

# ASSAM UNIVERSITY, SILCHAR

## DEPARTMENT OF LAW SHORT TENDER NOTICE

No.-AU/Law-2 /2015/

Date: 11/06/2015

Sealed tenders are invited in single bid system from Manufacturer/Importers/Authorised Dealer for supply of **PODIUM** . Details of furniture items, terms & conditions etc can be downloaded from University Web Site. **Last date of submission of Tender as per annexure with earnest money and other relevant papers is 2:00PM of 20/6/2015** in Tender Box placed at Dept of Law, Assam University, Silchar.

HOD, Law

### **TERMS AND CONDITIONS FOR SUBMISSION OF TENDER FOR ITEMS AT ANNEXURE**

1. Only Manufacturers/Distributors/Authorized Dealer (Herein after called the Vendor) of reputed brands having wide experience in dealing with items at Annexures only may submit the tenders. Tender is to be submitted in a sealed envelope superscripting **Tender for supply** visitor's chair with steel arm and also **Tender No.** with **last date of submission** is also to be mentioned.
2. The tenderer must have experience in supply & installation of furniture in Govt. organization /Public Sector Enterprises etc. with 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.
3. A Committee constituted by the University authority will 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 to be a successful tenderer.
4. Earnest money of Rs 10,000.00 (Rupees Ten Thousand only) in the form of call deposit favouring Assam University is to be enclosed along with tender papers.
5. The selected bidders after receipt of supply order has to deposit 10% of supply order value in the form of Call deposit/FDR from any bank in favour of Assam University, Silchar payable at Silchar as Security deposit. The security deposit shall be released after six month of successful supply and performance of the product..
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 Branch/Deptt/Section.
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 Department of Law, 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.
9. **Delivery:** The furniture items are required to be delivered/dispatched within 10 (Ten) 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. Suppliers are requested to take care that all the items mentioned in annexure are to be supplied in full set basis and the items are required to be installed. User's manuals are also to be provided along with the items supplied if it is necessary.
11. **Special discount/rebate:** Special discount/rebate admissible to Educational Institution/Central University may be specifically indicated in the quotation.
12. **Rejection of offer:** Tenders not conforming to the terms and conditions and procedure so outlined 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. If there be any dispute, it will be referred to an arbitrator to be appointed by the University for his Decision and award. The award or decision of the arbitrator shall be final and binding on both parties.

Those tenderers, who accept the above terms and conditions, may submit their tenders in the prescribed format along with all relevant documents/brochures to the office of the undersigned as mentioned above on or before the stipulated date. The tender 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.

Head, Dept. of Law

### **Purchase List of Furniture and Equipments and other items**

<b>Detail of Furniture Sl.NO</b>	<b>Name of the item</b>	<b>Quantity</b>	<b>Specifications</b>
<b>1</b>	<b>PODIUM</b>	<b>1</b>	<b>Wooden lecture stand size 4' x 3' x 2' Tick wood. Highly varnish with University logo</b>

**Head,Dept.of Law**