



# COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

[www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in) :: 0361-2601100/2733530 :: [registrar@cottonuniversity.ac.in](mailto:registrar@cottonuniversity.ac.in)

## Notice Inviting Expression of Interest

[ NI-EOI No. CU/S&P/2020/01 Dated January 03, 2020 ]

Expression of Interest (EOI) in sealed cover is invited from registered Guwahati based printers/suppliers in two-bid (techno-commercial and financial) system for empanelment of vendors with regard to supply of pre-printed consumable items for a period of one year.

The bidding document pertaining to this notice, along with ICICI Bank Challan-FEE CODE 011 which is meant for payment of a processing fee (non-refundable) of INR 500/-, is required to be downloaded from the University's website [www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in). The sealed cover containing the bid and addressed to "The Registrar, Cotton University, Guwahati, PIN-781001, Assam" is required to be submitted during office hours in the Drop-Box arranged for the purpose on or before 3:00PM of January 24, 2020. Bid opening may be done on the following working day at 11:00AM which the bidders may attend.

  
(Prof. Diganta Kumar Das)  
Registrar

Memo No. CU/S&P/2018/20/ 287-293

Dated 04/01/2020

Copy for information and necessary action to:

1. The P.S. to the Vice Chancellor
2. The Finance Officer
3. The Computer Systems Manager; he is requested to arrange for uploading/posting of this notice and the bidding document in the University's website
4. The Director, DIPR, Govt. of Assam; s/he is requested to arrange for publication of the abstract ad (soft copy enclosed) of this notice in one(1) immediate issue of both *The Assam Tribune* as well as *Amar Axom*, and submit bill/invoice in triplicate for release of payment
5. The Co-ordinator, NEI ASSAM; he is requested to arrange for posting/uploading/publication of this notice in their website [www.dailyassam.com](http://www.dailyassam.com)
6. The notice board
7. The office file concerned

(Prof. Diganta Kumar Das)  
Registrar

Registrar  
Cotton University  
Panbazar, Guwahati-781001, Assam



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## 1. Terms and Conditions:

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

- 1.1. The NI-EOI No. CU/S&P/2018/40 Dated December 27, 2018 stands cancelled due to technical reasons.
- 1.2. The sealed cover must be submitted in **two separate, sealed sub-envelopes** clearly super-scribed as:
  - i. **'Techno-commercial Bid'**, consisting of documents, testimonials, etc. pertaining to all technical details/ specifications of item(s) in addition to commercial terms and conditions as well as details of required compliances; and
  - ii. **'Financial Bid'**, indicating item-wise base rate(s)/ price(s) for the item(s) listed in the relevant Techno-commercial Bid.
- 1.3. The **two separate, sealed sub-envelopes** mentioned in Clause 1.2 are required to be placed inside a **comparatively bigger sealed envelope** clearly super-scribed on the top of the same as **"EMPANELMENT OF VENDORS WITH REGARD TO SUPPLY OF PRE-PRINTED CONSUMABLE ITEMS FOR A PERIOD OF ONE YEAR :: NI-EOI No. CU/S&P/2020/01 Dated January 03, 2020"**. The name and address of the bidder along with valid contact number(s) must be mentioned on each of the envelopes. The bigger sealed envelope addressed to **"The Registrar, Cotton University, Guwahati, PIN-781001, Assam"** must be submitted during office hours in the **Drop-Box** arranged for the purpose **on or before 3:00PM of January 24, 2020**.
- 1.4. There is a **processing fee (non-refundable)** of **INR 500/-**, to be deposited through the **ICICI Bank Challan- FEE CODE 011** at any of the branches of **ICICI Bank**. The **soft copy** format of the required challan may be **downloaded from** the University's website [www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in) for which it has been made available therein alongside the relevant Notice Inviting Expression of Interest.
- 1.5. The **counterfoil (University Copy)** of the **mentioned bank challan** [implicating payment of the necessary processing fee] **must be submitted in** the envelope titled **Techno-commercial Bid**.
- 1.6. **Techno-commercial Bid opening** may be done on the **following working day at 11:00AM** which the bidders may attend, if they so desire.
- 1.7. In case the **date of bid submission** is declared a **holiday** by any jurisdictional authority, then the **following working day** of the University shall be **treated as due date** for bid submission. The **bid received after due date and time or without sealed cover or in torn condition shall not be entertained under any circumstances whatsoever**.
- 1.8. Any **addendum, corrigendum, notice of date extension, etc.** shall be **posted on the University's website** only. As such, it is in the bidder's interest to stay alert regarding such notices/notifications.
- 1.9. **All bids** received shall be **opened, scrutinized and evaluated by a committee constituted for the purpose of selection and recommendation** with respect to empanelment of vendors.
- 1.10. **Evaluation** shall be done **separately for each item or category of items** as deemed fit by the committee constituted for the purpose.
- 1.11. **All pages** of the bidding document and supporting materials, annexure/enclosures etc. must be **sealed and signed** by the bidder or their authorized signatory. **All entries** by the bidder should be **legibly written**. Any **over-writing, corrections and cuttings** should bear initials of the authorized signatory. Ideally, corrections should be made by **writing again instead of 'shaping' or over-writing**.

