



**OFFICE OF THE REGISTRAR,  
SIBSAGAR UNIVERSITY, Sivasagar, Assam**

Ref No.: SU/F&AO/Tender Bench-Desk/39/2025/47

Date:30/06/2026

**Notice Inviting Tender**

**Important Dates**

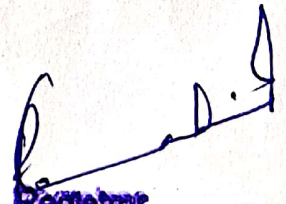
Sl. No.	Particulars	Dates	Time
1	Last Date of Submission of Tender	14/07/2026	On or before 2 PM
2	Date of Opening of Tender	15/07/2026	11.30AM onwards

**Important Documents- Checklist**

Sl. No.	Particulars		YES/No
1	PAN Card	To be furnished with self-attached	
2	GST Registration Certificate	To be furnished with self-attached	
3	Valid Trade License	To be furnished with self-attached	
4	Certificate of Acceptance of Terms and Conditions	To be furnished with Bidder's Letter Pad with Seal and Sign	

**For any Query contact:**

Shri Diganta Borah  
Member, Purchase & Tender Committee, Sibsagar University  
Contact: 8011167523

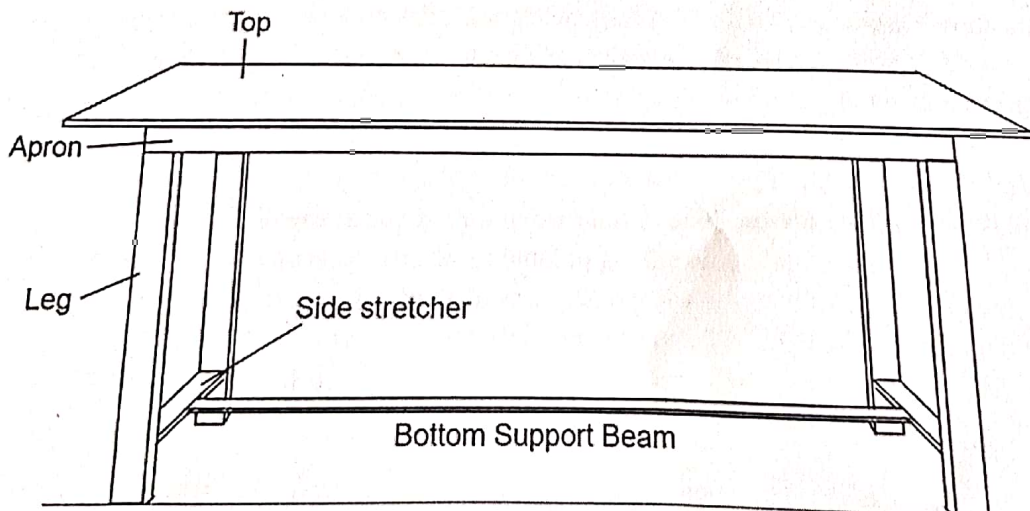
  
**Registrar**  
Sibsagar University  
Sivasagar, Assam



**Notice Inviting Quotation**

Sibsagar University, Sivasagar invites Sealed Quotations reputed manufacturers/ authorized suppliers/local firms/ individual firms etc., with sound technical capabilities for supply and commissioning of the Desk and Bench being painted with brown colour to be procured for Sibsagar University, Joysagar, Sivasagar, Assam. The bidders are directed to supply the rate of each set (Supply order may be given for 100 sets or more) as per following specification.

ITEM	SPECIFICATION						COMPLIANCE (Y/N)
Desk and Bench (Made of B-Class Wood)	<b>Dimensions for 6 ft desk and bench</b>						
	Sl.	Item	Top (l × w × t)	Apron (l × w × t)	Leg (l × w × h)	Side Stretcher (l × w × t)	Support Beam (l × w × t)
	1.	Desk	72×12×1	68×3×1	2×2×30	12×2×1	68×1.6×2
	2.	Bench	72×10×1	68×3×1	2×2×18	12×2×1	68×1.6×2
	All measurement units are in inch (l = length, w = width, h = height, t = thickness)						
	<b>Dimensions for 4 ft desk and bench</b>						
	Sl.	Item	Top (l × w × t)	Apron (l × w × t)	Leg (l × w × h)	Side Stretcher (l × w × t)	Support Beam (l × w × t)
	1.	Desk	48×12×1	45×3×1	2×2×30	12×2×1	45×1.6×2
	2.	Bench	48×10×1	45×3×1	2×2×18	12×2×1	45×1.6×2
	All measurement units are in inch (l = length, w = width, h = height, t = thickness)						
Yes							



