



ASSAM UNIVERSITY, SILCHAR  
DEPARTMENT OF COMPUTER SCIENCE

NOTICE INVITING TENDER

NO.AUS/CS/Furniture /2015-16

Date:12/05/2016

Sealed tender is invited from Manufacturer /Importer/Authorised Dealer for supply of furniture and UPS Batteries. Details of furniture items, terms & conditions etc . can be down loaded from University Web Site [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 2:00PM of 03/06/2016 in the Office of Dept. of Computer Science, Assam University, Silchar.

Sd/-  
HOD, Computer Science

TERMS AND CONDITIONS FOR SUBMISSION OF TENDER FOR ITEMS AT ANNEXURE – I

1. Only Manufacturer/Distributor/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 envelop superscripting 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 enclosed copy of PAN, TIN and GNR/ CST no. along with the tender document.
- 3.The tenderer must have experience in supply & installation of furniture in Govt. organization /Public Sector Enterprises etc. in last three years. Certificate in this regard from the responsible officer of that organizations with contact no., e-mail 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 only factor for a successful tenderer.
6. No request for advance payment shall be entertained in any circumstance. 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 Dept.
7. The receipt copy of Challan (original) shall have to be submitted along with bill for payment.
8. Mode of despatch: 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.



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09. 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 also to be provided along with the items supplied if it is necessary.

10. Special discount/rebate: Special discount/rebate admissible to Educational Institution/Central University may be specifically indicated in the quotation.

11. 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.

12. Rejection of offer: Tenders not conforming to the terms and conditions and procedure are liable to be rejected summarily. University reserves the right to reject any or all tender at any time without assigning any reasons thereof.

13. 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.

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ANNEXURE – I

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FORMAT FOR SUBMITTING RATE QUOTATION

**A. Class room Furniture**

SI No	Name of the Items	Quatity	Make / Model	Rate per Unit (Rs.) inclusive of all taxes
1.	Steel Desk cum bench for students' classroom, size :1150 X 200 X710 ( $\pm 20$ ) (Two seater)	25		

**B. UPS Batteries**

SI No	Name of the Items	Quatity	Make / Model	Rate per Unit (Rs.) inclusive of all taxes
1	Sealed maintenance free (SMF) Battery, Capacity 12V-100AH	52		
2	Sealed maintenance free (SMF) Battery, Capacity 12V-65AH	06		

Signature with seal \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile No. \_\_\_\_\_