Registrar

Cotton University

Panbazar, Guwahati-781001, Assam

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4/1/20



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- 1.12. The bidder shall have to invariably furnish **Security Deposit (SD) money** to the tune of **INR 10,000/-** vide **Banker's Cheque/ Demand Draft** drawn in favour of **"Cotton University"** and payable at **"Guwahati"**. The **SD money** of the successful bidder(s) shall be retained until expiry of the rate contract (RC) or commencement of the fresh rate contract (RC) while that of the unsuccessful bidder(s) shall be returned at an early date. The **SD money** of the successful bidder shall not carry any interest and would be refunded after adjustment of all dues of the University for damages of any kind, if any.
- 1.13. The employees of Cotton University or their immediate family members shall not be eligible to participate in the bidding process. For the purpose of this clause, immediate family members comprise dependent parents, sons, daughters, brothers, sisters and spouse.
- 1.14. The bidder submitting their bid shall be deemed to have read and unconditionally accepted all terms and conditions stated herein. No correspondence, be it verbal or written, shall be entertained in respect of acceptance or rejection of their bid.
- 1.15. **Non-conformity** to any of the stipulated terms and conditions and/or non-submission of any of the documents/ testimonials/ fees etc. mentioned below in the 'Enclosures-cum-Checklist' section, shall amount to the bid being incomplete thereby disqualifying the bidder owing to which their bid shall not be considered, but instead, summarily rejected by the bid opening and evaluation committee.
- 1.16. The Financial Bid of only the techno-commercially acceptable offers shall be opened for the purpose of evaluation (and ranking). Date and time of opening of Financial Bids might be intimated to shortlisted bidders separately.
- 1.17. The University shall deal with the bidder directly, and thus, no middle-men/ agents/ commission agents etc. should be asked or encouraged by the bidder to represent their cause.
- 1.18. **Base rate(s)** must be quoted in terms of Indian currency, i.e. Indian Rupees (INR) only.
- 1.19. The bidder shall quote the most competitive base rate(s). Quoted rate(s) + GST [which is/ are not to be higher than the Maximum Retail Price (MRP) under any circumstances whatsoever, if applicable] must be inclusive of all taxes and duties, charges for packaging/forwarding/freight, etc. Insurance, wages of manpower, and other incidental expenses must be borne by the bidder themselves.
- 1.20. In case the bidder quotes zero/ nil/ blank against the respective columns of each item in 'Schedule of Rates', the bid shall be treated as invalid and the bidder shall not be considered the lowest (L<sub>1</sub>).
- 1.21. If base rate(s) and other required value(s) are quoted in a format other than the one which is prescribed in the bidding document, then the bid is liable to be cancelled. 'Schedule of Rates' must be carefully and properly filled up. Please note that NO corrections and/or alterations in the Financial Bid shall be permitted at a later stage.
- 1.22. The lowest base rate(s) shall be determined based on evaluation of quotes belonging to only the techno-commercially qualified bidders. The lowest bidder(s) willing to supply at the base rates determined by the University shall be issued offer for enlistment/empanelment. That offer which shall be based on the lowest base rate(s) or any other rate(s) to be decided by the University, would need to be accepted within a stipulated number of days (to be intimated in due course of time) from the date of issue of the offer. Failure to accept the offer and/or failure to communicate its acceptance within that time frame shall automatically result in cancellation of the offer.

