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# Cotton University

Panbazar, Guwahati- 781001, Assam, India

[www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in)

## Notice Inviting Quotations

NIQ No. CU/S&P/2018/25 Dated July 25, 2018

Quotations in sealed envelope are invited from eligible participants/suppliers in two-bid (technical and financial) system for **supply and fitting/installation of insect storage furniture for DBT-sponsored project under Dept. of Zoology.**

The bidding document has to be downloaded from the website i.e. [www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in). The sealed package is required to be submitted to the undersigned during office hours **on or before 2:00PM of 10<sup>th</sup> August, 2018** while the opening will be done on the following working day at 11:00AM in which the bidders may attend.

*Julm*  
Registrar 26/7/18

Memo No. CU/S&P/2018/23/ 6223-29

Dated 27/7/18

Copy for information and necessary action to:

1. P.S. to the Hon'ble Vice Chancellor
2. Head, Dept. of Zoology
3. Dr. Anjana Singh Naorem, P.I. of DBT Foldscope Project, Dept. of Zoology
4. Finance Officer
5. System Manager; he is request to upload this notice in Cotton University website
6. Notice board
7. Office file

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## Terms and Conditions

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

- 1.1. The bidding 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;
  - ii. **'Financial Bid'**, containing relevant columns regarding financial involvement and indicating item-wise price for the items mentioned 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 FITTING/INSTALLATION OF INSECT STORAGE FURNITURE FOR DBT-SPONSORED PROJECT UNDER DEPT. OF ZOOLOGY"**, 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 10<sup>th</sup> August, 2018.**
- 1.3. **Comprehensive warranty of at least Twelve (12) months [to commence from the date of fitting/installation of the insect storage chambers].** must be offered by the bidder **on the materials and workmanship defects.** The necessary **fitting/installation and on-site training** (if any) shall be carried out in presence of the Principal Investigator entirely **free-of-cost** at Dept. of Zoology, Cotton University.
- 1.4. **Financial Bid of only the technically acceptable offers will be opened for further evaluation.**
- 1.5. **Quoted values [which are not to be higher than the prevailing market prices under any circumstances whatsoever]** shall be considered **inclusive of all taxes and duties as well as F.O.R. destination.**
- 1.6. **Non-conformity** to any of the above stated **'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. 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 bidder(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)/ Dealership Authorization** (if applicable)
- iii) Copy of **document(s) indicating offer of comprehensive warranty on defects of materials/ workmanship**
- iv) Copy of **valid trade license issued by the competent authority under Kamrup Metropolitan district jurisdiction**
- v) Copy of **PAN card**
- vi) Copy of **GST registration certificate**
- vii) Copy of **documents indicating filing of income tax returns for last assessment year**
- viii) Copy of **documents (purchase orders or certificate of fitting/installation 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

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### Basic Specifications

1. **Insect Storage Box :-**

- a. Type: **Wooden Body with Glass-covered Top**
- b. Size: **38cm x 25cm x 7.5cm**

2. **Insect Showcase Cabinet :-**

- a. Type: **Wooden Body with Glass Door**
- b. Size: **Large enough to accommodate six(6) nos. of Insect Storage Box of the aforementioned dimensions**

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Financial Involvement

S. No.	Item	Base Rate (INR) [A]	HSN Code No. [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	Insect Storage Box						6 (Six)	
2	Insect Showcase Cabinet						1 (One)	

*Delhi*  
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