No: MGUIF/QN/04/2025-26 *Date: 23-10-2026*

QUOTATION NOTICE

Competitive tenders in sealed covers are invited for the ***Supply of wide-format colour plotter at MGU Innovation Foundation (MGUIF),*** Mahatma Gandhi University Campus, Priyadarsini Hills PO, Kottayam, subject to the terms and conditions listed below:

Sl No	Specification	Qty
1	**wide-format plotter** ➢ Print multi-size A3/B and A1/D or A0/E projects automatically, without manually switching the media source. ➢ Print speed 24-in: 26 sec/page on D, 81 D prints per hour 36in: 25 sec/page on D, 82 D prints per hour ➢ Print resolution Up to 2400 x 1200 optimized dpi ➢ Technology Thermal Inkjet ➢ Handling Sheet feed, roll feed, automatic sheet feeder, media bin, automatic horizontal cutter ➢ 60 to 280 g/m² (roll/manual feed); 60 to 220 g/m² (auto sheet feeder) ➢ Memory 1 GB ➢ Interfaces Gigabit Ethernet (1000Base-T), Hi-Speed USB 2.0, Wi-Fi 802.11 ➢ Print languages (standard) HP-GL/2, HP-RTL, CALS G4, JPEG, URF ➢ Warranty One-year limited hardware warranty The Vendor must provide MAF for ensuring seamless service support from OEM Preferred Brand Canon/HP/Brother	**1 Nos**

Last date & time for the receipt of Quotation: 29.10.2026 before 5.00 pm
Date and time of opening of Quotation: 30.10.2026 after 11.30 am

Terms and Conditions –

1. Quoted price shall include all taxes and duties and loading, unloading and other installation charges.
2. The firm must be registered company Kerala
3. The firm shall have an average annual turnover of not less than Rs. 8 Lakhs during the last three financial years.

4. Failure to satisfy any of the above conditions shall result in rejection of the quotation.
5. The right to accept or reject the quotations without assigning any reason rests entirely with the undersigned.
6. If the last date for receipt of quotations is declared a holiday, the next working day shall be the last date for the purpose.
7. Price shall be valid for 30 Days from the date of quotation opening.
8. Quotes in sealed covers shall be sent to "**The Director, MGU Innovation Foundation, MG University Campus, Priyadarsini Hills PO, Kottayam, Kerala. PIN 686 560**"

Sd/-

Director
MGU Innovation Foundation

MODE OF SUBMISSION

Cover – I: Technical Bid

- Bid Submission Form (Annexure I)
- Firm Registration Certificates
- Undertaking (Annexure II)

Cover – II: Financial Bid

- Total Cost Inclusive of GST
- Additional Service Rates, if any

ANNEXURE – I: BID SUBMISSION FORM

Name of Work: ***Supply of wide-format plotter at MGU Innovation Foundation (MGUIF),***

I/We hereby submit our quotation and agree to abide by all terms and conditions specified in the quotation document.

Name of Firm:

Authorized Signatory:

Seal & Signature:

Date:

ANNEXURE – II: UNDERTAKING

I/We certify that the information furnished above is true and correct and that our firm has not been blacklisted by any Government / Semi-Government organization.

Authorized Signatory:

Seal & Signature:

Date:

ANNEXURE – III: FINANCIAL BID FORMAT

Sl. No	Description	Amount (₹) Inclusive of GST
1	***Supply of wide-format colour plotter at MGU Innovation Foundation (MGUIF), Charges in Indian rupees***	