



# तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY

(केंद्रीय विश्वविद्यालय / A Central University)

- कुलाध्यक्ष का सर्वोत्तम विश्वविद्यालय पुरस्कार, 2016 और एनआईआरएफ भारत रैंकिंग 2016: नं. 05
- Visitor's Best University Award, 2016 and NIRF India Ranking 2016: No. 05

कुल सचिव का कार्यालय / OFFICE OF THE REGISTRAR

तेजपुर-784028 :: असम / TEZPUR-784028 :: ASSAM

## SHORT QUOTATION NOTICE

TU/11-24/Pur/Qtn/2017-18/97-A dated:- 11.04.2017

Sealed quotations are invited from reputed manufacturers/authorized dealers/vendors for supply, installation & commissioning of Modular Furnitures as per specification mentioned below required for the Central Library, Tezpur University. *Interested suppliers may visit the site on any working days between 9.00 am to 5.30 pm prior to submission of their quotations.*

### Item required: Modular Circulation Desks /Counter ( **Book Issue and Return Counter** )

Modular circulation desks/counter made with commercial block board from the quality craftsmanship. The desk must have provision of computer system with channel base drawers and closed file cabinets.

### Specification of Circulation Desks:

- Length 66 feet x Depth 2 feet x Height 4 feet (Squire type)
- The Unit will be made out of 19mm/22 thick commercial block board for main drawer facia, side and shutters and 6/9mm commercial plywood for the back.
- All the external edges of the plywood will have wood beading of thick 6/9mm.
- The entire external surface will be finished with 1mm good quality of thick laminate in approved colour.
- The entire unit should be hand sanded, finished with a rich, deep, lustrous wood stain and coated with a durable, catalyzed lacquer finish that protects against UV discoloration.
- Provision of internal wiring system and uniform appearance should be necessary in entire unit
- All the internal surface area should be painted/polish material.
- All the hardware's ie tower bolt, hinges, handles, drawer channels will be of good quality of reputed company.

### GENERAL TERMS & CONDITIONS:

1. No separate tender paper will be issued from the office; one should only download the specifications/List from the website.
2. **The rates should be preferably quoted in Indian Rupee and FOR Tezpur University, Napaam basis. Charges for clearing and transportation should be incurred by the supplier.**
3. *Quotations should be accompanied by i) An EMD (in the form of Demand Draft/Call Deposit/TDR) of ₹. 3000/- (Rupees Three Thousand) only drawn/pledged in favor of Registrar, Tezpur University, payable at Tezpur. **No request for consideration of earlier deposited EMD will be considered.** ii) A non refundable application (quotation) fee of ₹.500.00 (Rupees Five Hundred) only have to be paid only by Demand Draft drawn in favour of Registrar, Tezpur University payable at Tezpur.*
4. The rates should be exclusive of taxes and applicable tax % should be clearly indicated.
5. Applicable levies, surcharge and discounts should be clearly indicated itemwise.
6. Quoted rates should be valid at least for a period of 01 year.
7. The rates should be quoted along with supporting documents of specifications and technical features and list of users.
8. All the quotations must be accompanied with supporting documents and / or literature.
9. Details of availability of after sales support will have to be furnished. After sales support directly from manufacturer and from Tezpur/Guwahati (Assam) shall have to be provided.
10. The University is exempted from paying Custom and Excise duty.
11. Authorisation/Dealership certificate from the Manufacturers should be submitted.
12. Warranty/Gurantee period should be specifically mentioned in the quotation.
13. The University reserves the right to accept or reject any or all the quotations without assigning any reason.



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14. Quoted price should be inclusive of essential accessories and should be CIF Tezpur University, Tezpur
15. Applications for release of EMD should be submitted to the Registrar/ Joint Registrar.
16. Apart from the above terms and conditions the University has the right to include any other terms and conditions as and when felt necessary.
17. **Quotation should be submitted in the DROP BOX placed in the reception of the Administrative Building of the University latest by 5.30 PM of 1<sup>st</sup> May, 2017. If posted/couriered, should reach by 5.30 PM of 1<sup>st</sup> May, 2017 addressed to "The Joint Registrar , Tezpur University". The Quotation Notice No. and date should be clearly superscribed in the the envelope/packet containing the quotation.**

Sd/- Joint Registrar  
Tezpur University