

Cotton University

Panbazar, Guwahati-781001, Assam, India
www.cottonuniversity.ac.in

Notice Inviting Quotations

NIQ No. CU/S&P/2018/30 Dated August 21, 2018

Quotations in sealed envelope are invited from eligible manufacturers/dealers/suppliers in two-bid (technical and financial) system for **supply and installation of feminine hygiene equipment.**

The bidding document has to be downloaded from the website i.e. www.cottonuniversity.ac.in. The sealed bid package is required to be submitted to the undersigned during office hours **on or before 2:00PM of 13th September, 2018** while the opening will be done on the following working day at 11:00AM in which the bidders may attend.

[Signature]
23/8/18
Registrar

Memo No. CU/S&P/2018/10/7200-07

Dated 23.8.18

Copy for information and necessary action to:

1. P.S. to the Hon'ble Vice Chancellor
2. Superintendent, NBD Girls Hostel/ SKL Girls Hostel/ DKR Girls Hostel
3. Finance Officer
4. Executive Engineer
5. System Manager, with a request to upload this notice in Cotton University website
6. Secretary, Girls' Common Room
7. Notice board
8. Office file

Terms and Conditions

The bidder must fulfill the following terms and conditions which are the minimum criteria applicable herein:-

- 1.1. The bid package must be submitted in **two separate sealed envelopes** clearly super-scribed as:
 - i. **'Technical Bid'**, consisting of all technical details/specifications in addition to commercial terms and conditions as well as details of necessary compliances; and
 - ii. **'Financial Bid'**, indicating item-wise price for the items listed in the Technical Bid.
- 1.2. The **two separate sealed envelopes** mentioned in Clause 1.1 are required to be **put together in a bigger sealed envelope** clearly super-scribed on the top of the same as **"APPLICATION FOR SUPPLY AND INSTALLATION OF FEMININE HYGIENE EQUIPMENT"**, which is to be addressed to **The Registrar, Cotton University, Panbazar, Guwahati-781001** and submitted during office hours in the Drop Box arranged for the purpose **on or before 2:00PM of 13th September, 2018.**
- 1.3. **Comprehensive warranty against defects of manufacturing/workmanship for a period of at least Twelve(12) months [to commence from the date of installation of the equipment]** must be provided by the bidder **vide individual warranty cards/certificates against each individual machine.**
- 1.4. The necessary **on-site installation and on-site training** shall be carried out entirely **at their own risk and free-of-cost** at the locations to be finalized later.
- 1.5. **Financial Bid of only the techno-commercially acceptable offers** shall be **opened** for the purpose of evaluation (and ranking).
- 1.6. **Non-conformity** to any of the **'Terms and Conditions'** along with non-submission of any of the documents/testimonials etc. mentioned in the **'Enclosures'** section evident below, will disqualify the applicant and their **Financial Bid will not be considered** by the tender opening and evaluation committee.
- 1.7. Quoted values [which are not to be higher than the MRP, i.e. maximum retail price (where applicable) under any circumstances whatsoever] shall be considered **inclusive of all taxes and duties as well as F.O.R. destination.**
- 1.8. Cotton University reserves the **right to modify/cancel the minimum requirements.** It also reserves the **right to accept, consider or reject any or all of the applications** without assigning any reason thereof. The decision of Cotton University in respect of scrutiny, evaluation and selection of supplier(s) shall be intimated by the office and that it shall be final. All disputes in this connection shall be settled in **Kamrup Metropolitan district jurisdiction only.**

Enclosures

Documents/testimonials etc. which must be submitted in the envelope titled **'Technical Bid'** are:

- i) Copy of **bidding document duly signed by the authorized signatory**
- ii) Copy of **certificate indicating Original Equipment Manufacturer (OEM)/ authorization for dealership (as applicable)**
- iii) Copy of **document mentioning specifications in detail**
- iv) Copy of **sheet indicating warranty to be offered**
- v) Copy of **valid trade license issued by the competent authority under respective jurisdiction**
- vi) Copy of **PAN card**
- vii) Copy of **GST registration certificate**
- viii) Copy of **document(s) indicating filing of income tax returns for the last assessment year**
- ix) Copy of **documents (purchase orders/installation certificates/invoices etc.) indicating previous work experience of similar nature**

Document(s) which must be submitted in the envelope titled **'Financial Bid'** are:

- i) Copy of the prescribed format of **Financial Involvement** duly filled up in neat and legible handwriting

[Handwritten signature]

Basic Specifications

S. No.	Item	Parameters and Credentials	
1	Sanitary Napkin Destroyer (Incinerator) Capacity: 10-15 nos. of napkins at a time	Mounting Loading Fixed Timer Housing Construction Temperature Control Safety features	: Wall : Front : To indicate start up : MS cabinet : Dual chamber (primary and secondary) : Automatic digital controller / inbuilt thermostat : Trap door, thermal insulations, etc.
2	Sanitary Napkin Destroyer (Incinerator) Capacity: 5-10 nos. of napkins at a time	Mounting Loading Fixed Timer Housing Construction Temperature Control Safety features	: Wall : Front : To indicate start up : MS cabinet : Dual chamber (primary and secondary) : Automatic digital controller / inbuilt thermostat : Trap door, thermal insulations, etc.

Dulms

Financial Involvement

Sl. No.	Item	Base Rate (INR) [A]	HSN Code [B]	Rate of GST (%) [C]	Value of GST (INR) [D]	Unit Price (INR) [E= A+D]	Quantity (nos.) [F]	Total Price (INR) [G= E x F]
1	Sanitary Napkin Destroyer (Incinerator) Capacity: 10-15 nos. of napkins at a time						1 (One)	
2	Sanitary Napkin Destroyer (Incinerator) Capacity: 5-10 nos. of napkins at a time						3 (Three)	
Value (INR)								

Dubey