



**OFFICE OF THE REGISTRAR**  
**DIBRUGARH UNIVERSITY**  
Dibrugarh | PIN - 786 004 | Assam

No: DU/RG/B.01.06/2020/3896

Date: 29.06.2020

**-:Notice Inviting Quotation:-**

Sealed quotations are invited from authorized/reputed/experienced dealers for the supply of **Furniture** at the Sports Board, D.U. in accordance with the specification and quantity provided at the Annexure – I. The quotations will be received by the undersigned on or before **14.07.2020 upto 4:00 pm.**

**Terms and Conditions:-**

1. The quotations are to be addressed to “*The Registrar, Dibrugarh University, Dibrugarh – 786 004*”. The sealed envelopes must be super scribed with the respective NIQ Notice number. The bidder must also indicate their contact details in terms of Contact no, email ID etc on the face of envelope.
2. No separate tender paper will be issued from the Office. Quotation should be submitted on the Supplier’s Letter Pad accompanied with all relevant supporting documents.
3. The University reserves its right to accept or reject any or all the quotations without assigning any reason thereof.
4. The bidder shall have to quote price F.O.R. Dibrugarh University and no additional transportation cost will be entertained later.
5. The bidder must clearly indicate information, in terms of Duties & taxes. Details of GST registration, PAN etc on the respective bid documents.
6. The bid must be valid for atleast 90 days.
7. The bidders have to submit 02% EMD of the total bid value through Demand Draft or Cheque.
8. The University may retain 10% (if required) of the total bill value as security deposit for 1 year from the date of installation/deployment of the item.
9. The shortlisted firm must physically visit and inspect the site of installation/deployment prior to the supply of materials.

*Sd/-*  
**Registrar**  
Dibrugarh University

**Copy to:**

1. The Dy. Registrar (F&A), D.U. for information
2. The Sports Officer, D.U. – for information
3. The Programmer, D.U. – for publishing on the D.U. website
4. Notice Boards
5. Office File

*Sd/-*  
**Registrar**  
Dibrugarh University



**Annexure – I**

**1. Description of Furniture:-**

Sl no.	Items	Required Qty	Specification/Dimension
1	REVOLVING EXECUTIVE CHAIR	01	Upholstered in bonded brown leather and PVC Padded seat, back and arm rests Smooth rolling casters 360 degree swivel
2	SECRETARIAT TABLE	01	Material: Metal Color: Standard Size: 120 cm 60 cm 72.8 cm Shape: Rectangular
3	VISITORS CHAIR	06	Seat Material: Fabric Color: Standard Color Material: Fabric Size: 59 cm x 63 cm x 81.50 cm x 45 cm
4	COMPUTER TABLE	01	Dimensions W x H x D (cm) 70 x 75.5 x 50
5	REVOLVING COMPUTER CHAIR	01	Material: Fabric, Chair Type: Computer Arm Type: Fixed Arms, 360 degree swivel
6	ALMIRAH	01	Number of Doors – Double Safe type- key lock Usage – office



*Sd/-*  
**Registrar**  
Dibrugarh University