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- 1.23. On receiving necessary approval from the University authority, the **base rate(s)** against the **item(s)** listed in the Techno-commercial Bid shall remain **constant/ fixed/ valid** for a period of **one(1) year commencing from date of issue of the Office Order pertaining to enlistment/empanelment**. Subject to satisfactory performance of the selected bidder(s), the **validity period** of the resultant **rate contract (RC) may be extended/renewed** for further duration based on mutual consent, if deemed necessary. **In all circumstances and eventualities**, whether arising out of expiry of the period of the RC or its non-renewal or termination or withdrawal, the **bidder** shall have to **continue the work till** such time that a **new or alternate arrangement** is made by the University. In the event of **failure to observe this condition**, the **entire SD money**, as also **any and all other dues**, lying with the University, would stand **forfeited**.
- 1.24. The **bid shall be rejected if**:
- the authenticity of any of the supporting documents is found to be fabricated or false or untrue or incorrect or forged or deceitful; or
  - the bidder is found to have been blacklisted by any government/ non-government organization/ Public Sector Undertaking in the preceding three(3) years; or
  - the bidder is convicted, punished, charge sheeted in a criminal case involving moral turpitude; or
  - the bidder tries to canvass the bidding process or influence any official of the University, in any manner whatsoever; or
  - the bid or any part of it is found to be conditional or contradictory in nature and interpretation.
- 1.25. The successful bidder shall **deliver the listed item(s) at their approved base rate(s)** as and when requirement arises in the University.
- 1.26. **An offer of guarantee encompassing immediate replacement against defects of manufacturing/ workmanship/ mishandling during storage and transit etc. as regards the supplied item(s)** must be provided by the successful bidder.
- 1.27. The successful bidder shall **deliver the ordered item(s) at the place/site as instructed by the authorized personnel during or prior to delivery** and also **collect item(s) for return**, if any.
- 1.28. The necessary **on-site delivery** shall be carried out by authorised representative(s) of the successful bidder entirely **at their own risk** and **free-of-cost** in the presence of authorised personnel from the concerned administrative section/ research lab/ academic department of the University.
- 1.29. The successful bidder shall provide **prompt after-sales service and support whenever and wherever called for**. By having an alternative backup plan for continued availability of human resource, the bidder shall ensure that there is **no disruption of services because of absenteeism** of manpower. **Apart from providing the required services**, as and when called for, the successful bidder shall **discharge any other duties**, which in the opinion of the University are **within the scope of work** of the bidder, and that such duties shall be carried out **with due diligence and care**.
- 1.30. The successful bidder must **deliver the item(s) and provide associated service and support/assistance at the designated site during such time in the day as may be specified for that particular place from time to time** which include **all working days/ shifts and even on holidays**.
- 1.31. **For any deficient services**, the University reserves the **right to terminate the rate contract (RC)** and **initiate such further penal/ legal action** as deemed fit.

