



OFFICE OF THE REGISTRAR: MAJULI UNIVERSITY OF CULTURE: MAJULI

No. MUC/NIQ-83/2023/64

Dated Majuli the 28th of June, 2023

Notice Inviting Quotation

Sealed quotations are invited from manufacturers of nationally / internationally reputed brand or its authorized dealer / distributor/ Govt. Registered Firms/ Supplier **affixing Court fee stamp, amounting to Rs 8.25** for the supply, installation and commissioning of Furniture- Fixtures for the Majuli University of Culture as per specifications mentioned in Annexure - I. The quotations will be received by the undersigned on or before **18-07-2023** and will be opened by the Tender Committee at Office of the undersigned on the same date at 02:30 P.M. in the presence of the intending bidders or their authorized agents.

Terms and Conditions:

1. No separate quotation paper will be issued from the office. Quotation should be submitted in the Supplier's Letter Pad with supporting documents.
2. The quotation should be addressed to the "**Registrar, Majuli University of Culture, Garamur, Chitadarchuk Majuli-785104**" super scribing the Quotation Notice Number on the envelope.
3. In the event of any kind of holiday, the quotations shall be opened on the next working day.
4. **All rates must be inclusive of taxes and installation charges, if any.**
5. The items should be delivered at site, i.e., Majuli University of Culture.
6. Bidders should not be black-listed by the Govt. of Assam, Govt. of India or any other PSU/educational institutions/ Universities etc.
7. The bidder should be a manufacturer of nationally / internationally reputed brand or its authorized dealer / distributor/ Govt. Registered Firm/ Govt. Registered Suppliers. Either the bidder or the manufacturer shall have experience in dealing with the similar kind of supply and installation at central govt./ state govt. / institute of national importance / educational & research institutes for last three years. A copy should be enclosed of the purchase orders received from any of these institutes during the last three years.
8. The Tender Committee will select a panel of three lowest-bidders. The University shall physically examine the quality of the items of L1 bidder to be supplied. Provided that, if the University is not satisfied with the quality of the items of L1, the offer may go to the next lower bidder(s).
9. No correspondence shall be entertained in respect of acceptance or rejection of bid.
10. The quotation should be accompanied by a Demand Draft of Rs. **1,000/- (Rupees One Thousand) only** in favour of Registrar, Majuli University of Culture, payable at Majuli.
11. The last date and time for the submission of the bids is **18/07/2023 up-to 12:00 Noon.**
12. Bidder shall submit a) Pan Card, b) GST Registration Certificate, c) up to date Income Tax return Certificate, d) Up to date GST return Certificate, e) Trade License etc. along with the quotation.
13. Bidder shall submit technical literature regarding the offered products including diagrams.
14. The quantity of items may be increased or decreased by the University at the time of placing the final Purchase Order, based on the actual requirements.
15. Each page of the tender shall be signed in full and stamped with the seal by the bidder. The bidder must clearly state in what capacity he or she is signing the Tender.
16. The delivery and installation should be completed within 1 month or as specified from placing of the order. No extension shall be granted to the contractors/suppliers for the period of delivery, under any circumstances.
17. If the bidder fails to deliver the article as per the delivery schedule, the University shall be free to procure the balance/undelivered supply, at the risk and cost of the supplier, from other such suppliers.
18. The goods, articles, materials supplied by the supplier shall be accepted after inspection by an officer authorized by the competent authority. No articles/materials which do not conform to the specifications laid down in the terms and conditions or damaged in transit shall be accepted.
19. The bills of the suppliers shall be paid by the University after all the materials/ articles/ equipment have been received, installed and inspected as above.
20. The warranty period shall be for minimum one year.
21. This tender document is not transferable.
22. Bidders are advised to study all technical and commercial aspects, instructions, terms and specifications carefully in the tender document. Failure to furnish all information required in the Tender Document or submission of a bid not substantially responsive to the Tender document in every respect will be at the tenderer's risk and may result in the rejection of the bid.
23. Bidder(s) shall have to quote for all the items as provided in the requirement list i.e. Annexure-I. Exclusion of any item submitted by a bidder will not be accepted.
24. The Supplier, who have failed to supply the items within the stipulated date(s) in the earlier work orders are not eligible to submit their quotations.

B. M.
28/6/2023

Registrar
Majuli University of Culture
Majuli

25. The University reserves the right to:

- (i) Accept/reject any/all tenders without assigning any reason thereof.
- (ii) Revise the quantities at the time of placing the order without change in the rate quoted by the bidder.
- (iii) Add/modify/relax or waive any of the conditions stipulated in the tender document whenever deemed necessary
- (iv) Award the contract to one or more tenderers for the items covered by the tender.


Registrar

Majuli University of Culture

Majuli, Assam

Registrar
Majuli University of Culture
Majuli

No. MUC/NIQ-83/2023/64(A-D)

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Copy to:

1. The Hon'ble Vice-Chancellor, Majuli University of Culture for favour of kind information.
2. The F&AO, Majuli University of Culture for favour of kind information.
3. The Advertisement Manager, The Assam Tribune, with a request to publish the NIQ for wide publicity of the same.
4. Mr. Dhruva Jyoti Borah, Website In-charge, for uploading this notification in the website of the MUC.
5. Office File for Record.


Registrar

Majuli University of Culture

Majuli, Assam

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Annexure I:

Sl. No.	Items	Specifications	Preferred Brand	Qty.	Referenced Image
01	Office Table	Size H 2.5F X 4.5F L X B 2.5F	Wood Fealder, Godrej, Zuari OR other brand with good quality.	07	
02	Computer Table	Computer Desk with CPU Compartment, Built-in Keyboard Tray. Size of the table should be H 2.5F X 2.5F L X B 1.5F	Godrej, Zuari OR other brand with good quality.	04	
03	Armed Chair	The frame material of the chair should be Stainless Steel. The chair should be Fixed Arms, black coloured and with no wheel.	Decowell, Nilkamal OR other brand with good quality.	27	
04	Desk for Classroom	Desk for Classroom with 2 seating capacity. Size of the table should be H 2.5F X 3.5F L X B 1.5F	Zuari, Godrej OR other brand with good quality.	30	
05	Chair for Classroom	Armless Plastic Chair 55 (W) X 80 (H) X 44 (D) Cm	Supreme, Nilkamal OR other brand with good quality.	60	

** The bidder should quote rates separately for each brand/ items.


 Registrar
 Majuli University of Culture
 Majuli, Assam.
