



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India
www.cottonuniversity.ac.in :: 0361-2601100/2733530 :: registrar@ccsu.ac.in

Notice Inviting Quotations

NIQ No. CU/S&P/2018/10 Dated March 28, 2018

Sealed quotations from eligible printers/suppliers are invited in two-bid (technical and financial) system for **supply of pre-printed paper items.**

The detailed bid document may be collected from the Administrative Building of the University on payment of an application fee of Rs.500/- payable through ICICI Bank Challan- FEE CODE 011 available in the website www.cottonuniversity.ac.in. The sealed bid packages are to be submitted to the undersigned during office hours **on or before 18th April, 2018 until 2:00PM** and their opening will be done on the same day at 3:00PM in which the participating bidders may attend.


Registrar

Memo No. CU/S&P/2017/08/ 3115-21

Dated 04/04/18

Copy for information and necessary action to:

1. PS to the Hon'ble Vice Chancellor
2. Director, DIPR, Govt. of Assam, with a request to publish the above advertisement (softcopy enclosed) in one immediate issue of The Assam Tribune and Amar Asom, and submit the bills in triplicate for release of payment
3. Controller of Examinations
4. Finance Officer
- ✓ 5. System Manager, with a request to upload this notice in Cotton University website
6. Notice board
7. Office file



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1. General Terms and Conditions:

- 1.1. There is an application fee (non-refundable) for an amount of Rs. 500.00 (Rupees Five hundred only) which is to be submitted for collecting the detailed bid document. The requisite fee can be deposited through ICICI Bank Challan– FEE CODE 011, available alongside the concerned Notice Inviting Quotations in the website www.cottonuniversity.ac.in
- 1.2. The detailed bid document along with samples of the required items may be collected from the Administrative Building, Cotton University after having deposited the said application fee. Those who collect and submit the detailed bid document in a manner stated otherwise will be treated as disqualified.
- 1.3. The bid package must be submitted in two separate sealed envelopes titled:
 - (i) 'Technical Bid', containing all relevant documents in support of necessary compliances and technical credentials; and
 - (ii) 'Financial Bid', containing the duly filled-in relevant columns concerning financial involvement
- 1.4. The above two sealed envelopes as mentioned in clause 1.3 should be put together in one big sealed envelope clearly super-scribed on the top of the big envelope as "APPLICATION FOR SUPPLY OF PRE-PRINTED PAPER ITEMS" and submitted to The Registrar, Cotton University, Panbazar, Guwahati-781001 on or before 18th April, 2018 until 2:00PM.
- 1.5. Earnest Money Deposit (EMD) through Demand Draft/Banker's Cheque must be deposited in a small sealed envelope in favour of Cotton University @2% of the total value and not just on the unit prices.
- 1.6. Financial Bid will be considered only after qualification of the bidder in the first phase of bid evaluation exercise, i.e. Technical Bid evaluation.
- 1.7. The prices of items should be quoted FOR destination (Cotton University).
- 1.8. Non-conformity to any of the terms and conditions along with non-submission of any of the documents/testimonials and/or requisite fees mentioned above will disqualify the applicant and their Financial Bid will not be considered by the scrutiny and evaluation committee or the authority.
- 1.9. 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 parties will be intimated by the office and shall be final. All disputes in this connection shall be settled in Kamrup Metropolitan district jurisdiction only.

2. Enclosures:

- 2.1. Documents/testimonials which must be submitted in the envelope titled 'Technical Bid' are:-
 - i) Copy of detailed bid document duly signed by the authorised signatory
 - ii) EMD in the form of Demand Draft/Banker's Cheque @2% of the total quoted value
 - iii) Copy of GST registration certificate
 - iv) Copy of valid trade licence issued by the competent authority under Kamrup Metropolitan district jurisdiction
 - v) Copy of Income Tax returns acknowledgement slip and related documents for last year
 - vi) Copy of PAN card
 - vii) Copy of documents in support of previous work experience of similar nature
- 2.2. Document which must be submitted in the envelope titled 'Financial Bid' are:-
 - i) Copy of the prescribed format of Financial Involvement duly filled up in legible handwriting



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3. Financial Involvement:

S.No.	Particulars of 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=ExF]
1	Pre-printed Envelope Adjulate paper with inside netting, cotton made, 14"x11"						16,000	
2	Pre-printed Envelope Adjulate paper with inside netting, cotton made, 16"x13"						10,000	
Total Value (INR)								