



COTTON UNIVERSITY

Panbazar, Guwahati- 781001

Notice Inviting Expression of Interest

" NI-EOI No. CU/S&P/2026/10 Dt. August 18,2026 "

EOI is invited in Two-bid systems from reputed agency/furniture house for **"Supply of Wooden Customized Office Furniture"**. The deadline for submission of sealed bid is 2:00 P.M. of Sep 02, 2026.

For details, visit www.cottonuniversity.ac.in.

S/d, Registrar

Registrar i/c
Cotton University
Panbazar, Guwahati- 781001, Assam



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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Notice Inviting Bids

"NIB No. CU/S&P/2026/10 Dt. August 18,2026"

Expression of Interest (EOI) is invited in double-bid (techno-commercial and financial) systems from Guwahati based Furniture House/Agency, etc for **"Supply of Wooden Customized Office Furniture"** for the Cotton University.

The bidding document pertaining to this notice must be downloaded from the University's website i.e. www.cottonuniversity.ac.in. The sealed cover must be super-scribed as **"Supply of Wooden Customized Office Furniture:: NIB No. CU/S&P/2026/10 Dt. August 18,2026"** and addressed to **"The Registrar, Cotton University, Guwahati-781001, Assam"**. The sealed cover containing the bid must be submitted during office hours **on or before 2.00 P.M. of September 02, 2025** in the **drop-box** arranged for the purpose. Bid opening might be done on the same day at **3:00 P.M.** in presence of the bidders.

Registrar,i/c
Cotton University

Memo No. CU/S&P/2025/13/ **6452-57**

Dated **19/08/26**

Copy for information and necessary action to:

1. The Director, Directorate of Information and Public Relations, Government of Assam; is requested to arrange for publication of the abstract ad {soft copy enclosed} of this notice in the immediately next issue of 'The Assam Tribune' and 'Amar Asom', as well as submit the invoice in triplicate format for claiming the release of payment.
2. The P.S. to the Vice Chancellor to appraise the matter to Hon'ble Vice Chancellor,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 University's notice board
6. The office file concerned

Registrar,i/c Registrar i/c
Cotton University Cotton University
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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 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 specifications/ details of item(s) in addition to commercial terms and conditions as well as other requisite compliances; and
 - ii. **'Financial Bid'**, indicating per unit base rate(s)/price(s) for the items listed in the Techno-commercial Bid.
- 1.2. The **two separate, sealed sub-envelopes** mentioned in Clause 1.1 are required to be placed inside a **bigger sealed envelope** clearly super-scribed on the top of the same as **“Supply of Wooden Customized Office Furniture:: NIB No. CU/S&P/2026/10 Dt. August 18,2026”**. 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** which is required to be **addressed to “The Registrar, Cotton University, Guwahati-781001, Assam”** must be **submitted** during office hours in the drop-box arranged for the purpose **on or before 2:00 P.M. of September 02, 2026**.
- 1.3. There is a mandatory **processing fee**{non-refundable} to the tune of **INR 2,000/- (Indian Rupees One thousand only)**, which must be deposited through the ONLINE Mode Only [<https://cottonuniversity.samarth.edu.in/feeportal/index.php/site/login>] {**TENDER FEE_2000**}
- 1.4. The Payment Proof/Copy of Payment Receipt must be submitted in the sub-envelope titled **Techno-commercial Bid**.
- 1.5. **Techno-commercial Bid opening and evaluation** might be done on the **same day at 3:00 P.M.** in presence of the bidders. **Financial Bid of only the techno-commercially acceptable offer(s) shall be opened** for the purpose of evaluation. In case the Techno-commercial Bid evaluation remains incomplete that day, then the date and time of Financial Bid opening shall be intimated to the shortlisted bidder(s) separately.
- 1.6. **In case the date of bid submission** is declared a **holiday** by any jurisdictional authority, 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 be treated as **‘unresponsive’ and disqualified**, and shall **not be entertained under any circumstances whatsoever**.
- 1.7. Going forward, 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 postings.
- 1.8. **All bids** received shall be **opened, scrutinized and evaluated by a committee constituted for the purpose of evaluation and recommendation** with respect to **Short-listing of vendors(L1)**.
- 1.9. **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 must be **legibly written**. Any **over-writing, corrections and cuttings** must bear **initials of the authorized signatory**. Ideally, **corrections** must be made **by writing again instead of ‘shaping’ or over-writing**.
- 1.10. The bidder must invariably furnish **Security Deposit(SD)** money to the tune of **INR 30,000/-** vide **Banker’s Cheque/ Demand Draft only {and not in any other mode}**, drawn in favour of **“Cotton University”** and payable at **“Guwahati”**.



