



COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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

1963

Notice Inviting Bids

" NIB No. CU/S&P/2022/11 Dt. July 4, 2022 "

Bids in sealed cover are invited in single-bid system from authorized dealers/suppliers/vendors/business partners of the University's empanelled furniture manufacturing companies/brands viz. Godrej, ZUARI, ONOMA, TATA with respect to procurement of Office Furniture.

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. The sealed cover must be super-scribed as "Procurement of Office Furniture :: NIB No. CU/S&P/2022/11 Dt. July 4, 2022" and addressed to "The Registrar, Cotton University, Guwahati, PIN-781001, Assam". The name and address of the bidder along with valid contact number(s) must be mentioned on the sealed cover, which must be submitted during office hours on or before 11:00A.M. of July 18, 2022 in the drop-box arranged for the purpose. Bid opening might be done on the same day at 11:30A.M. in presence of the bidders.
- Per Unit Price quoted by the bidder must be inclusive of all taxes & duties, wages of manpower, toll tax, charges for packaging/ forwarding/ freight {bulk loading & unloading}/ transit insurance, charges for on-site delivery & installation, etc. Other incidental expenses must be borne by the bidder themselves.
- The lowest(L₁) Per Unit Price which would be approved by the University authority shall remain valid until there is a revision in the price of the relevant item on the part of the manufacturing company/brand concerned.
- Quantum of order(s) shall be demand based/ requirement based.
- Documents etc. which must be placed inside the sealed cover are – (i) photocopy of the up-to-date Trade License issued by Guwahati Municipal Corporation; (ii) photocopy of the valid Certificate of Authorized Dealership issued by the manufacturing company/brand; (iii) photocopy of the Certificate of Registration pertaining to GSTIN and document(s) indicating up-to-date GST filing; (iv) photocopy of documents/testimonials [at least two(2) sets of purchase orders along with respective delivery challans] indicating previous work experience of having supplied one of the aforementioned empanelled manufacturing company's/brand's office furniture in government organisation(s)/ Public Sector Undertaking(s)/ higher educational institute(s) of repute situated in the north-east region of India; and (v) copy of this notice inviting bids/ bidding document duly sealed & signed by the authorized signatory representing the bidder thereby implicating that all terms & conditions stipulated herein are unconditionally acceptable to the bidder.
- The University reserves the right to amend or withdraw any of the terms & conditions and also update/ modify/ relax/ waive/ supplement the minimum criteria/requirements at any point of time. Besides, 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 the selection of dealer(s)/ supplier(s)/ 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 inviting bids/ bidding document, the interpretation of the Registrar, Cotton University shall be final and binding on all.
- The law of the land shall 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 falling under the jurisdiction of Kamrup Metropolitan district authority.

Schedule of Prices:-

Category of Item	Brand offered	MRP {INR}	Per Unit Price inclusive of GST@18% {INR}
Computer Desk/Table			


(Prof. Diganta Kumar Das)
Registrar

Memo No. CU/S&P/2018/25/ 6785-88

Dated 4/7/22

Copy for information and necessary action to:

- The P.S. to the Vice Chancellor, Cotton University
- The Finance Officer, Cotton University
- The University's notice board
- The office file concerned