



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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

अप्रमत्तं वेदव्यम्

28

Notice Inviting Expression of Interest

“ NI-EOI No. CU/S&P/2022/02 Dt. February 8, 2022 ”

Expression of Interest (EOI) is invited in double-bid {techno-commercial and financial} system from **Guwahati based wholesale/retail outlets** with respect to **enlistment of vendors for procurement of stationery, general and other miscellaneous consumables.**

The bidding document pertaining to this notice, along with the requisite ICICI Bank Challan– ‘FEE CODE 011’ which is meant for payment of a **processing fee worth INR 500/-**, must be downloaded from the University’s website i.e. www.cottonuniversity.ac.in. The sealed cover must be super-scribed as **“Enlistment of vendors for procurement of stationery, general and other miscellaneous consumables :: NI-EOI No. CU/S&P/2022/02 Dt. February 8, 2022”** and addressed to **“The Registrar, Cotton University, Guwahati, PIN-781001, Assam”**. The sealed cover containing the bid must be submitted during office hours in the **drop-box** arranged for the purpose **on or before 11:00A.M. of March 8, 2022**. Bid opening shall be done on the same day at 11:30A.M. in presence of the bidders.

(Prof. Diganta Kumar Das)
Registrar

Memo No. CU/S&P/2021/21/1087-99

Dated 7/2/22

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 Director, Directorate of Information and Public Relations, Government of Assam; he 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 release of the payment
5. The University’s notice board
6. The office file concerned

(Prof. Diganta Kumar Das)
Registrar

Registrar
Cotton University
Panbazar, Guwahati-781001, Assam



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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

1. Terms and Conditions:

The following terms and conditions, which are the minimum criteria for this bid, shall apply herein:-

- 1.1. The sealed cover must be submitted in **two separate, sealed sub-envelopes** clearly super-scribed as:
 - i. **'Techno-commercial Bid'**, consisting of documents, testimonials, etc. pertaining to all technical specifications/ details of item(s) in addition to commercial terms and conditions as well as other requisite compliances; and
 - ii. **'Financial Bid'**, indicating item-wise per unit base rate(s)/ price(s)/ value(s) for the item(s) listed in the Techno-commercial Bid.
- 1.2. The **two separate, sealed sub-envelopes** mentioned in Clause 1.1 are required to be placed inside a **bigger sealed envelope** clearly super-scribed on the top of the same as **"Enlistment of vendors for procurement of stationery, general and other miscellaneous consumables :: NI-EOI No. CU/S&P/2022/02 Dt. February 8, 2022"**. The **name and address of the bidder** along with **valid contact number(s)** must be mentioned on each of the envelopes. The **bigger sealed envelope** which is required to be addressed to **"The Registrar, Cotton University, Guwahati, PIN-781001, Assam"** must be submitted during office hours in the **drop-box** arranged for the purpose on or before **11:00A.M. of March 8, 2022**.
- 1.3. There is a requisite {non-refundable} **processing fee** to the tune of **INR 500/-**, which must be deposited through the **ICICI Bank Challan-'FEE CODE 011'** at any of the branches of **ICICI Bank**. The **soft copy** version of the aforementioned bank challan has to be **downloaded from** the University's website i.e. www.cottonuniversity.ac.in for which it has been provided therein alongside the relevant Notice Inviting Expression of Interest.
- 1.4. The sealed and signed **counterfoil** [which indicates payment of the requisite processing fee] **with regard to the bank challan** bearing the heading **'UNIVERSITY'S COPY'** must be submitted in the envelope titled **Techno-commercial Bid**.
- 1.5. **Techno-commercial Bid opening and evaluation** shall be done on the **same day at 11:30A.M.** in presence of the bidders. **Financial Bid of only the techno-commercially acceptable offer(s) shall be opened** for the purpose of evaluation. In case the Techno-commercial Bid evaluation remains incomplete that day, then the date and time of Financial Bid opening might be intimated to the shortlisted bidder(s) separately.
- 1.6. In case the **date of bid submission** is declared a **holiday** by any jurisdictional authority, then the **following working day** of the University shall be **treated as due date** for bid submission. The **bid received after due date and time or without sealed cover or in torn condition** shall be treated as **'unresponsive'** and disqualified, and shall not be entertained under any circumstances whatsoever.
- 1.7. Any **addendum, corrigendum, notice of date extension, etc.** shall be **posted on the University's website** only. As such, it is in the bidder's best interest to stay alert regarding such postings.
- 1.8. **All bids** received shall be **opened, scrutinized and evaluated by a committee** constituted for the purpose of **selection and recommendation with respect to enlistment**.
- 1.9. **Evaluation shall be done separately for each item on the basis of the respective lowest offered base rate or some other appropriate criterion/parameter deemed fit by the committee** constituted for the purpose.

