



OFFICE OF THE REGISTRAR

DIBRUGARH UNIVERSITY

Dibrugarh | PIN - 786 004 | Assam

No. : DU/RP/PMC/2020/206

Date: 11/09/2020

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 18/09/2020 upto 11:00 a.m. the same shall be opened on the same day at 4:00 pm.

❖ **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. Those who submitted their bids in response to the earlier NIQ No: DU/RP/PMC/2020/163 dtd: 14-07-2020 may submit bids afresh.
07. The jobs/items listed on the Annexure are indicative and not exhaustive, actual requirement may vary at the time of placing the formal order.
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09. 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**"

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Dibrugarh University

Copy to :

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

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Annexure-I

1. Description of Furniture to be repaired:

Sl. No.	Particulars	Qty
1.	Teachers' Room	
	1. Tables ----- (Lower portion repairing and polish)	12
	2. Chairs ----- (Cushion repairing and racing fitting)	12
	3. Book Shelf ----- (Drawer changing and repairing)	16
	4. Computer Table ----- (Backside board change and polish)	12
2.	Library Room	
	1. Desks ----- (Lower portion repairing and polish)	30
	2. Benches ----- (Lower portion repairing and polish)	30
	3. Tables ----- (Repairing)	10
	4. Chairs ----- (Wooden polish)	10
	5. Book shelf ----- (Wooden polish)	20
3.	Class Room:	
	1. Bench ----- (Wooden polish)	100
	2. Chairs ----- (Wooden polish)	30
	3. Lecture Stand ----- (With mica change)	04
4.	Research Scholars Room:	
	1. Tables ----- (Repairing, polish and paint)	20
	2. Chairs ----- (Repairing, polish and paint)	20
5.	Language Laboratory:	
	1. Computer Table ----- (Mica Change and polish)	12
6.	Conference Room:	
	1. Conference Table ----- (Full polish and repairing)	01
	2. Chairs ----- (Foam Change)	20
7.	Office Room:	
	1. Wardrobe ----- (Full polish)	10
	2. Table ----- (channel Change and repair)	02
	3. Chair ----- (Full polish)	02

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