



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

www.cottonuniversity.ac.in :: 0361-2601100/2733530 :: registrar@cottonuniversity.ac.in

Notice Inviting Bids

“E-NIB No. CU/S&P/2023/19 Dt. October 16, 2023”

Bids in sealed cover are invited in single bid system from the authorized dealer/supplier/distributors are invited for “**Supply and fitting/fixing of Glowsign and other signage, etc**”.

The following terms and conditions, which are the minimum criteria for this bids, shall be apply herein:

- The bidding document pertaining to this notice, along with the requisite ICICI Bank Challan– ‘FEE CODE 011’ which is meant for payment of a mandatory processing fee worth INR 500/-, must be downloaded from the University’s website i.e. www.cottonuniversity.ac.in. The sealed cover must be super-scribed as “**Supply and fitting/fixing of Glowsign and other signage, etc:: E-NIB: CU/S&P/2023/19 Dt. 16.10.2023**” and addressed to “**The Registrar, Cotton University, Panbazar, Pin-781001, Assam**”. The name and address of the bidder(s) must be mentioned in the Sealed Cover, which must be submitted during the office hours **on or before 2.00 PM of October 31, 2023** in the drop box arranged for the purpose. Bid Opening may be done by the same day at 3.00 PM in presence of the bidders.
- **Per Unit Price quoted by the bidder must be inclusive of all applicable taxes & duties, wages of manpower, onsite delivery & fitting/installation, etc.**
- Quantum of Order will be based on the demand/requirement based.
- Documents, etc which must be placed inside the sealed cover are:- (i) Processing fee paid copy (ii) Photocopy of Up-to-date **Trade License** issued by Guwahati Municipal Corporation (iii) photocopy of **GST/ GST Filling documents** (iv) Photocopy of relevant **Purchase Order/Work Order**, supplied to Govt. Org./University/Institute, etc.
- The University reserves the right to amend or withdraw any of the terms & conditions and also update /modify/supplement the minimum criteria / requirements at any point of time. Besides, the University reserve the right to accepts, consider or rejects any or all the bids/offer without assigning any reason in lieu thereof.
- The law of the land shall be apply to the supply contract(s) / Purchase Order(s) arising out of this bid. All disputes in this connection and all matters arising out of the same shall be settled exclusively in the courts failing under the jurisdiction of Kamrup Metropolitan district authority.


(Dr. Arindam Garg)
Registrar
Cotton University
Panbazar, Guwahati-781001 Assam

Memo No. CU/S&P/2023/09/12760-65

Dated 17/10/23

Copy for information and necessary action to:

1. The P.S. to the Vice Chancellor, Cotton University.
2. Dr. Hiren Deka, Convenor, Signage Committee, C.U.
3. The Finance Officer, Cotton University.
4. The Systems Manager, Cotton University; is requested to arrange for uploading/posting of this bidding document in the University’s website.
5. The Superintendent, C.U.
6. Office file concerned.



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Specification cum price bid:

Sl No	Detail of the work/item	Unit of Measure	Unit Rate (inclusive of all applicable taxes and installation charges, if any)
1.	Acrylic letter (golden/aluminium colour)	feet	
2.	Vinyl signboard pasting	sqft	
3.	Direction board with pole (florescent material)	sqft	
4.	Standee (ex: parking/ no-parking, etc)	12 inch (l) x 8 inch (b) x 4 feet(h)	
5.	Glow Sign Board with clam	sqft	
6.	Glow Sign Board with pole	sqft	

Quantum: as per requirement/demands.

Name of the **Bidder:**

Address of the **Bidder:**
.....

Contact Number(s) of the **Bidder:**
.....

Type of Business Entity of the **Bidder** [*Proprietorship/Partnership/Company/others*]:
.....

Full Name {in BLOCK Letters} of the **Authorized Signatory:**
.....

Full Signature of the **Authorized Signatory** with Date:

Office Seal/Stamp:

Atulya
Kishor
Cotton University
Panbazar, Guwahati-781001 Assam