

# ASSAM RAJIV GANDHI UNIVERSITY OF COOPERATIVE MANAGEMENT

(A State University of Govt. of Assam)

BASIC TINIALI, GODADHAR NAGAR, JOYSAGAR, SIVASAGAR

ASSAM-785665

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## NOTICE INVITING QUOTATION

Quotation Notification: No./Rucm/Admn/NIQ/2018/31

Date: 20/10/2019

Name of Goods: **1. Round Conference table (Wodden/Steel) 4 feet diameter with glass top**  
**2. Chair**

Last Date for submission of Quotation: 02/11/2019

Time for completion of Supply after release of Purchase Order: **10 days**

Address for submission of Quotation: Purchase Officer

Assam Rajiv Gandhi University  
Of Cooperative Management  
Basic Tiniali, Godadhar, Joysagar,  
Sivasagar-785665, Assam

Kind Attention: Dr. Ranjan Sarmah, SIT, ARGUCOM, Sivasagar  
Mob: 9435156782



**Assam Rajiv Gandhi University of Cooperative Management**  
A Govt. of Assam University  
Recognised by UGC and member of Association of Indian Universities  
Basic Tiniali, Godadhar Nagar, Sivasagar, Assam-785665  
Email: info.argucom@gmail.com;

Quotation Notification: No./Rucm/Admn/NIQ/2018/31

Date:20/10/2019

**Notice Inviting Quotation (NIQ)**

The Assam Rajiv Gandhi University of Cooperative Management (ARGUCOM), Sivasagar invites sealed quotations affix with Rs.8.25 court fee as per the specification given in this NIQ for the following items subject to the terms and conditions, from the reputed manufacturers or its authorized dealers so as to reach on or before scheduled date and time. The quotations in the firm's Business letter head should be address to the "Purchase officer, ARGUCOM, Sivasagar". The envelope shall be superscribed with the Quotation Notification Number and the name of the Goods for which quotation is submitted.

Name of Goods: **1. Round Conference table (Wodden/Steel) 4 feet diameter with glass top**

**2. Chair**

1. Time for completion of Supply after release of Purchase Order: **10 days**
2. Last Date for submission of Quotation: **02/11/2019 before 1:30 PM**
3. **Bid opening date** : **02/11/2019 at 2.30PM**

Address for submission of Quotation: **Purchase Officer**

**Assam Rajiv Gandhi University  
Of Cooperative Management  
Basic Tiniali, Godadhar, Joysagar,  
Sivasagar-785665, Assam**

Kind Attention: Dr. Ranjan Sarmah, SIT, ARGUCOM, Sivasagar  
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Note: Institute shall not be responsible for any postal delay about non-receipt/ non-delivery of the bids or due to wrong address.

(Purchase office)  
ARGUCOM, Sivasagar

## **Terms and Conditions**

1. The rates should be quoted for preferably FOR destination from supply.
2. The bidder shall indicate the excise duty exemption for the goods if applicable.
3. The rate quoted should be on unit basis. Taxes and other charges should be quoted separately, considering exemption if any.
4. Rate quoted should be inclusive of Testing, commissioning and Installation of equipment and Training.
5. Earnest Money Deposit (EMD) @ 2.5% of the quoted money should be furnished along with the quotation in the form of draft in favor of Assam Rajiv Gandhi University of Cooperative Management payable at Sivasagar. Quotations without EMD will not be entertained.
6. EMD of unsuccessful bidder will be returned upon receipt of the application for applying the EMD from the bidder. EMD of the successful bidder will be returned upon receipt of the 10% Bank Guarantee of the total work order and Contract form duly filled by the successful bidder.
7. **Payment:** No advance payment will be made. Payment will be made only after the supply of the item in good and satisfactory condition and receipt of performance security by the supplier.
8. Guarantee and Warrantee period should be specified for the complete period conforming to the Specification of this tender document.
9. ARGUCOM reserves the right to reject any or all the tender without assigning any reason whatsoever.
10. In case of dispute, the matter will be subject to Sivasagar Jurisdiction only.

(Signature with seal of Bidder)

## **Schedule of Requirements, Specifications and allied Details**

<b>Items Name to be Procured</b>	<b>: (1) Round Conference table (Wodden/Steel) 4 feet diameter with glass top (2) Chair</b>
<b>Brief Specification of the Items</b>	<b>: Attached</b>
<b>Quantity</b>	<b>:(1) Round Conference table (Wodden/Steel) 4 feet diameter with glass top - 12 Nos. (2) Chair – 48 No</b>
<b>Any other details/ requirement</b>	<b>: N/A</b>
<b>Warranty/ Subscription Period required</b>	<b>: 1 (One) year on site service same day, including the replacement.</b>
<b>Delivery Schedule expected after placement of Purchase order:</b>	<b>10 days</b>

## Specifications for Round Table & Chair

Sl. No.	Item Name	Description	Warranty/ Subscription	Quantity
1	<b>Round Conference Table</b>	Top Material: Glass Thickness: ½-1 inch Diameter: 4 feet Glass specification: Tempered Glass/ Safety Glass Type: Folding frame The frame may be wooden or steel.	1 (One) Year onsite warranty	12
2	<b>Chair</b>	Conference chair with comfortable seat and back support.	1 (One) Year onsite warranty	48

Note: The quantities may change depending upon the requirement and availability of fund at the time of purchase.

## Price Schedule

Sl. No.	Item Name	Description by the Bidder	Warranty/ Subscription	Unit Cost (INR)	Qty	Item cost (INR)
1	<b>Round Conference Table</b>				12	
2	<b>Chair</b>				48	
Taxes if any						
Total Cost (INR)						

**Note: The rates must be valid for (1) One year**

1. Name & Address of the firm for placing purchase order:

2. Signature of the Bidder:

3. Name and Designation:

Place:

Date:

Seal of the Bidder's Firm

# **CONTRACT FORM**

(To be provided by the bidder in the business letter head)

1. (Name of the Supplier's Firm) hereby abide by the delivery schedule mentioned in this document for supply of the items if the purchase order is awarded.
2. The item will be supplied conforming to the specifications stated in this document without any defect and deviations.
3. Warranty will be given for the period mentioned in this document and Service will be rendered to the satisfaction of ARGUCOM, Sivasagar during this period.

Signature of the Bidder: \_\_\_\_\_

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

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

Place:

Date:

Seal of the Bidder's Firm