Subin Registrar
Cotton University
Panbazar, Guwahati-781001, Assam



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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

अप्रमत्तं वेदव्यम्

- 1.10. All pages of the bidding document and supporting materials, annexure/enclosures etc. must be sealed and signed by the bidder or their authorized signatory. All entries by the bidder must be legibly written. Any over-writing, corrections and cuttings must bear initials of the authorized signatory. Ideally, corrections must be made by writing again instead of 'shaping' or over-writing.
- 1.11. The bidder must invariably furnish Security Deposit (SD) money to the tune of **INR 30,000/-** vide Banker's Cheque/ Demand Draft only, drawn in favour of "**Cotton University**" and payable at "**Guwahati**".
- 1.12. The Security Deposit (SD) money of the unsuccessful bidder(s) shall be returned after inception of the fresh Rate Contract (RC) whereas the same thing of the successful bidder(s) shall be treated as Performance Security and retained until expiry of the RC. The SD money of the successful bidder(s) shall be returned post expiry of the RC and subject to obtaining the necessary 'No Objection Certificate'/'Clearance Certificate' from the authorized personnel concerned.
- 1.13. The Security Deposit (SD) money of the successful bidder(s), during the subsistence of the Rate Contract (RC), shall be interest-free, i.e. it shall not carry any interest on the principal amount and be refunded after adjustment of all dues of the University for Damages of any kind, if any.
- 1.14. An offer of Replacement Guarantee encompassing immediate replacement of the supplied item(s) against defects of manufacturing/ workmanship/ mishandling during storage and transit etc. must be provided by the successful bidder.
- 1.15. The University shall deal with the bidder directly, and thus, no middle-men/ agents/ commission agents etc. must be asked or encouraged by the bidder to represent their cause.
- 1.16. The bidder submitting their bid shall be deemed to have read and unconditionally accepted all the terms and conditions stated herein. Therefore, counter-conditional bids shall be summarily rejected. No correspondence, verbal or written, shall be entertained in respect of acceptance or rejection of their bid.
- 1.17. The bidder has to mandatorily have their wholesale or retail outlet(s) within Guwahati/Kamrup Metropolitan area. The University reserves the right to call for any information and record as well as inspect the premises of any or all of the bidders, before as well as, during subsistence of the Rate Contract (RC).
- 1.18. Quoted rates [which shall not under any circumstances result in exceeding the respective Maximum Retail Price (MRP) or applicable market rates] must be inclusive of all taxes and duties, charges for packaging/ forwarding/ freight {bulk loading and unloading}, etc. Transit insurance, wages of manpower, and other incidental expenses must be borne by the bidder themselves.
- 1.19. In case the bidder quotes zero/nil/blank in the rows or columns for each item in 'Schedule of Rates', then the bid shall be treated as invalid.
- 1.20. If base rates are quoted in a format other than the one prescribed in the bidding document, then the bid is liable to be cancelled. Thus, 'Schedule of Rates' must be carefully and properly filled up.
- 1.21. The lowest(L₁) base rates shall be determined based on evaluation of quotes/bids belonging to only the techno-commercially qualified bidder(s).
- 1.22. Base rates in the Financial Bid must be quoted in Indian currency, i.e. Indian Rupees (INR) only.

Registrar
Cotton University
Panbazar, Guwahati-781001, Assam



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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

- 1.23. Merely being the lowest(L₁) bidder shall not be considered a sufficient condition for being enlisted with the University. To qualify in techno-commercial evaluation, samples of the unbranded items must be brought for exhibition before the authorized personnel or bid opening and evaluation committee or any other committee to be constituted by the authority which shall inspect and physically verify the quality and specifications of the samples.
- 1.24. After receiving necessary approval of the University authority, the appropriate base rates of the items listed in the bid shall be deemed constant/fixed/valid for a period of at least twelve(12) months or one(1) year from the date of inception of the Rate Contract (RC) which shall effectively be the date of issuance of the relevant Office Order pertaining to enlistment of vendors.
- 1.25. On-site delivery of the materials must be done by authorised representative(s) of the successful bidder entirely at their own risk and free-of-cost in the presence of authorized personnel of the University.
- 1.26. The successful bidder must deliver the ordered item(s) and provide adequate support/assistance at the designated site during such time in the day as may be specified for that particular place from time to time which include all working days/ shifts and even on holidays. Apart from providing the required services, as and when called for, the successful bidder must discharge any other duties, which in the opinion of the University are within the scope of work of the bidder, and that such duties must be carried out with due diligence and care.
- 1.27. The successful bidder must not divulge any information, confidential or otherwise, that he may come across. The bidder or their authorized representative(s) shall be granted access/permission by the University to enter the premises only for the purpose of carrying out the contractual obligations and not for any other reason or purpose. Prior permission must be obtained by the bidder or their authorized representative(s) from the University in the event of them being required to remain on the University premises beyond the stipulated time and/or on Sundays and fixed public holidays for whatsoever reasons.
- 1.28. The successful bidder and their representative(s) shall be liable to be dealt with suitably in the event of infringement of any law. Any financial liability arising on the University shall be deducted from the invoice(s) of the bidder; and if the full amount is not recovered, then the same shall be recovered from the Security Deposit (SD) money of the bidder.
- 1.29. In case the successful bidder fails in fulfilling the obligations under the Rate Contract (RC), fully and in time, the University shall have the absolute right to take up the work at the bidder's cost and risk, and recover all such expenses from the amount due to the bidder including their Security Deposit (SD) money.
- 1.30. If any damage is caused to persons and/or property of the University by the successful bidder or its personnel deployed in the University's premises in the course of execution of task/assignment under the Rate Contract (RC), then the bidder shall be liable for the same and that they shall indemnify the University against such damages. The bidder shall also render all assistance and cooperation to the University in the event of any inquiry relating to any such incident or accident.
- 1.31. The allocation of task post-enlistment among all the enlisted vendors might be made by nomination basis as and when requirement arises.

