



**ASSAM UNIVERSITY  
SILCHAR :: 788011**

NO.111/2/2017/15-CONVOCATION/

DATE: 15/02/2017

TENDER NOTIFICATION

Quotation in the sealed cover addressed to the Registrar, Assam University, Silchar are invited on or before 28/02/2017 till 2.00 p.m. for supply of Convocation gowns with various description on hiring basis. The detailed descriptions and quantity are given below:

1. Description of the materials:
  - a) Gown b) Cap c) Scarf : These shall be made of superior quality of Satin Silk.
2. Specification of Convocation Dress:
  - a) Chief Guest: Dark green Satin silk gown 4" wide golden jerry border facing on the front folds, around the neck and around the sleeves, special design embroidered on both the sleeves. Cap of dark green satin Silk with 2" wide golden jerry band, golden tassel and mortal band.
  - b) All candidates for Graduate degrees shall have maroon gown with maroon cap and yellow coloured scarf.
  - c) All candidates for Post Graduate degrees shall have maroon gown with maroon cap and red coloured scarf.
  - d) All candidates for M.Phil degrees shall have maroon gown with maroon cap and green coloured scarf.
  - e) All candidates for Ph.D degrees shall have maroon gown with maroon cap and white coloured scarf.
3. Tailoring : Tailoring shall be carried out only by qualified and experienced work force. Every items of the academic dress shall be stitched with meticulous care and utmost precision to ensure perfect fit of the gowns, caps and scarf Shoulders pads, Chest bands etc. shall necessarily be provided for the gowns.
4. Inspection: Officials of the University will inspect the sample supplied to assure the adherence to quality/specifications prescribed. If the samples are found not to comply with the specifications and quality even if the price quoted is lowest. The quantity and stitching pattern of the gown cap scarf will be given maximum importance for selection of vendor.

5. Schedule of Requirement: The convocation gowns, robes, caps and scarves supplied should be specified in the format below mentioning the rate and total amount:

Sl.No.	Description of the item	Quantity	Specification as per para no.	Unit rate (Per item) Rs.	Total amount Rs.
1	Chief Guest & Guest of Honour	01+01=2	2 (a)		
2	Authority Dress	100			
3	Gown, Cap and Scarf for Ph.D/MPhil degree holders	435	2 (d) & (e)		
4	Gown, Cap and Scarf for Diploma holders	14	2 (e)		
5	Gown, Cap and Scarf for Post Graduate degree holders	1244	2 (c)		
6	Gown, Cap and Scarf for Under Graduate degree holders	1710	2 (b)		

**General Terms & Conditions:**

- Interested bidder/tenderer may download the tender document from the University website [www.aus.ac.in](http://www.aus.ac.in).
- The tender should be deposited in the tender box of the Establishment Section on working days within office hours within the stipulated date by interested bidders desirous of depositing the tender personally in the university. The tender must be accompanied with EMD amount of Rs. 10,000/- (Rupees ten thousand) only by means of a Demand Draft, drawn in favour of Assam University, Silchar. The amount is refundable for unsuccessful bidders. The small scale units are exempted from payment of EMD provided they enclose proof of their exemption by the competent authority.
- The tenders must have valid VAT/CST registration number and Permanent Account Number.
- The quotations should reach the Registrar, Assam University, Silchar on or before 28/02/2017 till 2.00 p.m. . Bids will be opened on the same day i.e. 28/02/2017 at 3.00 p.m. in the presence of bidders. The offers will not be considered if received after the bid closing date and time.
- The EMD should be submitted along with quotation in a sealed cover, super-scribing thereon bidder's name and name of the item. Any tender, submitted without EMD, will not be accepted.
- The validity of each quotation should be at least 60(sixty) days from closing date of the bid.
- The offers received through telex/tale-fax/e-mail will not be accepted by the university under any circumstances.

8. The university shall not be responsible for any delay/loss or non-receipt of tenders by post/courier service etc.
9. No unsolicited correspondence shall be entertained after the submission of the offer.
10. Tender is not transferable.
11. The firm must have the requisite domain expertise with regard to supply of convocation gowns, robes, etc. to universities in the North East for a minimum period of five (5) years.
12. The recent customers list (within last five years) with contact details including e-mail address should be submitted along with the tender.
13. If the bidder has an authorized representative/ dealer, he is requested to furnish the complete details of their location, facilities, manpower, etc.
14. Assam University reserves the right to accept/reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof. Any offer containing incorrect and incomplete information shall be liable for rejection.
15. The bidders/quotations should enclose sample of each item quoted failing which their bids will be cancelled.
16. Rates may be quoted item-wise and in a consolidated format in the proforma provided.
17. Additional terms and conditions will be incorporated in the supply order, if needed to safeguard the interests of the university.
18. Quoting merely the lowest price does not confer any right to any bidder for award of supply order. The university reserves the right to select any bid under the grounds of proven performance track record, brand reputation, additional warranty, offer of additional/ special features compatibility, etc.
19. The price quoted by the bidder should be inclusive of all local taxes, freight delivery etc. The university will not bear any conveyance, food and lodging of manpower engaged by the vendor or for himself during the process.
20. 100% percent payment will be made after satisfactory completion of the work i.e. hiring of convocation gowns. No advance payment will be made under any circumstances.
21. If there be any dispute, it will be referred to an arbitrator to be appointed by the university for his decision and award. The decision of the arbitrator shall be final and binding on both parties.

Registrar  
  
Assam University