



# COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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

2023

## Notice Inviting Bids

“NIB No. CU/S&P/2023/04 Dt. June 01, 2023”

Bids in sealed cover are invited in single bid system from the authorized dealer/supplier/distributors/partners of the University's empanelled furniture manufacturer companies/brands viz: **Godrej, ONOMA, ZUARI, TATA** with respect to Procurement of Office Furniture.

The following terms and conditions, which are the minimum criteria for this bids, shall be apply 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 500/-**, 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 “**Procurement of Office Furniture :: NIB: CU/S&P/2023/04 Dt. 01.06.2023**” 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 June 8, 2023** 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 Company/brand (iv) photocopy of **GST/ GST Filing documents** (v) Photocopy of **Purchase Order/Work Order** for Furniture / Delivery Challan of aforementioned empanelled manufacturing company or brand supplied to Govt. Org./University/Institute. (vi) 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.
- 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.

*Das*  
16/6/23  
(Prof. Diganta Kr. Das)  
Registrar

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

*6223-27*

Dated

*01/06/23*

Copy for information and necessary action to:

1. The P.S. to the Vice Chancellor, Cotton University
2. The Finance Officer, Cotton University
3. The Systems Manager, Cotton University; he is requested to arrange for uploading/posting of this bidding document in the University's website
4. The University's notice board
5. Office file concerned



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### Schedule of Price:

Category of Items	Brand/ Make offered	MRP(INR)	Discount Offered	Per Unit Price inclusive of GST@18% (INR)
<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> (LxWxH: 31 x 18 x 30 inch or more)	Make: Model:			
<b>Computer Lab Chair</b> (Revolving with arm rest)	Make: Model:			
Total Value{INR}				

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

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

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

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

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

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

Office Seal/Stamp:

Handwritten signature and date: 11/6/23