[Signature]
Registrar
Cotton University
Panbazar, Guwahati-781001, Assam



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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

- 1.32. The successful bidder is liable to forfeit their Security Deposit (SD) money and be barred from bidding in the future if after receipt of Purchase Order (P.O.), they fail to deliver the item(s) and/or fulfil due obligations with respect to the Rate Contract (RC). For any deficient services, the University reserves the right to terminate the P.O. and initiate such further penal, including legal, action as deemed appropriate.
- 1.33. The successful bidder shall not delegate or sublet/subcontract a task/assignment or any part thereof to any other entity/company/agency/contractor/supplier/vendor without the prior written consent/approval of the University; and such consent, even if provided, shall not relieve the bidder from any liability or any obligation under the Rate Contract (RC).
- 1.34. Statutory levies and taxes, as applicable from time to time, shall be deducted at source {as Tax Deducted at Source (TDS)} from the invoice(s) of the successful bidder at the time of settlement of the same unless the bidder produces a certificate {from the Income Tax authorities} to the contrary. TDS certificate, wherever applicable, shall be issued by the University to that effect. Taxes, as applicable, shall be paid as per rules.
- 1.35. The successful bidder must observe all the laws and be solely responsible for any prosecution or liability arising from breach of any of those laws. The bidder must be responsible for compliance with all central and state laws as per rules/ regulations/ bye-laws/ orders of the local authorities and statutory bodies as may be in force from time to time during the subsistence of the Rate Contract (RC). The bidder must also indemnify the University and its officer(s)/official(s)/end user(s) from any claim or consequences/damages for any lapse or non-compliance thereof. If, at any point of time, it is found that any type of liability/responsibility has been fixed on the University or its employees by any government or local bodies with respect to the RC, then the total responsibility must be borne by the bidder.
- 1.36. Mere submission of the bid does not confer any right on any eligible bidder for being enlisted with the University as a successful bidder and to subsequently obtain Purchase Orders (P.O.s).
- 1.37. Non-conformity to any of the stipulated terms and conditions and/or non-submission of any of the documents/ testimonials/ fees etc., reference of which are made in the 'Enclosures-cum-Checklist' Section, shall amount to the bid being 'incomplete' thereby disqualifying the bidder owing to which their bid shall not be considered, but instead, summarily rejected by the bid opening and evaluation committee.
- 1.38. The bid shall be rejected if:-
- the authenticity of any of the supporting documents is found to be fabricated or false or untrue or incorrect or forged or deceitful; or
 - the bidder is found to have been blacklisted by any government/ non-government organization/ Public Sector Undertaking in the preceding three(3) years; or
 - the bidder is convicted, punished, charge-sheeted in a criminal case involving moral turpitude; or
 - the bidder tries to canvass the bidding process or influence any official of the University, in any manner whatsoever; or
 - the bid or any part of it is found to be conditional or contradictory in nature and interpretation.

[Signature]
Registrar
Cotton University
Panbazar, Guwahati-781001, Assam



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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

- 1.39. If, at a later date, it is found that any of the information, documents, testimonials or certificates submitted by the successful bidder is **wrong/ forged/ fake/ false/ manipulated**, then the **Rate Contract (RC)** shall stand **cancelled with immediate effect** and the **Security Deposit (SD)** money shall be **forfeited** without any claim whatsoever against the University.
- 1.40. Subject to the satisfactory performance of the successful bidder(s), the **validity period** of the resultant **Rate Contract (RC)** **might be extended/renewed** for further duration. In all circumstances and eventualities, whether arising out of expiry of the period of the RC or its non-renewal or termination or withdrawal, the **bidder must continue to undertake the allotted tasks/assignments** till such time that a **new or alternate arrangement** is made by the University. In the event of **failure to observe this condition**, the entire **Security Deposit (SD)** money, as also any and/or all other dues, lying with the University, would stand **forfeited**.
- 1.41. Enlistment shall not **ipso facto (by itself)** confer any right on the successful bidder to receive **Purchase Orders (P.O.s)** from the University and that it shall in no way **guarantee or ensure allotment of task/assignment**. Under exceptional circumstances, the University reserves the right to procure the goods from any other reliable entity/company/agency/contractor/supplier/vendor which might not be enlisted as per this or any other bid/ Rate Contract (RC).
- 1.42. The University reserves the right to **cancel the Rate Contract (RC)** by giving a notice in writing **without assigning any reason** whatsoever in lieu thereof. Any notice sent by the University to the address recorded in the bidding document of the successful bidder shall be deemed to have been properly served for any of the purposes mentioned herein.
- 1.43. The **decision** of Cotton University on all matters connected with or incidental to enlistment of vendor(s) shall be **final and binding on all** and that it shall not be called in question on any ground. In case of any ambiguity or dispute that may arise in the interpretation of any of the clauses in this bidding document, the interpretation of the Registrar, Cotton University shall be final and binding on all.
- 1.44. The Registrar, Cotton University or any officer/official authorized by the University, shall have the discretion to **review or ascertain and enforce due and proper observance of the laws, rules and regulations**. The officer/official so authorized by the University, or the Registrar, may by himself, investigate into any complaint in the case of any default on the part of the successful bidder vis-à-vis terms and conditions of the bid/ Rate Contract (RC). **No bidder** shall be allowed to be represented by any legal expert during the course of any mutual discussion, consultation, investigation, enquiry, appeal or any other proceeding conducted by or before any officer/official of the University against the bidder.
- 1.45. Cotton University reserves the right to **amend or withdraw any of the terms and conditions and also update/ modify/ relax/ waive/ supplement the minimum criteria/requirements** at any point of time. The University reserves the right to **accept the offers in full or in parts or reject the same summarily or partly**. In other words, the University reserves the right to **accept, consider or reject any or all of the offers without assigning any reason** in lieu thereof.
- 1.46. In the event of any ambiguity or dispute or difference between the parties involved relating to or concerning the interpretation of the bid/ Rate Contract (RC) or any alleged breach thereof or any matter relating to the bid/RC, the same shall be settled by the parties, as far as possible, by mutual