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- 1.11. The **Security Money(SD) Deposit** of the unsuccessful bidder(s) shall be returned after inception of **fresh Rate Contract(RC)**, whereas the **SD Money of the Successful bidder(s)** shall be treated as **Performance Security** and will be retained for a period of 02 Years. The **SD Money of the successful bidder** will be refunded post expiry of the stated period and subject to obtaining necessary **"No Objection Certificate/Clearance Certificate"** from the authorized personnel concerned.
- 1.12. The **Performance Security money of the successful bidder**, during the subsistence of the period, shall be interest-free [i.e. it shall not carry any interest on the principal amount] and be refunded after adjustment of all dues of the University for Damages of any kind, if any.
- 1.13. An offer of **Replacement Guarantee** encompassing immediate replacement of the supplied item(s) against defects of manufacturing/ workmanship/ mishandling during storage and transit etc. must be provided by the successful bidder.
- 1.14. The University shall **deal with the dealer/agency, etc directly, and thus, no other commission agents, middle-men, etc.** must be asked or encouraged by the bidder to represent their cause.
- 1.15. The bidder submitting their bid shall be **deemed to have read and unconditionally accepted all the terms and conditions** stated herein. Therefore, **counter-conditional bids shall be summarily rejected.**
- 1.16. **No correspondence, verbal or written, shall be entertained in respect of acceptance or rejection of their bid.**
- 1.17. The bidder has to **mandatorily have their Furniture House/dealer/wholesale or retail outlet(s) within Guwahati / Kamrup Metropolitan area.** The University reserve right to call for any **information and records as well as inspect their premises physically** of any or all of the bidders, **before as well as, during subsistence of short-listing of the bidder.**
- 1.18. The **lowest(L₁) rates** shall be determined based on evaluation of quotes/bids belonging to only the **techno-commercially qualified bidder(s)** only.
- 1.19. **Rates in the Financial Bid must be quoted in Indian Currency; i.e. INR only.**
- 1.20. Merely being the **Lowest(L₁) bidder** shall **not** be considered a **sufficient condition for being enlist with the University.** To qualify in the techno-commercial evaluation, **samples of the proposed items must be brought for exhibition before the authorized personnel or bid opening and evaluation committee or any other committee constituted by the Authority which shall inspect and physically verify the quality and specifications of the samples.**
- 1.21. After receiving necessary approval of the University Authority, the **appropriate lowest rates of the items** listed in the bid shall be deemed **constant/fixed/valid for a period of at least Twelve (12) months or One year.**
- 1.22. The successful bidder must **deliver the ordered item(s) at the Cotton University or any other site(s) to be finalized in due course of time** by the authorized personnel. **Besides, the former must also collect item(s) for return, if any.**
- 1.23. The successful bidder must **provide adequate support/assistance at the designated site of delivery, whenever and wherever called for at the designated site during such time in the day as may be specified for that particular place from time to time** which shall include **all working days/ shifts and even on holidays.** Apart from delivering the required services, as and when called for, the bidder



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must **discharge any other duties**, which in the opinion of the University are **within the scope of work** of the bidder, and that such duties must be carried out **with due diligence and care**.

