



# COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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

## Short Quotation Notice

“SQN No. CU/S&P/2026/06 Dt. 22 May 2026”

Quotations are invited in Two-bid system for supply/fitting/fixing of **Customised Conference table with Chairs** at Cotton University from OEM/ Authorized Agency ,etc, as per the following details and terms & conditions:

- **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 accepts, consider or rejects 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.

### Details of the Items

The supplied materials should be as per the detailed technical specification mentioned below:

Sl	Item Specifications	Qty	Price
1	Supplying & Placing conference table in completely knock down conditions with an overall size 8800mm X 2400mm X 750mm that is to be assembled at site. The construction of the main table shall be free standing structure constructed with the help of minifix dowels and pins. The worktop shall be made up of 25 mm thick pre-laminated particle board of grade II of IS 12823 with approved laminate and finish as per approved shade. The end wall of the table on the side shall be topped by gable end. It should be 25 mm thick Pre-laminated particle board and profile. Profile shall be in linear shape edges sealed with appropriate PVC edge banding. The table shall be clad with 18 mm thick modesty panel which provide structural support for the table. It should be 18mm thick pre-laminated particle board with appropriate PVC edge banding connected with both end. There shall be buffers provided at the bottom to avoid scratches on the floor. The table connections have to be made in such a way that no gap should be seen in between.	1	
2	Providing and supplying visitor chair with ergonomic design for user comfort. The seat shall be made of 15mm thick hot pressed commercial plywood upholstered with high resilience moulded polyurethane foam 50mm thick having density 50kg/m <sup>3</sup> with fabric tapestry 0.6mm thick and 235 GSM and the back shall be made of polypropylene net cover upholstered with breathable mesh tapestry. The seat and back shall be arrested together with 50-60μ thick powder coated HR steel spine and the armrest shall be used injection moulded polypropylene fixed arm completely joint with seat. The frame structure shall be cantilever support type made up of MS/CRCA powder coated with 50-60μ (DFT) thick round pipe of Dia 25.4mm with 2mm thick. There shall be co-polymer polypropylene shoe provided at the base to avoid scratches on the floor. The seat size shall be 460±10 mm(D) X 470±10 mm(W) and back size shall be 450±10 mm(W) X 470±10 mm(H) from seat. Overall height shall be = 890±10 mm, overall depth = 570±10 mm & overall width = 610±10 mm.	25	
Total Involvement of cost including applicable GST (INR):			

The Technical Bid and Financial/Price Bid has to be separately sealed and to put inside a larger Envelop duly sealed, mentioning details of the bidders.



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## TERMS AND CONDITIONS FOR BIDDERS

1. Bidders are requested to carefully study all the documents/annexure and understand the conditions and specifications, before quoting the rates and submission of the Bids/tender.
2. All the Tender documents and Annexures shall be required to be signed by the authorized signatory. The authorized signatory shall be:
  - a. Proprietor in case of proprietary concern.
  - b. Authorized partner in case of partnership firm.
  - c. Director, in case of a limited Company, duly authorized by its board of directors to sign.

If for any reason, the proprietor or the authorized partner or director as the case may be, are unable to sign the document, the said document should be seal & signed by the constituted attorney having full authority to sign the tender document and a scanned copy of such authority letter and also the power of attorney (duly signed in the presence of a Notary public) should be uploaded with the tender.

3. Submission of the tender under the signature of the authorized signatory shall be considered as token of having read, understood, and totally accepted all the terms and conditions of bid.
4. Price bid of only those bidders shall be opened whose techno-commercial terms/ technical bid is found to be acceptable.
5. **Upload Manufacturer authorization:** Wherever Authorized Distributors are submitting the bid, Bidder must submit "Bid Specific Authorization" certificate from OEM in original "ink signed and stamped" after the release date of the bid.
6. Dedicated / toll Free Telephone No. for Service Support: BIDDER/OEM must have Dedicated/toll Free Telephone No. for Service Support.
7. OEM should have ISO's from NABCB Accredited agencies- ISO9001, ISO14001, ISO 45001 and ISO50001, Green Pro certificate issued by CII (Confederation of Indian Industry), AIOTA certificate in category of Office Storage System, Office Furniture including Seating Systems and Educational Furniture Rang, Green Pro certified products. GRIHA Certificate issued by GRIHA Council, Indian Green Building Council (IGBC) member certificate issued by CII (Confederation of Indian Industry). GRIHA and Indian Design Mark.
8. The OEM should have the following plant and machinery and testing equipment's in its factory / manufacturing unit: •Amada Turret Punch • Power Press Machine Power Shearing Machine •Through feed edge banding Machine • Panel Saw Machine •MIG welding machine • Pipe Bending Machine • Pneumatic Drill Machine• Pre Heating Oven, Salt Spray Chamber• CNC Router • CNC Laser Cutting Machine. A valid Inspection report/ feasibility report of the above required plant and machinery/testing equipment' s issued by third party agency like IRS/SGS/RITESTobesubmitted.
9. The bidder/OEM should be a member of Bifma and at least 1 product each from the desk and chairs category of the OEM should be certified as Bifma compliant and an official product official link/screenshot of the product listing must be provided from www.bifma.org.
10. OEM should have Indian design mark certificate for at least 01 product in each of the last 4 years i.e. 2022, 2023, 2024 and 2025.
11. OEM should have BIS and trademark for furniture items.

The last date of Bid/Quote submission is **01.06.2026 till 12.00 noon.**

  
(Dr. Hiren Deka)  
Registrar, i/c  
Cotton University  
Panbazar, Guwahati-781001, Assam

Memo No. CU/S&P/2026/02/ 4170-74

Dated 25/05/26

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 University's Website for wider publicity of the SQN.
4. Notice board.
5. Office file concerned.