flags with Iron pipe (20ft long with base holder) Flag size: 3.5 ft x 4.5 ft Colours- blue, red, saffron, green etc.) Fabric: Cotton Satin	100			
24	Potted Plants of flower tubs-1-1.5 ft (Pot should of Ornamental Plants)	250			
25	LED screens 6ft ×12ft	4			
26	Lighting of the Convocation venue and other campuses of the University (All academic campuses, administrative building, HVC Residence, Girls Hostel. Maximum height of buildings is 25 feet) Coloured Spot light, Halogens, decorative light (Rate should be quoted for per piece and per foot/meter) Actual numbers/length will be mentioned in the Work Order.				
27	Complete Live Telecast System (with HD video camera, 4 LED screen of minimum 65 inch)	1 set			

28	Food Counter for Lunch/Dinner with canopy	4 Set			
29	Four bamboo pillar main gate of standard height	4 Set			
30	Standee frame 3ft x 7ft (For flex banners)	15			
31	Mic with speaker and amplifier	1 set			
32	Portable mic with speaker	5			

- **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 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.