



असमचेन वेदव्यम्

COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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

Notice Inviting Bids

" NIB No. CU/S&P/2021/04 Dt. August 26, 2021 "

Bids in sealed cover/envelope are invited in single bid system from registered Guwahati based authorized dealers of University's empanelled furniture companies/brands viz. **Godrej, ZUARI and ONOMA** with regard to procurement of Office Furniture Items as detailed below:

Sl. No.	Category of Items	Brand offered	MRP [INR]	Offered Price inclusive of GST@18% [INR]
1	Book Case with 4 nos. of Doors/Shelves			
2	Filing Cabinet with 4 nos. of Doors/Shelves			
3	Office Almirah with 2 nos. of Doors & 5 nos. of Shelves			
4	Locker Cabinet with 18 nos. of Doors/Boxes			

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

- This document must be downloaded from the University's website i.e. www.cottonuniversity.ac.in. The sealed cover must be super-scribed as "**Procurement of Office Furniture Items for Cotton University :: NIB No. CU/S&P/2021/04 Dt. August 26, 2021**" and addressed to "**The Registrar, Cotton University, Guwahati, PIN-781001, Assam**". The sealed cover containing the bid must be submitted during office hours in the **drop-box** arranged for the purpose **on or before 2:00 P.M. of September 10, 2021**. Bid opening shall be done on the same day at 2:30 P.M.
- Offered Price(s)** quoted by the bidder must be **inclusive of all taxes and duties such as toll tax, charges for packaging/ forwarding/ freight {(bulk) loading and unloading}, charges for on-site delivery and on-site installation, etc. Transit insurance, wages of manpower, and other incidental expenses must be borne by the bidder.**
- The **lowest (L₁) Offered Price(s)** that would be approved by the University authority shall remain **valid until there is a revision in the Maximum Retail Price(s) of the items** on the part of the above mentioned companies/brands.
- Quantum of order(s)** shall be **need based/ demand based.**
- Documents etc.** which must be placed **inside** the sealed cover are – (i) Photocopy of **Manufacturer's valid Certificate for Authorized Dealership**; (ii) Photocopy of valid/up-to-date **trade license** issued by the competent authority under **Kamrup Metropolitan district jurisdiction**; and (iii) Photocopy of **certificate pertaining to GSTIN or GST registration.**
- The University reserves the **right to amend or withdraw any of the terms and conditions and also update, modify, relax/waive and supplement the minimum criteria/requirements at any point of time.** The University reserves the **right to accept the offers in full or in parts or reject the same 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 on all matters connected with or incidental to selection of supplier(s)/vendor(s)** shall be **final and binding on all** and that it shall not be called in question on any ground. In case of any **ambiguity or dispute that may arise in the interpretation of any of the clauses in this notice, the interpretation of the Registrar, Cotton University shall be final and binding on all.**
- The **law of the land shall 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 falling under the jurisdiction of Kamrup Metropolitan district jurisdictional authority.**

(Prof. Diganta Kumar Das)
Registrar

Memo No. CU/S&P/2018/25/ 5928

Dated 26/8/21

Copy for information and necessary action to:

1. The P.S. to the Vice Chancellor
2. The Finance Officer
3. The Systems Manager; he is requested to arrange for uploading/posting of **this notice** in the University's website
4. The University's notice board
5. The office file concerned