



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

No: DU/RP/PMC/2020/296

Date: 13/10/2020

-: Short Notice Inviting Quotation :-

Sealed quotations are invited from authorized/reputed/experienced firm for the supply and installation of **Furniture and equipment** at the LNB Library, D.U. in accordance with the specifications and quantity provided at the Annexure – I and II. The quotations will be received by the undersigned **on or before 20/10/2020 upto 4:00 pm.**

Terms and Conditions:-

1. 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.
2. The bidder must submit their quotation in single bids system with illustration/diagram/prototype etc.
3. The quantity and requirements of the materials may be varied at the time of placing the formal supply/work/service order.
4. Payment shall be made after successful supply/installation/commission/completion of the job.
5. The price quoted on the Bid should be F.O.R. Dibrugarh University and shall have to be valid for atleast 60 days. Further, this Bid document is not transferable.
6. 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 and Annexure number for which bids are being submitted. The bidder must also indicate their contact details in terms of Contact no, email ID etc on the face of envelope.
7. The bidder must clearly indicate information, in terms of Duties & taxes, freight & transportation charges, installation charges (if any), warranty terms (if applicable) etc. Details of GST registration, PAN etc are also required to be incorporated on the respective bid documents.
8. The bidders (except MSEs) have to submit 02% EMD of the total bid value in the form of DD or A/C Payee cheque along with the bids to be drawn in favor of "**Registrar, Dibrugarh University**".
9. **The University reserves the right to:**
 - Accept/reject any/all tenders without assigning any reason thereof.
 - Revise the quantities at the time of placing the order wherever deemed necessary.
 - Award the contract to one or more bidders for the items covered by the Bid document.
 - Retain 10% of the total bill value as security deposit for 1 year (if required)

Copy to:

1. The Hon'ble Vice Chancellor- for favour of kind information.
2. The Dy. Registrar (F&A), D.U. for information
3. The Programmer, D.U. – for publishing on the D.U. website
4. Office File

Sd/-
Registrar
Dibrugarh University
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Dibrugarh University
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Annexure – I

Specification for furniture

| Sl No | Item | Specification | Qty. |
|--------------|----------------------------------|--|-------------|
| 1 | Book Rack- Godrej or equivalent | Double Side all steel book rack. 1Base + 3add on with stand. | 2 |
| 2 | Book Rack - Godrej or equivalent | Double faced all steel library book stack. 1Main + 1add on with 14 Shelves in each side. | 19 |
| 3 | Book Rack- Godrej or equivalent | Double faced all steel library book stack. 1Main + 3add on with 14 Shelves in each side. | 4 |

Note: The intending bidder must submit load bear capacity certificate against each book rack for record and evaluation purpose

Sd/-
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Annexure – II
Specification of Desktop

| Sl No | Item | Specification | Qty. |
|-------|------------|---|------|
| 1 | Desktop PC | Core i3-7 Gen or higher, 4 GB RAM, Onboard Graphics, 1TB HDD, Win 10 pro, DVDRW, 19.5” monitor or latest specification. | 25 |

Sd/-
Registrar
Dibrugarh University
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