- 1.24. The successful bidder must **not divulge any information, confidential or otherwise**, that he may come across. The **authorized** representative(s) of the bidder shall be granted **access/permission by the University to enter the premises only for the purpose of carrying out the contractual obligations in respect of the supply contract/ Purchase Order and not for any other reason or purpose**. **Prior permission from the authorized personnel of the University** must be obtained by the authorized representative(s) of the bidder in the event of them being required **to remain on the University premises beyond the stipulated time and/or on Sundays and fixed public holidays** for whatsoever reasons.
- 1.25. The **successful bidder and their representative(s)** shall be **liable to be dealt with suitably** in the event of **infringement of any law**. Any **financial liability arising on the University** shall be **deducted from the invoice of the bidder**; and if the **full amount** is still **not recovered**, the same shall be **recovered from the Performance Security money** of the bidder.
- 1.26. In case the **successful bidder fails in fulfilling the obligations** under the Rate Contract, 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 amount of money due to the bidder including their Security Deposit(SD) money**.
- 1.27. If **any damage** is caused **to persons and/or property of the University** by the successful bidder or its personnel deployed in the University's premises in the course of execution of task/assignment under the supply contract/ Purchase Order, then 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**.
- 1.28. **No advance payment** shall be made to the successful bidder. **Payment** shall be made only **after due scrutiny, verification and certification** by the **authorized personnel of the University** who shall necessarily be officer(s)/official(s)/end user(s) designated by the University for the purpose regarding the successful execution of the allotted task/assignment by the authorized representative of the bidder.
- 1.29. The successful bidder shall **not delegate or sublet/subcontract the supply assignment or any part thereof to any other entity/company/agency/contractor/supplier/vendor or business partner** 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 supply contract/ Purchase Order.
- 1.30. **Statutory levies and taxes**, as applicable from time to time, might be **deducted at source** {as Tax Deducted at Source (TDS)} **from the invoice** of the successful bidder at the time of settlement of the same **unless the bidder produces a certificate {from the Income Tax authorities} to the contrary**. TDS certificate, wherever applicable, shall be issued by the University to that effect. Taxes, as applicable, shall be paid as per rules.
- 1.31. The successful bidder must **observe all the laws** and be **solely responsible for any prosecution or liability arising from breach** of any of those laws. The bidder must be **responsible for compliance with all central and state laws as per rules/ regulations/ bye-laws/ orders of the local authorities**



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- and statutory bodies as may be in force from time to time during the subsistence of the supply contract/ Purchase Order (P.O.) and period of warranty, if any. The bidder must also indemnify the University and its officer(s)/official(s)/end user(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 body/authority with respect to the contract/ P.O., then the total responsibility must be borne by the bidder.
- 1.32. Mere submission of the bid does not confer any right on any eligible bidder for being selected as a successful bidder and to subsequently obtain the Award of Contract (A.O.C.)/Purchase Order (P.O.).
- 1.33. Non-conformity to any of the stipulated terms and conditions and/or non-submission of any of the documents/ testimonials/ fees etc., reference of which is made 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.
- 1.34. The bid shall be rejected if:-
- (i) the authenticity of any of the supporting documents is found to be fabricated or false or untrue or incorrect or forged or deceitful; or
 - (ii) the bidder is found to have been blacklisted by any government/ non-government organization/ Public Sector Undertaking in the preceding three(3) years; or
 - (iii) the bidder is convicted, punished, charge-sheeted in a criminal case involving moral turpitude; or
 - (iv) the bidder tries to canvass the bidding process or influence any official of the University, in any manner whatsoever; or
 - (v) the bid or any part of it is found to be conditional or contradictory in nature and interpretation.
- 1.35. 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/ manipulated, then the Rate Contract shall stand cancelled with immediate effect and that the Performance Security money shall be forfeited without any claim whatsoever against the University.
- 1.36. Enlistment shall not *ipso facto* (by itself) confer any right on the successful bidder to receive Purchase Order (P.O.) from the University and that it shall in no way guarantee or ensure allotment of task/assignment. The University reserves the right to procure the goods from any other reliable entity/company/agency/contractor/supplier/vendor or business partner which might not be selected as per this or any other bid/Contract.
- 1.37. The University reserves the right to cancel the supply Contract 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 of the successful bidder shall be deemed to have been properly served for any of the purposes mentioned herein.
- 1.38. The decision of Cotton University on all matters connected with or incidental to enlistment 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 bidding document, the interpretation of the Registrar, Cotton University shall be final and binding on all.



