

**ASSAM UNIVERSITY :: SILCHAR**  
**DEPARTMENT OF COMPUTER SCIENCE**

NOTICE INVITING TENDER

No. AUS/CS/Furniture/2017

Date: 21/04/2017

Sealed tender is invited from Manufacturer/Importer/Authorized Dealer for supply of furniture. Details of furniture items, terms & conditions etc. can be downloaded from the University Website [www.aus.ac.in](http://www.aus.ac.in). Last date for submission of tender in prescribed annexure with cost of tender paper, earnest money and other relevant papers is 2:00 PM of 12<sup>th</sup> May, 2017 in the Office of the Department of Computer Science, Assam University, Silchar.

Sd/-  
HOD, Deptt. of Computer Science

**TERMS AND CONDITIONS FOR SUBMISSION OF TENDER FOR ITEMS AT ANNEXURE-I**

1. Only Manufacturer/ Importer/Authorized Dealer (Herein after called the Vendor) of reputed brands having wide experience in dealing with items at Annexure –I only may submit the tender. Tender is to be submitted in a sealed envelope super scribing Tender for supply of furniture / UPS batteries and also Tender No. with last date of submission is also to be mentioned.
2. The Tenderer must enclose copy of PAN, TIN and GNR/CST no. along with the Tender documents.
3. The tenderer must have experience in supply & installation of Items in Govt. organization/Public Sector Enterprises etc. in last three years. Certificate in this regard from the responsible officer of that organization with contact no., email address etc is to be submitted.
4. Tender paper can be down loaded from the University web site [www.aus.ac.in](http://www.aus.ac.in) and same is to be submitted in prescribed annexure to the undersigned.
5. A Committee constituted to check the technical and financial implications of each tender to prepare the panel of successful bidders. Mere quoting lowest rate will not be the only factor for a successful tender.
6. No request for advance payment shall be entertained in any circumstances. After completion of the supply, the firm will submit bills in triplicate for payment, with a certificate of successful installation of the materials from the Head of concerned department.

7. Mode of Dispatch: The consignment is required to be sent to Assam University under supplier's own arrangement free of additional charges. In case of damage or loss in transit, if any will be borne by the Supplier(s).
8. Delivery: The items are required to be delivered/dispatched within 30(Thirty) days from the date of receipt of the supply order. In extreme cases, time of supply shall be extended only after receiving written request from supplier on genuine grounds. User's manuals are to be provided along with the items supplied if it is necessary.
9. Special discount/rebate: Special discount/rebate admissible to educational Institution/Central University may be specially indicated in the quotation.
10. Actual quantity requirement is tentative and it may vary at the time of placing the order. The rates approved after finalization of tender may be valid for one year and University may place subsequent order as per requirement.
11. Rejection of Offer: Tenders not conforming to the terms and conditions and procedures are liable to be rejected summarily. University reserves the right to reject any or all tender at any time without assigning any reasons thereof.
12. The Tenderer must also submit a certificate in their official letter head duly signed and sealed stating that all above terms and conditions are acceptable to them.
13. The tender should be accompanied with EMD of Rs. 10,000.00 (Rupees Ten Thousand Only) in the form of **call deposit** to be drawn from any **nationalized bank** pledged in favour of **Assam University, Silchar**.

Sd/-

HOD, Deptt. of Computer Science

**ANNXURE-I**

**Item Specification:**

SI No.	Item Name	Description
1	Furniture (Office Table)	Steel Framed Table with wooden Top having the following dimensions –  (Width – 1800mm, Depth – 900mm, Height – 750mm)  L Part – (Width – 900mm, Depth – 485mm, Height – 670mm)  With Three (03) Drawers / Pedestal

N.B: All measurements may vary by +/- 2mm dimension