



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

No: DU/RP/PMC/2020/293

Date:13/10/2020

-: Short Notice Inviting Quotation :-

Sealed quotations are invited from authorized/reputed/experienced firm for the supply, of **Chairs with foldable Desk** at the Department of Commerce, D.U. in accordance with the specifications and quantity provided at the Annexure – I. The quotations will be received by the undersigned **on or before 20/10/2020 upto 4:00 pm.**

Terms and Conditions:-

1. No separate tender paper will be issued from the Office. Quotation should be submitted on the Supplier's Letter Pad accompanied with all relevant supporting documents.
2. The bidder must submit their quotation in single bids system.
3. The quantity and requirements of the materials may be varied at the time of placing the formal supply/work/service order.
4. Payment shall be made after successful supply/installation/commission/completion of the job.
5. The price quoted on the Bid should be F.O.R. Dibrugarh University and shall have to be valid for atleast 60 days. Further, this Bid document is not transferable.
6. The quotations are to be addressed to "**The Registrar, Dibrugarh University, Dibrugarh – 786 004**". The sealed envelopes must be super scribed with the respective NIQ Notice number. The bidder must also indicate their contact details in terms of Contact no, email ID etc on the face of envelope.
7. The bidder must clearly indicate information, in terms of Duties & taxes, freight & transportation charges, installation charges (if any), warranty terms (if applicable) etc. Details of GST registration, PAN etc are also required to be incorporated on the respective bid documents.
8. The bidders (except MSEs) have to submit 02% EMD of the total bid value in the form of DD or A/C Payee cheque along with the bids to be drawn in favor of "**Registrar, Dibrugarh University**".
9. **The University reserves the right to:**
 - Accept/reject any/all tenders without assigning any reason thereof.
 - Revise the quantities at the time of placing the order wherever deemed necessary.
 - Award the contract to one or more bidders for the items covered by the Bid document.
 - Retain 10% of the total bill value as security deposit for 1 year (if required)

Sd/-
Registrar
Dibrugarh University
Registrar
Dibrugarh University

Copy to:

1. The Dy. Registrar (F&A), D.U. for information
2. Notice Boards
3. The Programmer, D.U. – for publishing on the D.U. website
4. Office File

Sd/-
Registrar
Dibrugarh University
Registrar
Dibrugarh University



Annexure – I

Specification for Chairs with Foldable Desk, Department of Commerce :-

1. Build Quality :- Sturdy and Durable well finished.
2. Material :- Steel or iron frame. Mesh cushioning for comfortable seating, with wood finished desk.
3. Weight bearing capacity :- 75 Kg \geq
4. Size & Dimension :- Standard size for comfortable seating of students of the age group 20 – 35 years.
5. Units reqd. :- 50 nos



Sd/-
Registrar
Dibrugarh University
Registrar
Dibrugarh University