

	<p><b>COTTON UNIVERSITY</b> <b>Panbazar, Guwahati-781001</b></p>
<p>NIB No: CU/S&amp;P/2024/06, Dt. 08.07.2024</p> <p>Sealed bids are invited in Two-bid system from dealer/supplier/distributors/partners is invited for <b>“Supply of Office Furnitures”</b>. The last date bid submission is 17.07.2024.</p> <p>For details check <a href="http://www.cottonuniversity.ac.in">www.cottonuniversity.ac.in</a></p> <p>Sd/- Registrar</p>	

  
Registrar  
Cotton University  
Panbazar, Guwahati-781001, Assam



# COTTON UNIVERSITY

581

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 Bids

“NIB No. CU/S&P/2024/06 Dt. July 08, 2024”

Bids in sealed cover are invited in Two bid system from the authorized dealer/supplier/distributors/partners of **National Brand** of repute for supply of **Office Furnitures**. The following **Techno-Commercial** terms and conditions, which are the minimum criteria for this bids, shall be applied 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 1000/-**, must be downloaded from the University’s website i.e. [www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in). The sealed cover must be super-scribed as “**Supply of Office Furnitures:: NIB: CU/S&P/2024/06 Dt. 08.07.2024**” 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 July 17, 2024** 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 & installation (if any), 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 valid **Certificate/Authorization** issued by the Manufacturer (iv) Manufacturer’s **Product Boucher** (v) photocopy of **GST/ GST Filling** documents (vi) Photocopy of **Purchase Order/Work Order** for Furniture / Delivery Challan of quoted items supplied to Govt. Org./University/Institute (vii) Copy of this **NIB/bidding documents** duly sealed & signed by the authorized signatory representing the bidder thereby implicating that all norms & conditions stipulated herein are unconditionally acceptable to the bidder.
- 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.
- Bidders who fulfil the minimum criteria of these bids, Financial Bids of will be Open for further evaluation.
- 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

Memo No. CU/S&P/2018/25/Pt-1/ 6122-27

Dated 08/07/24

Copy for information and necessary action to:

1. The Director, Directorate of Information and Public Relations, Government of Assam; is kindly 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, Cotton University
3. The Finance Officer, i/c, 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. Office file concerned



# COTTON UNIVERSITY

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Panbazar, Guwahati-781001, Assam, India

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

**Schedule of Price: ( Price Bid to be separately placed in separate sealed envelop)**

Category of Items	Brand/ Make offered	MRP(INR)	Discount Offered	Per Unit Price inclusive of applicable GST
<b>Office Almira</b> (2 door with 4 shelves with lock & key)	Make: Model:			
<b>Filling Cabinet</b> (4 drawer with lock & key )	Make: Model:			
<b>Book Shelf</b> (4 Glass door with 4 shelves with lock & key)	Make: Model:			
<b>Computer Table</b> (L xW xH: 31 x 18 x 30 inch or more)	Make: Model:			
<b>Library Reading Chair</b> (Non-Revoving without arm)	Make: Model:			
<b>Office Table</b> (lock & key with drawer) (LxWxH: 4 x 2 x 2.5 feet or more)	Make: Model:			
<b>Office Chair</b> (Non-Revolving with arm-rest)	Model: Model:			
<b>Office Chair</b> (Revolving with arm-rest)	Make: Model:			
<b>Visitor Chair</b> (Non-Revolving with arm-rest)	Model: Model:			
<b>Plastic Chair</b> (without arm)	Make/model:			

Name of the **Bidder:** .....

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

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

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

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

Office Seal/Stamp:

*Mary*  
**Registrar**  
 Cotton University  
 Panbazar, Guwahati-781001, Assam