Signature

Registrar
Cotton University
Panbazar, Guwahati-781001, Assam

23



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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

discussions and consultations between themselves. The dispute shall be so settled only when the same has arisen during subsistence of the RC and that the **decision taken by the Registrar, Cotton University** shall be **final and binding** on all parties concerned.

1.47. The **law of the land shall apply** to the Rate contract (RC) arising out of this bid. **All disputes** in this connection and all matters arising out of the RC shall be **settled** exclusively in the courts falling under the jurisdiction of Kamrup Metropolitan district authority.

2. Enclosures-cum-Checklist:

- ❖ Documents etc. which must be placed inside the sub-envelope titled 'Techno-commercial Bid' are:
- Counterfoil (UNIVERSITY'S COPY) of ICICI Bank Challan-FEE CODE 011 indicating submission of the processing fee worth INR 500/-
 - Security Deposit (SD) money in the form of Banker's Cheque/ Demand Draft to the tune of INR 30,000/-
 - Copy of the bidding document duly sealed and signed by the authorized signatory representing the bidder thereby implicating that all terms and conditions stipulated in the bidding document are unconditionally acceptable to the bidder
 - Copy of up-to-date Trade License issued by Guwahati Municipal Corporation
 - Copy of document containing evidence indicating the existence of wholesale/retail outlet
 - Copy of Certificate of Registration pertaining to GST(IN)
 - Copy of document(s) indicating Income Tax Returns (ITR) filing for Financial Years 2018-19 and 2019-20 (i.e. Assessment Years 2019-20 and 2020-21)
 - Copy of documents/testimonials [set(s) of purchase orders with corresponding delivery challans] indicating previous work experience of serving in a similar domain in government organisation(s) /Public Sector Undertaking(s) /higher educational institute(s) of repute
- ❖ Document which must be placed inside the sub-envelope titled 'Financial Bid' are:
- Hard copy {paper} of the prescribed format of 'Schedule of Rates' duly filled up in neat and legible handwriting
 - Soft copy {CD} of the prescribed format of 'Schedule of Rates', to be furnished vide electronic spreadsheet such as MS-Excel, the blank/default format of which may be collected from the Stores and Purchase (S&P) Section of this University

Subm
Registrar
Cotton University
Panbazar, Guwahati-781001, Assam



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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

अग्रमलेन वेदव्यम

3. Schedule of Rates:

Sl. No.	Item	Specifications	Preferred Brand/Company/Make	Unit of measure	Base Rate per unit {INR}	HSN Code No.
1	Acid	diluted HCl acid, 500ml, best quality		btl.		
2	Adhesive	3gm	Fevikwik	tube		
3	Adhesive	5gm	Fevikwik	tube		
4	Adhesive	20gm	Fevikwik	tube		
5	Adhesive Tape	transparent, ½" size, best quality		roll		
6	Adhesive Tape	transparent, 1" size, 65mtr., best quality		roll		
7	Adhesive Tape	transparent/brown, 2" size, 65mtr., best quality		roll		
8	Alpin	best quality		pkt.		
9	Attendance Register	Vol. No. 2, hard bound, best quality		no.		
10	Attendance Register	Vol. No. 4, hard bound, best quality		no.		
11	Battery	AA type	Duracell	no.		
12	Battery	AA type	Eveready	no.		
13	Battery	AAA type	Duracell	no.		
14	Battery	AAA type	Eveready	no.		
15	Binder Clip	15mm size, best quality		dzn. / box		
16	Binder Clip	19mm size, best quality		dzn. / box		
17	Binder Clip	25mm size, best quality		dzn. / box		
18	Binder Clip	32mm size, best quality		dzn. / box		
19	Binder Clip	41mm size, best quality		dzn. / box		
20	Binder Clip	51mm size, best quality		dzn. / box		
21	Black Board Duster	best quality		no.		
22	Bleaching Powder	250g size, best quality		pkt.		
23	Bleaching Powder	450-500g size, best quality		pkt.		
24	Bond Paper	A4 size, 85GSM	Bilt / Kores / JK	ream		
25	Bond Paper	A4 size, 100GSM	Bilt / Kores / JK	ream		

