



COTTON UNIVERSITY
Panbazar, Guwahati-781001

EOI's are invited in two-bid system from Agency/Firm,etc for **"Supply of Convocation Medals" & "Convocation related materials"**. The last date bid submission is 13.11.2025.

For details of the EOI's check www.cottonuniversity.ac.in

sd/-
Registrar,i/c

Him Sena

06/11/25

Registrar i/c

Cotton University
Panbazar, Guwahati-781001, Assam



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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

Expression of Interest (EOI) for supply of Convocation Materials

EOI-No. CU/S&P/2025/13 Dt. November 06,2025

Expressions of Interest (EOI) are invited in Two-bid system from experienced Professional Agencies/ Firms/etc for **“Supply of Convocation related materials”** in connection with the ensuing convocation to be held in the 1st week of December, 2025. The following terms and conditions, which are the minimum criteria for this bids/EOI, shall be apply herein:

- The EOI document pertaining to this notice must be downloaded from the University's website i.e. www.cottonuniversity.ac.in. The bidding documents must be submitted in sealed cover, super-scribed as **“Supply of Convocation related materials, Cotton University::EOI: CU/S&P/2025/13, Dt. 06.11.2025** and addressed to **“The Registrar, Cotton University, Panbazar, Pin-78001, Assam”**. The name, contact 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 13.11.2025** 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, etc (if any).**
- 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 for short-listing the bidder. Besides, the University reserve the right to accepts, consider or rejects any or all the bids/offer without assigning any reason in lieu thereof.
- The agencies are encouraged to provide as much information and description as possible about their organization, their financial strength, profile of the technical man power in the organization, client profile along with Contact details and their demonstrated professional competency of similar works. The agencies/firms are requested to provide cost of their proposed items/concepts design along with expected date of delivery.
- The agencies/firms are also requested to submit the sample design of the type of the robes and traditional muffler/arnai (bodo/karbi,etc) for each category as mentioned below.
- The University Authority or appropriate authority assigned by the Authority may call the Agencies/Firms for presenting their samples and designs, if required.
- The University reserves the right to reject any or all the Eols without assigning any reasons whatsoever received against this advertisement
- The agencies/Firms to be selected for the work orders should maintain utmost care to ensure perfect fit & finish until delivery of the materials to the University.
- 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.

Through this EOI, the University will shortlist highly Professional Agencies/Firms having similar experience of supply Convocations Materials to other HEI in the NE Region for the ensuing Convocation 2025 of the University. The short listing will be made in terms of design, quality, delivery/ execution of the work on time, professional competency, sample and design, prior experience and the involvement cost value of work.

- The work /or the Supply of materials in all aspect will be considered as a “Single Service”, hence all items rates will be considered to award the contract/PO. No partial contract/PO for separate items will be considered.



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➤ Documents, etc which may be placed inside the Techno-commercial cover (along with the other relevant documents mentioned above) are :-

- Photocopy of Up-to-date Valid **Trade License**, if any
- Photocopy of **GST/ GST Filling** documents, if any
- Photocopy of relevant **Purchase Order/Work Order** of robes, etc supplied to Govt. Org./University/Institute within 1(one) years.
- The agencies/firms have to **mandatorily submit sample design of the each type** of the items for each category as mentioned list. Any bid submitted without a sample will be summarily rejected.
- 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.

A Pre-bid meeting is scheduled to be held on the University premise will be held on 12.11.2025 at 3.00 pm to discuss the issues, if any regarding quality/type of the materials.

The specifications and/or contents of materials are as follows: (**Price Bids** to be placed in Separate sealed envelope)

Sl No	Specifications	Unit Rate inclusive of GST (in INR)	Quantity (approx)	Number of Days required for delivery as per the mentioned Quantity.	Remark
1	Indian Style Kurta Convocation Dress (Kurta need printed as per design)		80		Sample to be submitted.
2	Convocation Badges (embroidered) Size: 4 inch(L) x 1 inch		1200		Sample to be submitted.
3	CU Logo(embroidered) Size: 2.5 inch diameter		1200		Sample to be submitted.
4.	Traditional muffler (missing / bodo/ karbi, etc)		1200		Sample to be submitted.
5.	Convocation Certificate Folder(to be printed as per design)		1200		Sample to be submitted.

The lowest bid will not necessarily be accepted; evaluation will consider other relevant factors.

The Agencies/Firms must be capable of completing their work order and supply the same to the Cotton University on or before

Hiren Deka
06/11/25

(Dr. Hiren Deka)

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



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Memo No. CU/S&P/2025/26/6.9.37-41

Dated 06/11/25

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, Cotton University.
3. The Finance Officer, Cotton University.
4. Prof. Sudipta Nandy, Convenor, 4th Convocation, C.U.
5. The Systems Manager, CU; is requested to arrange for uploading/posting of this bidding document in the University's website.