*(Signature)*  
 Registrar  
 Sibsagar University  
 Sivasagar Assam

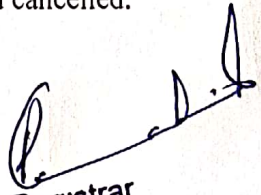


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ASSAM**

**Terms and Conditions:**

1. Bidders must have at least 5 years of experience in supply and commissioning, out of which at least 2 years must be in similar kind of activities for single organization. The bidder should give details of at least 2 projects of the same scale and nature executed by him.
2. The tender should be submitted in 02 bid system i.e. in two separate envelopes, one containing TECHNICAL BID (except price) with superscription as TECHNICAL BID, other with superscription as PRICE BID. Both the bids are to be packed in one sealed envelope super-scribed as "TENDER FOR SUPPLY OF WOODEN DESK & BENCH", addressed to the Registrar, Sibsagar University, Joysagar, Sivasagar-785665, Assam.
3. Technical bid of vendors fulfilling the criteria will only be evaluated by the duly constituted tender committee. Bidders qualifying technical bid will be considered for financial evaluation. Bid of vendors not fulfilling the criteria given will be summarily rejected.
4. **The party should quote rate for each set of Desk & Bench (Supply order may be given for 100 Sets or more)**
5. The rate quoted should be for the items and specifications as mentioned in the list. The party should not quote for other specifications. If the party wishes to quote for a higher/superior specification, it must be separately stated along with proof that the specification is higher/superior. In no case they should quote for lower/inferior specification. In that case the tender will not be considered.
6. The rate should be exclusive of taxes and applicable taxes should be clearly indicated.
7. Bidder should submit valid documentary proof as Trade License, Goods and Service Tax Registration No (GSTN), and details of Income Tax Registration (PAN).
8. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances.
9. The Authority may place the whole order with single bidder even if the bidder has not quoted the lowest price for each item but overall, his rate is lowest. Merely quoting the lowest price does not entitle a bidder to get the order for the item.
10. The successful bidder shall have to supply the material strictly as per configuration, as stated in the supply order and shall have to complete the supply within 30 days from the date of issue of work order. Otherwise, the order shall automatically stand cancelled.

  
Registrar  
Sibsagar University  
Sivasagar Assam





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11. The successful bidder shall have to provide comprehensive onsite warranty support for one year from the date of supply.
12. A security deposit of 10% will be deducted at the time of payment, which will be returned without interest after successful completion of 1 years of warranty period (from the date of final supply of product).
13. The University authority reserves the right to accept any tender(s) or reject any or all of the tenders without assigning any reason whatsoever. The decision of the University authority in this regard shall be final.
14. **Rate:** The rate which should be quoted both in figure and words must be inclusive of packing forwarding freight and all other incidentals charges.
15. **Rejection of offer:** Tenders not conforming to the terms and conditions and procedure so outlined are liable to be rejected summarily.
16. **Discretionary power:** The Competent authority, Sibsagar University, Sivasagar reserves the right to accept or reject any or all tenders without assign any reason there of and also to modify in exceptional case any of the stipulated terms and conditions on merit or genuine and justifying grounds if it in the larger interest of the University. The final acceptance of the tender rests entirely with the Authority who does not bind himself to accept the lowest tender.
17. **The bidder should sign and sealed each page of the tender documents.**
18. The bidder may be present at the time of opening of the tender or sends their representative.
19. **The following updated documents should be accompanied with the tender:**
  - a. Valid Trade License
  - b. PAN Card
  - c. GSTN Registration Certificate
20. Those tenderers who accepts above terms and conditions may submit their tender in the prescribed format along with all documents/ brochure to the Office of the Registrar, Sibsagar University, Joysagar, Sivasagar-785665, Assam on or before the stipulated date and time. The tenderer must also submit a certificate in their official pad stating at "All the Terms and Conditions mentioned in the tender vide No. SU/F&AO/Tender Bench-Desk/39/2026/47 dated: 30/06/2026 are fully accepted".

(Dr. Profulla Chandra Kalita)  
Registrar, Sibsagar University  
Joysagar, Sivasagar, Assam

**Registrar  
Sibsagar University  
Sivasagar Assam**