Signature

Registrar
Cotton University
Guwahati-781001



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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

अप्रमत्तं वेदव्यम

20

26	Bound Register	hard, No.6 size	Neelgagan	no.		
27	Bound Register	hard, No.8 size	Neelgagan	no.		
28	Bound Register	hard, No.10 size	Neelgagan	no.		
29	Bound Register	hard, No.12 size	Neelgagan	no.		
30	Bound Register	hard, No.16 size	Neelgagan	no.		
31	Bound Register	hard, No.20 size	Neelgagan	no.		
32	Bound Register	hard, No.30 size	Neelgagan	no.		
33	Bound Register	hard, No.40 size	Neelgagan	no.		
34	Broom	bamboo made, best quality		no.		
35	Broom	coconut leaf made, best quality		no.		
36	Broom	grass made, best quality		no.		
37	Broomstick / Ceiling Broom / Ceiling Brush	best quality		no.		
38	Brown Paper	best quality		sheet		
39	Bucket	12 ltr. size, plastic made, best quality		no.		
40	Calculator	commercial type, 12-digit	Casio	no.		
41	Calling Bell	table top type, best quality		no.		
42	Calling Bell	wireless type, best quality		no.		
43	Candle	medium size, wax made, set of 6nos., best quality		pkt.		
44	Carbon Paper	black color	Kores	pkt.		
45	Carbon Paper	blue color	Kores	pkt.		
46	CD Marker	black color, OHP type	Luxor	no.		
47	CD Marker	blue color, OHP type	Luxor	no.		
48	CD Marker	red color, OHP type	Luxor	no.		
49	Chalk Pencil	dustless, any color, set of 10nos.	Oddy	pkt.		
50	Chain	metal made (iron / stainless steel), best quality		no.		
51	Citronella	100ml size, best		btl.		

Registrar
Cotton University
Guwahati-781001, Assam



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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

अप्रमत्तं वेदव्ययम्

19

		quality			
52	Citronella	250ml size, best quality		btl.	
53	Clip-Board	A3 size, plastic made, best quality		no.	
54	Clip-Board	A4 size, plastic made, best quality		no.	
55	Coaster and Stand	set of 6 pc., best quality		pkt.	
56	Conference File	FC size, best quality		no.	
57	Cover File / File Cover	4-side guarded, polyethene coated/laminated	Ambassador	no.	
58	Cup & Plate	ceramic made, set of 6nos., fine bone china	LA OPALA / cello	pkt.	
59	Cup & Plate	melamine made, set of 6nos., fine bone china	MILTON	pkt.	
60	Cushion	square type, best quality		no.	
61	Dak Pad / Dak File		Neelgagan / Hands On	no.	
62	Damper Pad / Fingertip Moistener / Finger Grip	spongy type	Kores	no.	
63	Dishwashing Liquid	225ml size	Pril	btl.	
64	Disposable Garbage Bag	17-19cm x 21cm size, 90 nos., best quality		pkt.	
65	Door Mat	coir made, best quality		no.	
66	Door Mat	recycled rubber made, best quality		no.	
67	Drinking Glass	crystal made, set of 6nos., best quality	BOROSIL	pkt.	
68	Dust Pan	best quality		no.	
69	Dustbin	pedal-assisted, plastic made, medium size, best quality		no.	
70	Dusting Cloth / Table Duster Cloth	24"x 24" size, best quality		pc.	
71	Envelope	plain type, 9" x 4" size, brown color		per 100 nos.	

Signature Registrar
Cotton University
Panbazar, Guwahati-781001, Assam



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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

अप्रमत्तेन वेदव्ययम्

18

72	Envelope	plain type, 9" x 4" size, white color		per 100 nos.		
73	Envelope	plain type, 12" x 5" size, brown color		per 100 nos.		
74	Envelope	plain type, 12" x 5" size, white color		per 100 nos.		
75	Envelope	plain type, 16" x 6" size, brown color		per 100 nos.		
76	Envelope	plain type, 16" x 6" size, white color		per 100 nos.		
77	Envelope	plain type, inner side polyethene coated, yellow color, 8" x 10" size		per 100 nos.		
78	Envelope	plain type, A3 size, inner side cloth coated, yellow color		per 100 nos.		
79	Envelope	plain type, A3 size, inner side polyethene coated, yellow color		per 100 nos.		
80	Envelope	plain type, A4 size, inner side cloth coated, yellow color		per 100 nos.		
81	Envelope	plain type, A4 size, inner side polyethene coated, yellow color		per 100 nos.		
82	Envelope	plain type, FS size, inner side cloth coated, yellow color		per 100 nos.		
83	Envelope	plain type, FS size, inner side polyethene coated, yellow color		per 100 nos.		
84	Eraser	rubber made, small size, set of 20nos.	Apsara /Faber-Castell / Classmate / Nataraj / Kores	pkt.		
85	File Bag	best quality		no.		
86	Filing Tag	nylon made, best quality		bndl.		
87	Floor Brush with Handle	plastic made, best quality		no.		
88	Floor Disinfectant	500ml size	Lizol	gal.		
89	Folder Bag	plastic made, A4 size, single button type, transparent type	My Clear Bag	no.		