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- 1.32. The successful bidder shall engage **suitable and experienced personnel** as may be needed to **supervise and guide the subordinate personnel for proper completion of the work** as per direction of such officer(s)/official(s) as may be designated by the University. The bidder is **overall and fully responsible for the good conduct and character of the manpower** deployed. **In case of any complaint** against any staff, the bidder shall be under mandatory obligation to **suitably punish such personnel** or to **take such other action** as may be directed including **removal or substitution of such personnel** when instructed orally or in writing by the designated officer(s)/official(s).
- 1.33. The **successful bidder and their representative(s)** shall be **liable to be dealt suitably** in the event of **infringement of any law**. Any **financial liability arising on the University as principal employer** shall be **deducted from the bills/invoices of the bidder** and if the **full amount is not recovered**, then the **same shall be recovered from the SD money (if any)** of the bidder.
- 1.34. In case the **work carried out by the successful bidder or its personnel is not found satisfactory**, then the **bidder** upon advice, directions or orders from the University shall **take immediate necessary steps** so as to **provide prompt, uninterrupted and effective services**, as per terms of the RC.
- 1.35. In case the **successful bidder fails in fulfilling the obligations** of work under the RC, fully and in time, the **University shall have the absolute right to take up the work at the bidder's cost and risk**, and **recover all such expenses from the amounts due to the bidder including their SD money (if any)**.
- 1.36. The **manpower deployed by the successful bidder** for carrying out the obligations under the terms of the RC shall be **employees of the bidder**. **No relationship of master and servant** would be created **between the deployed manpower and the University** under this contract. The **bidder shall be solely responsible for their affairs** and will be bound to comply with the statutory obligations as and where applicable. These **personnel shall have no claim whatsoever**, to be treated as **employees of the University**. In the event of any such claims being made by the personnel of the successful bidder on the University, the bidder shall be wholly responsible and the bidder shall indemnify the University against any such claims, either monetary or otherwise.
- 1.37. The successful bidder shall **observe all the laws** and be **solely responsible for any prosecution or liability arising from breach** of any of those laws. The bidder shall be **responsible for compliance with all central and state laws as per rules/ regulations/ bye-laws and order of the local authorities and statutory bodies** as may be in force from time to time during the subsistence of the RC. The bidder shall **also indemnify the University and its officer(s)/official(s) from any claim or consequences/ damages for any lapse or non-compliance** thereof. **If, at any point of time, it is found that any type of liability/ responsibility has been fixed on the University or its employees by any government or local bodies** regarding the contract in question, then the **total responsibility** will have to be **borne by the bidder**.
- 1.38. **If, at a later date, it is found that any of the information, documents, testimonials or certificates submitted by the successful bidder is wrong/ forged/ fake/ false or manipulated**, then the RC shall stand **cancelled with immediate effect** and the **SD money (if any)** with the University shall be **forfeited** without any claim whatsoever against the University.
- 1.39. The successful bidder is **liable to forfeit their SD money (if any)** and **be barred from future bidding if after receipt of purchase order, they fail to deliver the item(s) and/or fulfil due obligations** regarding the supply assignment.

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4/1/2020



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- 1.40. The successful bidder shall **not divulge any information, confidential or otherwise**, that he may come across. The bidder or their representative(s) shall be granted **permission by the University to enter the premises only for the purpose of carrying out the contractual obligations** and not for any other reasons or purposes. **Prior permission** will have to be obtained by the bidder or their authorized representatives **from the University** in the event of them being required to **remain on the University's premises beyond the stipulated time and/or on Sundays and fixed public holidays** for any reasons whatsoever.
- 1.41. If, in the course of execution of the RC by the successful bidder, **any damage** is caused by the bidder or its personnel deployed in the University's premises **to persons and/or property of the University**, the **bidder shall** be liable for the same and that they shall **indemnify the University** against such damages. The bidder shall also **render all assistance and cooperation** to the University in the event of any **inquiry relating to any such incident or accident**.
- 1.42. The successful bidder shall **not delegate or sublet the supply assignment or any part thereof to any other agency/entity/contractor** without the prior written consent/ approval of the University; and such **consent, even if provided, shall not relieve the bidder from any liability or any obligation** under the RC.
- 1.43. **No advance payment** shall be made to the successful bidder. **Payment** shall be made only **after due scrutiny, verification and endorsement** of the same by **authorized personnel** who shall necessarily be officer(s)/official(s) designated by the University for the required purpose.
- 1.44. **Statutory levies and taxes**, as applicable from time to time, shall be **deducted at source** as TDS from the **bill(s)/invoice(s)** of the successful bidder at the time of settlement of the same **unless the bidder produces a certificate to the contrary from the Income Tax authorities**. TDS certificate will be issued by the University. GST and other taxes, as applicable from time to time, shall be paid as per rules.
- 1.45. The bidder has to mandatorily have their own **official premises** in Guwahati. The **University reserves the right to call for any information and record** as well as **inspect the premises (if any) of any or all of the bidders, before as well as, during subsistence of the RC**.
- 1.46. The University reserves the **right to cancel the RC by giving a notice in writing without assigning any reason** whatsoever in lieu thereof. Any notice sent by the University to the address recorded in the bidding document shall be deemed to have been properly served for any of the purposes mentioned herein.
- 1.47. **Mere submission of the bid does not confer any right** on any eligible bidder **for enlistment or empanelment** with the University. The allocation of work post enlistment/empanelment among all the enlisted/empanelled vendors may be made by nomination basis as and when requirements arise.
- 1.48. **Selection/enlistment/empanelment will not ipso facto confer any right** on the successful bidder to receive **Purchase Orders (PO's)** from the University and that the same shall in **no way guarantee or ensure allotment of work**. The University reserves the **right to procure the item(s) from any other vendor(s) who is not selected/enlisted/empanelled** as per this or any other bid/ rate contract.
- 1.49. **Neither party to the agreement shall be responsible for any delay in performance of any terms and conditions herein to the extent delay is caused by act of God or any other cause beyond their reasonable control**.