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- 1.39. Cotton University reserves the **right to amend or withdraw any of the terms and conditions and also update/ modify/ relax/ waive/ supplement the minimum criteria/requirements at any point of time.** The University also reserves the **right to accept the offers in full or in parts or reject the same summarily or partly.** Additionally, the University reserves the **right to accept, consider or reject any or all of the offers without assigning any reason in lieu thereof.**
- 1.40. The Registrar, Cotton University or any officer/official authorized by the University, shall have 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** in the case of any default on the part of the successful bidder vis-à-vis terms and conditions of the bid. **No bidder shall be allowed to be represented by any legal expert during the course of any mutual discussion, consultation, investigation, enquiry, appeal or any other proceeding** conducted by or before any officer/official of the University against the bidder.
- 1.41. In the event of any **ambiguity or dispute or difference between the parties involved** relating to or concerning the **interpretation of the supply contract/ Purchase Order** or any **alleged breach** thereof or any **matter relating to the contract or the bid/RC**, the **same shall be settled** by the parties concerned, as far as possible, **by mutual discussions and consultations** between themselves. The dispute shall be so settled only when the same has arisen during subsistence of the RC and that the **decision taken by the Registrar, Cotton University shall be final and binding** on all parties concerned.
- 1.42. 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 RC shall be **settled exclusively in the courts falling under the jurisdiction of Kamrup Metropolitan district authority.**

2. Mandatory Enclosures-cum-Checklist:

❖ **Documents etc.** which must be placed inside the sub-envelope titled 'Techno-commercial Bid' are:

- i) Copy of Online Payment receipt of the **processing fee worth INR 2,000/-**
- ii) **Security Deposit (SD) Money** in the form of **Banker's Cheque/ Demand Draft** to the tune of **INR 30,000/- in favour of Registrar, Cotton University.**
- iii) Copy of the **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 **documents containing evidence** indicating the existence of **factory/factory license.**
- v) Copy of **valid Labour License**
- vi) Copy of **valid ESI Certificate**
- vii) Copy of **Turnover Certificate** certifying a minimum annual turnover of ₹20.00 (Twenty) Lakhs during the last three financial years, i.e., FY 2023-24, FY 2024-25 and FY 2025-26, duly certified by a CA.
- vii) Copy of the **latest GST return filing document** evidencing valid and active GST registration. Mere submission of the GST Registration Certificate shall not be considered sufficient proof of having a valid GST registration.
- viii) Copy of **document(s) indicating Income Tax Returns (ITR) filing for last three Financial Years 2023-24, 2024-25 and 2025-26.**
- ix) Copy of the valid **Trade License** issued by **Guwahati Municipal Corporation.**



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- x) Copy of relevant documents/testimonials, including purchase order(s)/order(s), **evidencing previous experience of similar type(only) supply of approximately ₹5.00 (Five) Lakhs** or above, to Government Department(s)/Organization(s) or reputed Higher Educational Institution(s) situated in the North-Eastern Region of India, within the last one (01) years.

Note: The bidders must exhibit the proposed furniture before the Committee/ Officials for consideration of the bid further.

❖ **Document** which must be placed **inside** the sub-envelope titled '**Financial Bid**' are:



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Schedule of Price:

Name of the Items	Qty (may vary)	Rate	Applicable GST,if any	Unit Price
Wooden Table with one lockable drawer and one open shelf below the drawer, provided with suitable foot support/footrest, complete with all necessary fittings and hardware. Size: 3.5 x 2 x 2.5 feet (l x b x h) (The bidder must shall exhibit a demo/sample of the proposed furniture)	100			
Wooden Chair : Standard size Chair with armrest made of bansom, halok, etc with seat cushion (The bidder must shall exhibit a demo/sample of the proposed furniture)	100			
Total Cost for 100 set of Table Chair : {INR}				

Name of the **Bidder**:

Address of the **Bidder**:

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

E-Mail ID(s) of the **Bidder**:

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

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

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

Office Seal/Stamp:


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