



तेजपुर विश्वविद्यालय / TEZPUR UNIVERSITY
(संसद के अधिनियम द्वारा स्थापित केंद्रीय विश्वविद्यालय)
(A Central University established by an Act of Parliament)
कुल सचिव का कार्यालय/ OFFICE OF THE REGISTRAR
नपाम :: तेजपुर - 784028 :: असम
NAPAAM :: TEZPUR - 784028 :: ASSAM

SHORT QUOTATION NOTICE

TU/11-24/Pur/Qtn/2017-18/5428-A Dated: 23.2.2018

Sealed quotations are invited from authorized dealers/vendors for supply for following items required for the Guest House, Tezpur University.

Items with Specifications:

| Sl. No | Item | Sl. No | Item |
|--------|--|--------|--|
| 1 | Bedsheet(Single) Cotton | 2 | Bedsheet(double) Cotton |
| 3 | Pillow | 4 | Pillow cover Cotton |
| 5 | Blanket | 6 | Tea Bags |
| 7 | Sugar Sachet | 8 | Milk pouch |
| 9 | Coffee pouch | 10 | Pencil battery |
| 11 | Toilet paper | 12 | Insect repellent |
| 13 | Hand wash | 14 | Soap (Small Packet) |
| 15 | Room freshener | 16 | Sugar free sachet |
| 17 | Comb | 18 | Slipper |
| 19 | Napkin paper | 20 | Laundry bag |
| 21 | Shoe polish | 22 | Shoe Brush |
| 23 | Utensils: Rice Plate, Cup & saucer, Tea Spoon, Rice Spoon, Bowl, Drinking Glass, Qtr. Plate, Tea Pot, Tray | 24 | Torch battery |
| 25 | Bath Towel 30x60 | 26 | Duvet (300 GSM) Single (60x100) Double (90x100) |
| 27 | Face Towel 12x12 | 28 | Mattress Protectors Terry Type Single (36x72) Double (72 x 72) |
| 29 | Polyester SHOWER CURTAIN 78X72 | 30 | Hand Towel (150 Gram) 16x24 |
| 31 | Herbal Shampoo :- 15 ml | 32 | Bath Mat (300 Gram) 20x30 |
| 33 | Herbal Shampoo :- 25 ml | 34 | Herbal Shampoo :- 20 ml |
| 35 | Herbal Moisturizer :- 15 ml | 36 | Herbal Shampoo :- 30 ml |
| 37 | Herbal Moisturizer :- 25 ml | 38 | Herbal Moisturizer :- 20 ml |
| 39 | Herbal Hair Conditioner :- 15 ml | 40 | Herbal Moisturizer :- 30 ml |
| 41 | Herbal Hair Conditioner :- 25 ml | 42 | Herbal Hair Conditioner :- 20 ml |
| 43 | Herbal Shower Gel :- 15 ml | 44 | Herbal Hair Conditioner :- 30 ml |
| 45 | Herbal Shower Gel :- 25 ml | 46 | Herbal Shower Gel :- 20 ml |
| 47 | Talcum: - 15 Gm | 48 | Herbal Shower Gel :- 30 ml |
| 49 | Talcum: - 25 Gm | 50 | Talcum: - 20 Gm |
| 51 | Herbal Glycerine Soap:- 15 gm. Paper Box Packing | 52 | Talcum: - 30 Gm |
| 53 | Herbal Glycerine Soap:- 30 gm. Paper Box Packing | 54 | Herbal Glycerin Soap:- 20 gm. Paper Box Packing |
| 55 | White Soap :- 20 gm Paper Box Packing | 56 | Herbal Glycerine Soap:- 30 gm. Paper Box Packing |
| 57 | Shoe Shiner Strip | 58 | Shoe Shiner Box |
| 59 | Vanity kit | 60 | Shower cap with box |
| 61 | Bathroom slippers Open Toe/Close Toe | 62 | Bathroom slippers white Non Woven |
| 63 | Dental Kit (Toothpaste + Toothbrush) specify brand | 64 | White Terry Towel |
| 65 | Shaving kit (Cream + Blade) specify brand | 66 | Sewing Kit |
| 67 | Herbal Conditioner Transparent Tube 20 ml | 68 | Herbal Bath Gel |



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| | | | |
|----|---|----|---|
| 69 | Herbal Moisturizer Transparent Tube 20 ml | 70 | Herbal Moisturizer Transparent Tube 20 ml |
| 71 | Laundry Bag Non-Woven(16x22) | 72 | Herbal Shampoo Transparent Tube 20 ml |
| 73 | Luggage Tag | 74 | Herbal Bath Gel Transparent Tube 20 ml |
| 75 | Sugar Cubes | 76 | Herbal Conditioner Transparent Tube 20 ml |
| 77 | Paper Coaster | 78 | Laundry Bag PP(16x22) |
| 79 | Toilet Roll | 80 | DND |
| 81 | Glass Cover | 82 | WC Band |
| 83 | Hanger Plastic | 84 | Plastic Coaster |
| 85 | Garbage bag | 86 | Hanger Wooden With Print |
| 87 | Compendium folder | 88 | Tissue paper Box Normal Acrylic |
| 89 | Card Board Box | 90 | Transparent Covers |

Note:

Articles wherever possible to be printed/embossed with Tezpur University Logo. The condition is to be clearly mentioned.

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 ₹. 2000/- (Rupees Two 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 GST and applicable GST in % 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. The system must be installed at the laboratory, and after installation a basic training must also be provided by the supplier or their Indian counterpart without any additional costs.
9. All the quotations must be accompanied with supporting documents and / or literature.
10. Demonstration may be sought from the vendors for authentication of quoted specification.
11. Details of availability of after sales support will have to be furnished. After sales support, directly from manufacturer and from Assam (Guwahati / Tezpur) will be preferred.
12. The University is exempted from paying Custom and Excise duty.
13. No Advance payment will be made.
14. The University reserves the right to accept or reject any or all the quotations without assigning any reason.
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 within 15 days from the date of publication of this notice. If posted/couriered, should reach within 15 days addressed to "The Joint Registrar, Tezpur University". The Quotation Notice No. and date should be clearly superscribed in the envelope/packet containing the quotation.**

Joint Registrar

Tezpur University

Memo No, TU/11-24/Pur/Qtn/2017-18/ 5428-A

Copy for information to:

1. Webmaster, Tezpur University for uploading the notice in the website.
2. Dr. S.S. Sarkar, Department of Commerce, Tezpur University.
3. File

Joint Registrar

dated:- 23.2.2018