Registrar  
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21/1/2020



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- 1.50. The **decision** of Cotton University on all matters connected with or incidental to selection or empanelment shall be **final and binding on all** and shall **not be called in question on any ground**.
- 1.51. **The Registrar, Cotton University or any officer(s)/official(s) authorized** by the University, has the discretion to **review or ascertain and enforce due and proper observance of the laws, rules and regulations**. The **officer(s)/official(s) so authorized** by the University, or **the Registrar**, may, by himself, **investigate into any complaint** regarding default on the part of the bidder as regards terms and conditions of the bid. **No bidder shall be allowed to be represented by legal expert during** the course of any **investigation, enquiry, appeal or any other proceeding** conducted by or before any officer/official of the University against the bidder.
- 1.52. Cotton University reserves the **right to amend or withdraw any of the terms and conditions and also update, modify, relax/waive and supplement the minimum requirements at any point of time**. The University reserves the **right to accept the offers in full or in parts or reject summarily or partly**. In other words, the University reserves the **right to accept, consider or reject any or all of the offers without assigning any reason** in lieu thereof. The decision of Cotton University in respect of scrutiny and evaluation of credentials of bidders as well as selection of the successful bidder(s) shall be intimated by the office.
- 1.53. In the event of any **dispute or difference between the parties** relating to or concerning the **interpretation of the rate contract/ bid** or any **alleged breach** thereof or any **matter relating to the contract/ bid**, the **same shall be settled** by the parties, as far as possible, **by mutual discussions and consultations** between themselves. **No bidder shall be allowed to be represented by a legal expert** during any proceeding of mutual discussions and consultation. The dispute shall be so settled only when the same has arisen during subsistence of the contract and that the **decision taken by the Registrar, Cotton University shall be final and binding** on all parties. In other words, **in case of any ambiguity or dispute that may arise in the interpretation of any of the clauses** in this bidding document, the **interpretation of the Registrar, Cotton University shall be final and binding on all**.
- 1.54. The **law of the land shall apply** to the rate contract arising out of this bid. **All disputes** in this connection and all matters arising out of the contract shall be **settled exclusively in the courts under Kamrup Metropolitan district jurisdiction**.

  
4/1/2020  
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## 2. Enclosures-cum-Checklist:

- **Documents etc.** which must be placed **inside** the sub-envelope titled '**Techno-commercial Bid**' are:
  - i) Copy of **evidence indicating submission of the processing fee worth INR 500/-, i.e., counterfoil (University Copy) of the ICICI Bank Challan- FEE CODE 011**
  - ii) **Banker's Cheque/ Demand Draft (as SD money) to the tune of INR 10,000/-**
  - iii) Copy of **bidding document duly sealed and signed by the authorized signatory representing the bidder** thereby implicating that **all terms and conditions stipulated in the bidding document are unconditionally acceptable to the bidder**
  - iv) Copy of **valid/ up-to-date trade license/ registration certificate issued by the competent authority under Kamrup Metropolitan district jurisdiction**
  - v) Copy of **PAN card**
  - vi) Copy of **certificate pertaining to GST registration**
  - vii) Copy of **document(s) indicating Income Tax Returns (ITR) filing for the Financial Year 2018-19 [i.e. Assessment Year 2019-20]**
  - viii) Copy of **documents/ testimonials [work completion certificates/ invoices] indicating prior work experience of similar nature**
  
