



# COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

[www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in) :: 0361-2601100/2733530 :: [registrar@cottonuniversity.ac.in](mailto:registrar@cottonuniversity.ac.in)

## Notice Inviting Bids

**" NIB No. CU/S&P/2022/05 Dt. February 28, 2022 "**

Bids in sealed cover are invited in single-bid system from **Guwahati based contractors/vendors/entities** with regard to **repair of steel made office furniture items.**

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

- This document 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 **"Repair of steel made office furniture items :: NIB No. CU/S&P/2022/05 Dt. February 28, 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 2:30 P.M. of March 14, 2022**. Bid opening might be done on the same day at 2:45 P.M. in presence of the bidders.
- **Documents etc.** which must be placed **inside** the sealed cover are :- (i) photocopy of **Certificate of Registration pertaining to GST(IN)**; and (ii) copy of this notice **duly sealed and signed by the authorized signatory representing the bidder** thereby implicating that all terms and conditions stipulated in this notice are unconditionally acceptable to the bidder.
- **All bids** received shall be **opened, scrutinized and evaluated by a committee** constituted for the purpose of **selection and recommendation with respect to Award of Contract (AOC)/ Purchase Order (P.O.)**.
- **Evaluation shall be done separately for each task/assignment on the basis of the respective lowest(L1) Per Unit Costs of Tasks/Assignments, or alternatively, some other appropriate criterion/parameter deemed fit by the committee** constituted for the purpose.
- **Per Unit Cost of Task/Assignment** quoted by the bidder must be **inclusive of all taxes and duties, wages of manpower, costs involving raw materials, cost involving transit of tools and machinery, charges for on-site/off-site repair and on-site installation, etc.** Other incidental expenses must be **borne by the bidder themselves.**
- The **lowest(L1) Per Unit Costs of Tasks/Assignments** which would be approved by the University shall remain **constant/fixed/valid** for a period of **at least twelve(12) months from the date of issuance of the first {original} Award of Contract (AOC)/ Purchase Order (P.O.)** so that **repeat orders, if any, could be placed** on the respective successful bidder(s).
- **Quantum of order(s)** shall be **demand based/ requirement based.**
- 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 Award of Contract (AOC)/ Purchase Order (P.O.), 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.**
- 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 of the bidder.**
- **Mere submission of the bid does not confer any right** on any eligible bidder for being selected as a **successful bidder** and to subsequently obtain **Award of Contract (AOC)/ Purchase Order (P.O.)**.
- **Selection shall not ipso facto (by itself) confer any right** on the successful bidder to receive **Award of Contract (AOC)/ Purchase Order (P.O.)** from the University and that it shall in **no way guarantee or ensure allotment of task/assignment.**

*[Handwritten signature]*  
20/2/22

**Registrar**  
**Cotton University**  
Panbazar, Guwahati-781001 Assam:



# COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

[www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in) :: 0361-2601100/2733530 :: [registrar@cottonuniversity.ac.in](mailto:registrar@cottonuniversity.ac.in)

- The University reserves the **right to cancel the supply contract(s)/ Purchase Order(s)** 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.
- The 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.
- The **decision** of Cotton University on all matters connected with or incidental to selection 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 notice, the interpretation of the Registrar, Cotton University shall be final and binding on all.
- The **law of the land shall apply** to the 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 falling under the jurisdiction of Kamrup Metropolitan district jurisdictional authority.**

## Schedule of Costs :

Sl. No.	Details of Task/Assignment	Per Unit Cost(s) inclusive of GST {INR}
1	Painting of Office Almira/ Filing Cabinet/ Book-case/ Show-case/ etc.	
2	Replacement of lock of Office Almira/ Filing Cabinet/ Book-case/ Show-case/ etc.	
3	Replacement of closing mechanism of Office Almira/ Filing Cabinet/ Book-case/ Show-case/ etc.	
4	Dent repairing of Office Almira/ Filing Cabinet/ Book-case/ Show-case/ etc.	
5	Replacement of glass of Office Almira/ Book-case/ Show-case/ etc.	
6	Repairing/replacement/fitting/fixing of Chair/ Table/ Stool/ etc.	

*Diganta Kumar*  
(Prof. Diganta Kumar) Registrar  
Registrar Cotton University  
Panbazar, Guwahati-781001 Assam

Memo No. CU/S&P/2022/02/1342-47

Dated 25/2/22

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 **notice** in the University's website
4. The University's notice board
5. The office file concerned