Registrar
Cotton University
Guwahati-781001, Assam



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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

अग्रमतेन वेदव्यम

90	Folder Bag	plastic made, FS size, single button type, transparent type	My Clear Bag	no.		
91	Gem Clip	26mm size, plastic coated, best quality		pkt. / box		
92	Gem Clip	35mm size, plastic coated, best quality		pkt. / box		
93	Glass Cleaner	500ml size	Colin	btl.		
94	Glue Stick	15gm size	Kores / Fevicol / Faber-Castell	no.		
95	Glue Stick	22gm size	Kores / Fevicol / Faber-Castell	no.		
96	Gum/Glue	150ml size	Kores	btl.		
97	Gum/Glue	700ml size	Kores	btl.		
98	Hand Sanitizer Spray	100ml size, best quality		btl.		
99	Hand Sanitizer Spray	500ml size, best quality		btl.		
100	Hand-soap Liquid	250ml size	Dettol / Lifebuoy	btl.		
101	Highlighter Pen	assorted, set of 5nos.	Luxor / Camlin / Faber-Castell	pkt.		
102	Hole Guard	set of 35sheets	Printastick	pkt.		
103	Index File		Ambassador	no.		
104	Insect Repelling Spray	200ml size	Kala Hit	btl.		
105	Knife	plastic handle, best quality		no.		
106	L-Folder	satn made	Balhar	no.		
107	L-Folder	transparent	Balhar	no.		
108	Ledger Paper / Cartridge Paper	green color, 80GSM	JK	ream		
109	Ledger Paper / Cartridge Paper	green color, 90GSM	JK	ream		
110	Lock & Key	40mm size, 05-Lever type	Godrej	no.		
111	Lock & Key	50mm size, 06-Lever type	Godrej	no.		
112	Lock & Key	60mm size, 07-Lever type	Godrej	no.		
113	Log Book for Vehicle	No. 4 size	Neelgagan / Credence	no.		
114	Mop (Handle + Sweeping	dry type, large size, best quality		no.		

Registar
Cotton University
Panbazar, Guwahati-781001, Assam



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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

अग्रमतेन वेदव्यम

	Cloth)					
115	Mop (Handle + Sweeping Cloth)	wet type, large size, best quality		no.		
116	Mosquito Repelling Liquidator Machine		All Out / Good Knight	no.		
117	Mosquito Repelling Liquidator Refill		All Out / Good Knight	no.		
118	Mug	½ ltr. size, plastic made, best quality		no.		
119	Name Plate	9", angular dimension, transparent type, acrylic made, set of 10nos., best quality		pkt.		
120	Naphthalene Balls	100g size, best quality		pkt.		
121	Needle	large size, best quality		no.		
122	Notebook	32-40pg., plain type, soft cover, small size	Classmate / Bilt	no.		
123	Notebook	32-40pg., single ruled type, soft cover, small size	Classmate / Bilt	no.		
124	Notebook	spiral type, short size	Classmate / Bilt	no.		
125	Notes Pad	A5 size, 20-24pg.	Bilt / Navneet / Taj White	no.		
126	Notes Pad	A5 size, 40pg.	Bilt	no.		
127	Notes Pad cum Slip Pad	No.40 size, 80pg.	Neelgagan	no.		
128	Notes Pad	No.44 size	Neelgagan	no.		
129	Paper	A3 size, coloured, 80GSM	Paperone	ream		
130	Paper	A3 size, white color, 80GSM	JK	ream		
131	Paper	A3 size, white color, 100GSM	Paperone / Oddy	ream		
132	Paper	A4 size, coloured, 75GSM	Oddy	ream		
133	Paper	A4 size, white color, 75GSM	JK	ream		
134	Paper	A4 size, white color, 100GSM	Trident / Paperone / Oddy	ream		

Registrar
Cotton University
Panbazar, Guwahati-781001, Assam



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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

