

NORTH-EASTERN  HILL UNIVERSITY
SHILLONG

F.No.6-38/P&S/NEHU GUEST HOUSE/GHY/2016(Part file)-1627

Dt- 13.10.2017

1. Sealed quotations are invited from the reputed registered Firms for Supply of **Furnishing items for NEHU GUEST HOUSE, near Borjhar Airport, Guwahati** as per the details as shown at '*Annexure - I*'. The quotations besides quoting the rates should be accompanied with the following:

1. *Name of Firm (Capital letters)* :
2. *Full Address* :
3. *Name of contact person* :
4. *Mobile No.* :
5. *Trading License from KHADC* :
(as applicable)
6. *GST Registration* :
7. *Dealership Certificates* :
8. *Names of Clients/Organisations where empanelled or supplied in the past.*

2. Envelope containing the quotations should be sealed with wax of cello tapes and duly superscript "**QUOTATION FOR SUPPLY OF OTHER FURNISHING ITEMS FOR NEHU GUEST HOUSE, near Borjhar Airport, GUWAHATI,**" should be addressed to "**The Asstt. Registrar (P&S), NEHU Permanent Campus, Shillong-793022** and should reach the undersigned **on or before 20th October, 2017 before 1: 00 pm**. The quotations will be opened on the same day at **2.30 P.M.** in the Committee room, Administrative Building, NEHU, Shillong. Interested firms may send their representatives on the opening day to witness the opening of the quotations. However, if the date for receiving and opening of tenders is subsequently declared as holiday(s) the tenders will be opened on the next working day following the holiday but there will be no change in the time for opening inducted above.
3. The quotation should be accompanied with an Earnest money of **Rs 50,000 /-(Rupees fifty thousand)** only in the form of Demand Draft/Bankers Cheque issued by S.B.I in favour of NEHU, Shillong. **Tenders not accompanied by the prescribed earnest money specified above will be summarily rejected. Earnest Money submitted earlier by the firms for Supply of Items to NEHU GUEST HOUSE, near Borjhar Airport, GUWAHATI, and who have not been withdrawn, shall be considered.**
4. The earnest money of the selected firms will be retained by the University as security deposit and this will be released after 1(one) year of the expiry of the contract and Earnest Money of the Unsuccessful tender(s) shall be refunded within 3(three) months of opening of the tender. **If the approved firms/renderers fail to supply the items within 20(twenty) days from the date of order his/her tender will be cancelled and the security deposit will stand forfeited to the University and the firm shall be blacklisted by the University.**

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5. All the rates quoted for **specific brand/quality** etc. should be ***inclusive of all taxes. The rate quoted, however, should include packing, binding, transportation and delivery charges and fitting charges F.O.R at NEHU GUEST HOUSE, near Borjhar Airport, GUWAHATI.***
6. The applicability of rates should be valid for a period of 1(one) year.
7. **Only one rate should be quoted against a particular item/brand. Overwriting/overtyping in the rates quoted against any items will not be accepted.**
8. ***All items to be supplied should be of quality recommended and sample or catalogue should be enclosed along with Quotation. Failing which the tender will stand automatically cancelled.***
9. The University reserves the right to reject any or all quotations without assigning any reasons thereof and does not bind itself to accept the lowest quotations.
10. The tender is liable to be ignored if complete information as asked for is not given therein and if the sample is not submitted.
11. The supplier should be ready to come for a presentation on his products. The University reserves the right to ask the supplier to furnish one room as a sample, if required.
12. The terms and conditions of the quotation is binding.
13. Detailed terms and conditions of supply after selection will be binding.

Sd/-
Registrar

ANNEXURE - I

LIST OF Other FURNISHING ITEMS REQUIRED FOR NEHU GUEST HOUSE,
NEAR BORJHAR AIRPORT, GUWAHATI.

SL.NO.		ITEMS	
1.		SPRING MATTRESS 6 ½ X 3 ½ FT & (6" of thickness)	
2.		BLANKET (As per sample)	
3.		BED SHEETS FOR KING SIZE BED & SINGLE BED (As per sample)	
4.		PILLOW (As per sample)	
5.		PILLOW COVERS (As per sample)	
6.		CURTAINS (INCLUDING STITCHING CHARGES) (As per sample)	
7.		CURTAIN RODS (INCLUDING FIXING CHARGES) (As per sample)	
8.		COLOURED TOWELS (As per sample)	
9.		DOORMAT (As per sample)	
10.		BATHROOM DOORMAT (As per sample)	
11.		Bed Covers for King Size Bed and Single bed. (As per sample)	