- **Document(s) etc.** which must be placed **inside** the sub-envelope titled '**Financial Bid**' are:
  - a) **Hard Copy (paper) of the prescribed format of 'Schedule of Rates' duly filled up in neat and legible handwriting**
  - b) **Soft copy (CD) of the prescribed format of 'Schedule of Rates', to be to be furnished in electronic spreadsheet (MS-Excel), the blank/default format of which may be collected from the Stores & Purchase (S&P) Section, Cotton University**

  
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### 3. Schedule of Rates:

Sl. No.	Item	Specifications	Unit of measure	Base Rate per unit (INR)
1	Appointment Letter for External Examiner	dual side, A4 size, 80 GSM, maplitho	1000	
2	Appointment Letter for Question Setter / Form No. Ex-10	dual side, A4 size, 80 GSM, maplitho	1000	
3	Appointment Letter of Examiner for Theory Paper	dual side, 80 GSM, maplitho	1000	
4	Cover File with Hard Board	14" x 10"	100	
5	Examination Answer Booklet	main, 16 pages, 58 GSM, C/Wove	1000	
6	Examination Answer Booklet	main, 12 pages, 58 GSM, C/Wove	1000	
7	Examination Answer Booklet	main, 8 pages, 58 GSM, C/Wove	1000	
8	Examination Answer Sheet	additional, 4 pages, 58 GSM, C/Wove	1000	
9	Form indicating Structure of Question Paper / Form No. Ex-19	dual side, 80 GSM, maplitho	1000	
10	Form No. Ex-13A	dual side, 80 GSM, maplitho	1000	
11	Form No. Ex-9	dual side, 80 GSM, maplitho	1000	
12	Form No. Ex-9A	dual side, 80 GSM, maplitho	1000	
13	Form No. Ex-9B	dual side, 80 GSM, maplitho	1000	
14	Letter for Paper Setter / Form No. Ex-8	dual side, 80 GSM, maplitho	1000	
15	Marks Foil / Form No. Ex-13	single side, A4 size, 80 GSM, maplitho	1000	
16	Note Pad	A5 size / 14.8cm x 21cm, regular with plain paper, 40 pages	100	
17	Note Pad	A5 size / 14.8cm x 21cm, regular with plain paper, 20 pages	100	
18	Note Pad	A5 size / 14.8cm x 21cm, regular with ruled paper, 40 pages	100	
19	Note Pad	A5 size / 14.8cm x 21cm, spiralled with ruled paper, 80 pages	100	

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4/21/2020



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20	Printed Envelope	14" x 11", adjulate paper with inside netting, cotton made	1000	
21	Printed Envelope	16" x 13", adjulate paper with inside netting, cotton made	1000	
22	Printed Envelope	21" x 11", adjulate paper with inside netting, cotton made	1000	
23	Printed Envelope	10" x 4½", craft	1000	
24	Printed Envelope	11" x 5", craft	1000	
25	Printed Envelope	12" x 10", craft	1000	
26	Printed Envelope	12" x 10", lining brown	1000	
27	Printed Envelope	12" x 16", craft	1000	
28	Printed Envelope	12" x 6", craft	1000	
29	Printed Envelope	13" x 16", lining brown	1000	
30	Printed Graph Paper / Form No. Ex-31	single side, 80 GSM, maplitho	1000	
31	Remuneration Bill / Form No. Ex-14	single side, A4 size, 80 GSM, maplitho	1000	
32	Slip Pad	18cm x 24cm, 70 GSM, maplitho type, 100 slips/sheets, white colour, perforated, bound	100	
33	Slip Pad	15cm x 21cm, 70 GSM, maplitho type, 50 slips/sheets, non-white colour, perforated, bound	100	
34	Statistical (Square) Paper	35cm x 21cm, single side	1000	
35	Top Sheet / Form No. Ex-7	single side, A4 size, 80 GSM, maplitho	1000	

*Signature*  
4/1/2020  
Registrar  
Cotton University  
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