अभ्रमचन वेदव्यम

15

135	Paper	FS size, white color, 75GSM	JK	ream		
136	Paper Cutter	large size, best quality		no.		
137	Paper Cutter	medium size, best quality		no.		
138	Paper Cutter	small size, best quality		no.		
139	Paper Punching Stick / Poker	plastic made, best quality		no.		
140	Paper Weight	flat type, round shaped, crystal made, best quality		no.		
141	Pen	ball point, black color, set of 10nos.	Cello Maxwriter / Flair Xtramile	pkt.		
142	Pen	ball point, black color, set of 20nos.	Nataraj / Linc	pkt.		
143	Pen	ball point, blue color, set of 10nos.	Cello Maxwriter / Flair Xtramile	pkt.		
144	Pen	ball point, blue color, set of 20nos.	Nataraj / Linc	pkt.		
145	Pen	ball point, green color, set of 10nos.	Cello Maxwriter / Flair Xtramile	pkt.		
146	Pen	ball point, green color, set of 20nos.	Nataraj / Linc	pkt.		
147	Pen	ball point, red color, set of 10nos.	Cello Maxwriter / Flair Xtramile	pkt.		
148	Pen	ball point, red color, set of 20nos.	Nataraj / Linc	pkt.		
149	Pen	double-headed, red+blue color, best quality		dzn.		
150	Pen	hi-tech point, black color, set of 5nos.	Luxor / Pilot	pkt.		
151	Pen	hi-tech point, black color, set of 12nos.	Luxor / Pilot	pkt.		
152	Pen	hi-tech point, blue color, set of 5nos.	Luxor / Pilot	pkt.		
153	Pen	hi-tech point, blue color, set of 12nos.	Luxor / Pilot	pkt.		
154	Pencil	wood-coated, set of 10nos.	Nataraj / Classmate / Luxor / Apsara / Faber-Castell	pkt.		
155	Pen Stand	mug shaped, best quality		no.		

Regd. at Cotton University Guwahati-781001, Assam



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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

अप्रमत्तं वेदव्यम

14

156	Pen Stand	tray shaped, best quality		no.		
157	Peon Book	No. 4, best quality		no.		
158	Permanent Marker Pen	black color, set of 10nos.	Faber-Castell / Luxor	pkt.		
159	Permanent Marker Pen	blue color, set of 10nos.	Faber-Castell / Luxor	pkt.		
160	Permanent Marker Pen	red color, set of 10nos.	Faber-Castell / Luxor	pkt.		
161	Phenyl	black color, 500ml size, best quality		btl.		
162	Phenyl	white color, 500ml size, best quality		btl.		
163	Post-it Flags / Self Stick Removable Flags	assorted colours	Oddy / Infinity / Scotch	pkt.		
164	Post-it Notes / Self Stick Removable Notes	3" x 3" size, 100 sheets	Oddy / Infinity / Scotch	pkt.		
165	Post-it Notes / Self Stick Removable Notes	3" x 5" size, 100 sheets	Oddy / Infinity / Scotch	pkt.		
166	Punching Machine	double hole type, small size	Kangaro	no.		
167	Punching Machine	single hole type	Kangaro	no.		
168	Push Pin	best quality		pkt. / box		
169	Ring File / Clip File	hard board made, A4 size, best quality		no.		
170	Ring File / Clip File	hard board made, FS size, best quality		no.		
171	Ring File / Clip File	plastic made, A4 size, best quality		no.		
172	Ring File / Clip File	plastic made, FS size, best quality		no.		
173	Room Freshener Spray		Godrej / Ambi Pur / Airwick / Riya	btl.		
174	Rubber Band / Nylon Band	long type, 500g size, best quality		pkt.		
175	Ruler	30cm size, plastic made, best quality		no.		

Signature
Registrar
Cotton University
Panbazar, Guwahati-781001, Assam



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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

अग्रमतेन वेदव्यम्

13

176	Ruler	30cm size, stainless steel made, best quality		no.		
177	Scissors	large size, best quality		no.		
178	Scissors	medium size, best quality		no.		
179	Scissors	small size, best quality		no.		
180	Sealing Wax	best quality		stick		
181	Sharpener	set of 20nos.	Kores / Nataraj / Faber-Castell / Apsara / Classmate	pkt.		
182	Sketch Pen	set of 12 nos.	Luxor / Faber-Castell / Camlin	pkt.		
183	Slip Pad	No.33 size, 20pg., A5 size	De'Smat	no.		
184	Slip Pad	No.33 size, 40pg., A5 size	De'Smat	no.		
185	Slip Pad	No.33 size, 80pg.	ITC / Neelgagan	no.		
186	Stamp Pad	black color	Supreme / Gripex / Select / Faber-Castell / Camel	no.		
187	Stamp Pad	blue color	Supreme / Gripex / Select / Faber-Castell / Camel	no.		
188	Stamp Pad	red color	Supreme / Gripex / Select / Faber-Castell / Camel	no.		
189	Stamp Pad Ink	black color, best quality		btl.		
190	Stamp Pad Ink	blue color, best quality		btl.		
191	Stamp Pad Ink	red color, best quality		btl.		
192	Stapler Machine	No.10 size	Kores / Kangaro	no.		
193	Stapler Machine	No.23 size	Kores / Kangaro	no.		
194	Stapler Machine	No.24 size	Kores / Kangaro	no.		
195	Stapler Machine	No.26 size	Kores / Kangaro	no.		
196	Stapler Machine	No.45 size	Kores / Kangaro	no.		
197	Stapler Pin	No.10 size	Kores / Kangaro	pkt.		

blm Registrar
Cotton University
Guwahati-781001, Assam



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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

