



COTTON UNIVERSITY
Panbazar, Guwahati-781001

NIB No: CU/S&P/2023/17, Dt. 29.09.2023

Bids in sealed cover are invited in Two-bid system from the manufacturer/ authorized dealer/ supplier/distributors are invited for **"Supply of Classroom Desk-cum-Bench for Cotton University"**.

The last date bid submission is 13.10.2023.

For details check www.cottonuniversity.ac.in

Sd/-
Registrar

Registrar
Cotton University
Panbazar, Guwahati-781001 Assam



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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

Notice Inviting Bids

"NIB No. CU/S&P/2023/17, Dt. September 29, 2023"

Bids in sealed cover are invited in Two-bid system (Technical & Financial Bid) from the manufacturer/ authorized dealer/supplier/distributors are invited for **"Supply of Classroom Desk-cum-Bench for Cotton University"**.

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 1000/-, must be downloaded from the University's website i.e. www.cottonuniversity.ac.in. The sealed cover must be super-scribed as **"Supply of Classroom Desk-cum-Bench for Cotton University:: NIB: CU/S&P/2023/17, Dt. 29.09.2023"** and addressed to **"The Registrar, Cotton University, Panbazar, Pin-781001, Assam"**. The name and address, contact 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 October 13, 2023** in the drop box arranged for the purpose.
- The bidder need to exhibit a **"Sample of the Desk-Bench to be supplied"** on the day of bid opening in presence a Committee constituted for evaluation. Bid Opening to be informed via phone mentioned in the sealed envelope.
- Techno-commercially qualified bidders, Financial Bids will be considered for Price evaluation.
- **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.
- 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 accept, consider or reject 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.

(Dr. Arindam Garg)
Registrar

Memo No. CU/S&P/2018/19/ 11859-63

Dated 29/9/23

Copy for information and necessary action to:

1. The Director, Directorate of Information and Public Relations, Government of Assam; with a request 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. The Systems Manager, Cotton University; he is requested to arrange for uploading/posting of this bidding document in the University's website.
5. Office file concerned.



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Details Specifications: Classroom Desk cum bench

Desk-Top Panel/Seat Panel/Modesty Panel/Back Panel: All panels are made from 18mm thick pre-laminated twin board with PVC edge banding on all sides. The panels have corners rounded for safety usage.

Under-structure:- All side metal frames and cross connectors should be made from combination 25.4 x 1.2 mm thick (approx. 18 SWG) Round ERW tubes, 31.8 x 1.2 mm thick (approx. 18 SWG) Round ERW tubes and 28.6 x 1.2, thick (approx. 18SWG) Round ERW tubes which are to be welded together. The welded structures and cross connectors are to be coated with min. 45–50-micron thickness of powder coated.

Back supports which are to be provided at the rear back and are to be made of 50.8 x 25.4 x 1.2 mm thick (approx. 18SWG) rectangular ERW tubes. The tubes are to be coated with min 45–50-micron thickness of powder coating.

The storage shelves are to be made from 0.6 mm thick MS Sheet fixed below the desk top panel and are to be coated with min 45–50-micron thickness of powder coating.

Hooks are to be provided on the vertical side frames on both sides of the desk for hanging bags/bottles. They are to be made from 2mm thick MS Sheet are coated with min 45–50-micron thickness powder coating.

Level adjustors are to be fitted.

Specification for Pre-laminated twin panel components: - All panels are made from 18 mm thick pre-laminated twin board with PVC edge banding on all sides. The panels have corners rounded for safety usage.

All the sharp edges should be removed for safety reasons.

For 4 Seater: Dimensions (W x D x H): 1840 x 1130 x 757 mm or with a deviation of +/- 15 mm

For 3 Seater: Dimensions (W x D x H): 1540 x 1130 x 757 mm or with a deviation of +/- 15 mm

Terms & Conditions cum Enclosure: Documents, etc which must be submitted inside the sealed cover are:-

- Processing fee paid copy
- Photocopy of Up-to-date Trade License
- Certificate/Authorization issued by the Manufacturer Company/OEM/brand
- Photocopy of GST/ GST Filling documents
- Photocopy of Purchase Order/Work Order of similar items like: Educational Furniture/Office Furniture, supplied to Govt. Org./ University / Educational Institute, etc.
- 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 bidder or its Manufacturer/OEM should never have been blacklisted even once in the past by any reputed organizations (Central/ State/ PSU/ Cooperatives/ Educational or research institutes under Government of Assam/ India). An undertaking to this effect to be submitted on both the bidder's and OEM's letterhead. In case the undertaking is found to be false or misleading, the buyer reserves the right to take any action as it finds suitable.



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- h. The Manufacturer/ OEM should be a reputed branded company and should possess Green-guard (from UL USA) certification or GRIHA certification for the Students Desk-cum Bench product category. A screenshot from the official website must be furnished.
- i. The Manufacturer/OEM should be a member of BIFMA and at least 5 of its products should be listed on the BIFMA website. A screenshot from the official website (bifma.org) to be provided.
- j. The OEM should possess the AIOTA certification for Education Furniture range. A screenshot from the official website (aiota.org) to be provided.
- k. The OEM should have the following certifications: ISO 9001: 2015, ISO 14001: 2015, ISO 45001: 2018, ISO 50001: 2018
- l. The OEM must have own service center or authorized dealer/distributor for sales and service in Assam.
- m. Warranty: The warranty of the items and the warranty period shall be for a period of 1 year from the date of installation of the items at sites.
- n. Bidder /Manufacturer/OEM must have Dedicated / toll free Telephone No. for Service Support.

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Registrar
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Schedule of Price:

Category of Items	Brand/ Make offered (if any)	MRP(INR)	Discount Offered, if any	Per Unit Price inclusive of GST @18%(INR)
4 Seater Desk-cum-bench	Make/model:			
3 Seater Desk-cum-bench	Make/model:			

Quantum: Approx 80 - 100 no's. The exact quantity may vary depending on requirement/demands.

Name of the **Bidder**:

Address of the **Bidder**:

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

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

.....

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

.....

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

Office Seal/Stamp:

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