



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/2018-19/388-A. Dated: ..22.4.2018.....

Sealed quotations are invited from authorized dealers/vendors for supply for following items required for the Guest House, Tezpur University. Those who have participated in response to our earlier notice no. TU-11-24/Pur/Qtn-2017-18/5428-A dated 23.02.2018 need not participate again. However, revised quotation/offer may be submitted with reference to their earlier quotation/offer and in such cases no Tender Fee and EMD is to be paid again.

**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



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67	Herbal Conditioner Transparent Tube 20 ml	68	Herbal Bath Gel
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 Assistant Registrar (GA), Tezpur University". The Quotation Notice No. and date should be clearly superscribed in the envelope/packet containing the quotation.**

Upam  
20/04/18  
Assistant Registrar (GA)

Tezpur University

Memo No, TU/11-24/Pur/Qtn/2018-19/ 338-A

dated:- 23.4.2018

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

Upam  
20/04/18  
Assistant Registrar (GA) (सा.प्र.)  
सहायक कुशलिका  
तेजपुर विश्वविद्यालय  
Assistant Registrar (GA)  
Tezpur University