अप्रमत्तनं वेदव्ययम्

12

198	Stapler Pin	No.23/6 size	Kores / Kangaro	pkt.		
199	Stapler Pin	No.23/8 size	Kores / Kangaro	pkt.		
200	Stapler Pin	No.23/10 size	Kores / Kangaro	pkt.		
201	Stapler Pin	No.23/13 size	Kores / Kangaro	pkt.		
202	Stapler Pin	No.23/15 size	Kores / Kangaro	pkt.		
203	Stapler Pin	No.23/17 size	Kores / Kangaro	pkt.		
204	Stapler Pin	No.23/20 size	Kores / Kangaro	pkt.		
205	Stapler Pin	No.23/23 size	Kores / Kangaro	pkt.		
206	Stapler Pin	No.24/6 size	Kores / Kangaro	pkt.		
207	Stapler Pin	No.24/8 size	Kores / Kangaro	pkt.		
208	Stapler Pin	No.26/6 size	Kores / Kangaro	pkt.		
209	Stapler Pin	No.26/8 size	Kores / Kangaro	pkt.		
210	Steel Wool		Scotch Brite / Exo	no.		
211	Stick File	A4 size, best quality		no.		
212	Stick File	FS size, best quality		no.		
213	Stock Register Book	No.8 size, hard bound, best quality		no.		
214	Stock Register Book	No.12 size, hard bound, best quality		no.		
215	Stock Register Book	No.20 size, hard bound, best quality		no.		
216	Storage Drum	50L capacity, plastic made, wide mouth, best quality		no.		
217	Storage Drum	100L capacity, plastic made, wide mouth, best quality		no.		
218	Surface Disinfectant Spray	200-240ml capacity		btl.		
219	Surface Disinfectant Spray	500ml capacity		btl.		
220	Sutli	plastic made, best quality		kg.		
221	Sweeping Cloth	18" x 18" size, best quality		pc.		
222	Table Spoon	best quality		set		
223	Table Tray	plastic made, perforated type, large size, best quality		no.		
224	Table Tray	plastic made, perforated type, small size, best quality		no.		
225	Tea Tray	large size, best quality		no.		

Registrar
Cotton University
Guwahati-781001, Assam



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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

अग्रमत्तं वेदव्यम्

11

226	Thread Ball	cotton made, best quality		no.		
227	Tissue	moistened type, best quality		pkt.		
228	Tissue	dry type, best quality		pkt.		
229	Toilet Brush & Holder	set	Harpic	no.		
230	Toilet Cleaner	500ml size	Harpic	btl.		
231	Toilet Cleaner	500ml size	Sanifresh	btl.		
232	Toilet Freshener	block type	Odonil	pkt.		
233	Toilet Paper	best quality		roll		
234	Towel	11" x 18" size, good quality double woven cotton	Bombay Dyeing / SPACES	no.		
235	Towel	13" x 13" size, good quality double woven cotton	Bombay Dyeing / SPACES	no.		
236	Towel	16" x 28" to 18" x 30" size, good quality double woven cotton	Bombay Dyeing / SPACES	no.		
237	Towel	27" x 52" to 30" x 58" size, good quality double woven cotton	Bombay Dyeing / SPACES	no.		
238	Towel	35" x 60" to 40" x 70" size, good quality double woven cotton	Bombay Dyeing / SPACES	no.		
239	Utensil Scrubber		Scotch Brite	no.		
240	Washing Powder	500g size	Surf Excel / Ariel / Tide	pkt.		
241	Waste Paper Bucket	perforated type, best quality		no.		
242	White Board Duster	best quality		no.		
243	White Board Marker Pen	black color, set of 10nos.	Luxor / Faber-Castell	pkt.		
244	White Board Marker Pen	blue color, set of 10nos.	Luxor / Faber-Castell	pkt.		
245	White Board Marker Pen	green color, set of 10nos.	Luxor / Faber-Castell	pkt.		
246	White Board Marker Pen	red color, set of 10nos.	Luxor / Faber-Castell	pkt.		
247	Whitener Pen	8ml size	Kores / Reynolds / Flair / Camlin	no.		

Signature
Registrar
Cotton University
Guwahati-781001, Assam



अप्रमत्तेन वेदव्यम्

COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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

248	Wiper with Handle	large size, best quality		no.		
-----	-------------------	--------------------------	--	-----	--	--

Name of the **Bidder**:

Address of the **Bidder**:

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

E-Mail ID(s) of the **Bidder**:

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

Full Name (in BLOCK Letters) of the **Authorized Signatory**:

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

Office Seal/Stamp:


Registrar
Cotton University
Panbazar, Guwahati-781001, Assam



COTTON UNIVERSITY

Panbazar, Guwahati- 781001

Notice Inviting Bids

" NIB No. CU/S&P/2022/02 Dt. February 8, 2022 "

Expression of Interest (EOI) is invited in double-bid (techno-commercial and financial) system from Guwahati based wholesale/retail outlets with respect to enlistment of vendors for procurement of stationery, general and other miscellaneous consumables. The deadline for the same is 11:00A.M. of March 8, 2022. For details, kindly visit the website www.cottonuniversity.ac.in.

S/d, Registrar

[Handwritten Signature]
7/2/22
Registrar
Cotton University
Panbazar, Guwahati-781001, Assam