



**OFFICE OF THE REGISTRAR**  
**DIBRUGARH UNIVERSITY**  
Dibrugarh | PIN - 786 004 | Assam

No. : DU/RP/PMC/2020/163

Date: 14/07/2020

**Short Notice Inviting Quotation**

Sealed quotations are invited from experienced/reputed firms for repairing and maintenance of Furniture in accordance with the details provided in the Annexure-I. Further, the intending bidders are advised to consult the proposer Prof. Arpana Konwar, Department of Assamese and Co-ordinator CAS, UGC prior to preparation/ submission of bids. The quotations will be received by the undersigned on or before 21/07/2020 upto 11.30 a.m.

**□ Terms and Conditions:-**

01. The quotations should be addressed to the Registrar, Dibrugarh University, Dibrugarh-786004, superscribing the Quotation Notice Number on the envelope.
02. No separate quotation paper will be issued from the Office. Quotations should be submitted in the Letter Pad of the authorized firms with all supporting documents.
03. The University reserves the right to accept or reject any of all the quotations without assigning any reason thereof.
04. Payments shall be made after completion of the job.
05. The Bidders must clearly indicate the rate of taxes / GST (if any) on their quotations.
06. The jobs/items listed on the Annexure are indicative and not exhaustive, actual requirement may vary at the time of placing the formal order.
07. The bidder must submit ₹500/- (non-refundable) as application fee through A/C Payee Cheque or Demand draft drawn in favor of "**Registrar, Dibrugarh University – Project Fund**"

Sd/-  
**Registrar**  
Dibrugarh University

Copy to :

01. The Deputy Registrar (F&A), Dibrugarh University, for information.
02. Prof. Arpana Konwar, Department of Assamese, for information.
03. Notice Boards.
04. The Programmer, for uploading on the University website.
05. Office file.

Sd/-  
**Registrar**  
Dibrugarh University



**Annexure-I**

**1. Description of Furniture to be repaired:**

<b>Sl. No.</b>	<b>Particulars of existing Furniture in the Department</b>	<b>Qty.</b>
1.	Teachers Room :	
	i) Tables	12
	ii) Chairs	12
	iii) Book Shelf	16
	iv) Computer Table	12
2.	Library Room :	
	i) Desks	30
	ii) Benches	30
	iii) Tables	10
	iv) Chairs	10
	v) Book Self	20
3.	Class Room :	
	i) Bench	100
	ii) Chairs	30
	iii) Lecture Stand	04
4.	Research Scholars Room :	
	i) Tables	20
	ii) Chairs	20
5.	Language Laboratory :	
	i) Computer Table	12
6.	Conference Room :	
	i) Conference Table	01
	ii) Chairs	20
7.	Office Room :	
	i) Wardrobe	10
	ii) Table	02
	iii) Chair	02

Sd/-  
**Registrar**  
Dibrugarh University