



**COTTON UNIVERSITY**  
Panbazar, Guwahati-781001

EOI No: CU/S&P/2025/02, Dt. 28.01.2025

EOI are invited in two-bid system from Agency/Firm/Individual,etc for "**Supply of Convocation Robes & others**". The last date bid submission is 06.02.2025.

For details check [www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in)

Sd/-  
Registrar

*May*  
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

## Expression of Interest (EOI) for supply of Convocation Robes & Others

**EOI-No. CU/S&P/2025/003 Dt. January 28,2025**

Expressions of Interest(EOI) are invited in Two-bid system from experienced Professional Agencies/ Firms/etc for **Supply of Convocation Robes and others, 2025** in connection with the ensuing convocation to be held in the 1<sup>st</sup> week of March, 2025. The following terms and conditions, which are the minimum criteria for this bids/EOI, shall be apply herein:

- The EOI document pertaining to this notice must be downloaded from the University's website i.e. [www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in). The bidding documents must be submitted in sealed cover, super-scribed as **“Supply of Convocation Robes & others, 2025, Cotton University :: EOI: CU/S&P/2025/003 Dt. 28.01.2025** and addressed to **“The Registrar, Cotton University, Panbazar, Pin-781001, Assam”**. The name, contact 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 06.02.2025** 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, etc (if any).**
  - 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 for short-listing the bidder. 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 agencies are encouraged to provide as much information and description as possible about their organization, their financial strength, profile of the technical man power in the organization, client profile along with Contact details and their demonstrated professional competency of similar works. The agencies/firms are requested to provide cost of their proposed items/concepts design along with expected date of delivery.
  - The agencies/firms are also requested to submit the sample design of the type of the robes and traditional muffler (missing/ hodo/karbi, etc) for each category as mentioned below.
  - Preference may be given to those agencies/firm/NGO's that have representative office in Guwahati or Assam.
  - The University Authority or appropriate authority assigned by the Authority may call the Agencies/Firms for presenting their samples and designs, if required.
  - The University reserves the right to reject any or all the Eois without assigning any reasons whatsoever received against this advertisement
  - The agencies/Firms to be selected for the work orders should maintain utmost care to ensure perfect stitching and fitting of Robes, scarf, shoulder pads, borders, chest bands, etc.
  - 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.
- Through this EOI, the University will shortlist highly Professional Agencies/Firms having similar experience of supply Robes materials and others, etc to other HEI in the NE Region for the ensuing Convocation 2025 of the University. The short listing will be made in terms of design, quality, delivery/execution of the work on time, professional competency, sample and design, prior experience and the involvement cost value of work.
- The work /or the Supply of Robes in all aspect will be considered as a “Single Service”, hence all items rates will be considered to award the contract/PO. No partial contact/PO for separate items will be considered.



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- Documents, etc which may be placed inside the Techno-commercial cover (along with the other relevant documents mentioned above) are :-
- (i) Photocopy of Up-to-date Valid Trade License, if any
  - (ii) Photocopy of GST/ GST Filing documents, if any
  - (iii) Photocopy of relevant Purchase Order/Work Order, supplied to Govt. Org./University, etc, if any.
  - (iv) The agencies/firms have to mandatorily submit sample design of the each type of the robes & others for each category as mentioned above.
  - (v) 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.

**A Pre-bid meeting is scheduled to be held on the University premise will be held on 05.02.2025 at 3.00pm to discuss the issues, if any regarding quality/type of the Robes & others.**

The specifications and/or contents of robes are as follows: (Price Bids to be placed in Separate sealed envelope)

Sl No	Specifications	Unit Rate inclusive of GST (in INR)	Quantity (approx)	Number of Days required for delivery as per the mentioned Quantity.	Remark
1	Indian Style Kurta Convocation Dress		500		Sample to be submitted.
2	Traditional muffler (mising / bodo/ karbi, etc)		1300		Sample to be submitted.
3	Convocation Badges (embroidered)		1300		Sample to be submitted.
4	CU Logo(embroidered)		1300		Sample to be submitted.

The Items are to be evaluated individually. Therefore, the vendor may quote for all the items as a whole or may quote for specific items only.

The Agencies/Firms must be capable of completing their work order and supply the same to the Cotton University on or before .....

( Dr. Arindam Garg )  
Registrar

Memo No. CU/S&P/2025/02/Pt-1/ 509 - 13

Dated 28/01/25

Copy for information and necessary action to:

1. The Director, Directorate of Information and Public Relations, Government of Assam; is requested to arrange for publication of the abstract ad {soft copy enclosed} of this notice in the immediately next issue of 'The Assam



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*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. Prof. Sudipta Nandy, Convenor, 3<sup>rd</sup> Convocation, C.U.
5. The Systems Manager, Cotton University; is requested to arrange for uploading/posting of this bidding document in the University's website.

Registrar/

Cotton University  
Panbazar, Guwahati-781001, Assam