



OFFICE OF REGISTRAR: MAJULI UNIVERSITY OF CULTURE: MAJULI
MAJULI: ASSAM: 785104

Email: mucmajuli19@gmail.com

No. MUC/OS-14/19-20/1106

Dated: 31/03/2023

EOI NOTICE

Majuli University of Culture invites Expression of Interest (EOI) affixing court fee stamp of Rs. 8.25 (Rupees eight and twenty-five paise) only from registered firm / suppliers for empanelment of Firm/Suppliers for supplying stationery items to the University.

Name of Work	Empanelment of suppliers/firm for supplying stationery items to the Majuli University of Culture.
Completion Period	Items to be supplied as and when required by the University.
Last Date/ time of receipt of EOI	Up to 1200 hrs. of 10/04/2023 Office of the Registrar, Majuli University of Culture, Chitadarchuk, Majuli, Assam, PIN 785104.
Date of opening of EOI	At 1300 hrs. on 10/04/2023 in Office of the Registrar, Majuli University of Culture, Chitadarchuk, Majuli, Assam, PIN 785104.

1. The EOI should be addressed to the "**Registrar, Majuli University of Culture, Garamur, Chitadarchuk Majuli-785104**".
2. In the event of any kind of holiday, the EOI shall be opened on the next working day.
3. Firm/Suppliers should not be black-listed by the Govt. of Assam, Govt. of India or any other PSU/educational institutions/ Universities etc.
4. The Firm/Suppliers shall have experience in dealing with the similar kind of supply and installation at central govt./ state govt. / institute of national importance / educational & research institutes for last three years. A copy should be enclosed of the purchase orders received from any of these institutes during the last three years.
5. No correspondence shall be entertained in respect of acceptance or rejection of EOI.
6. The EOI should be accompanied by a non-refundable fee as a Demand Draft of Rs. **1000/- (Rupees One Thousand) only** in favour of Registrar, Majuli University of Culture, payable at Majuli.
7. Firm/Suppliers shall submit a) Pan Card, b) GST Registration Certificate, c) up to date Income Tax return Certificate, d) Up to date GST return Certificate, e) Trade License etc. along with the EOI document.
8. The tenure of the EOI will be valid for a period of 03 (three) year from the date of empanelment.
9. The University reserves the right to accept/reject any/all EOI document without assigning any reason thereof.
10. For details, please visit <https://www.muoc.ac.in/>.

Registrar
Majuli University of Culture
Majuli, Assam

No. MUC/OS-14/19-20/1106

Dated: 31/03/2023

Copy to:

1. The Hon'ble Vice-Chancellor, Majuli University of Culture for favour of kind information.
2. The F&AO, Majuli University of Culture for favour of kind information.
3. The Advertisement Manager, The Assam Tribune, with a request to publish the EOI for wide publicity of the same.
4. Website In-charge with a request to upload the EOI in the University website for information of all concerned.
5. Notice board
6. Office File for record.

Registrar
Majuli University of Culture
Majuli, Assam

EXPRESSION OF INTEREST DOCUMENTS

The following format may be used to provide requisite details

Name of Work: **Empanelment of suppliers/firm for supplying stationery items to the Majuli University of Culture.**

Issued To:

M/S.....
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.....
.....
Phone/Mobile No.

Signature of the issuing authority

Brief Description of the firm/ supplier:

- 1 Name of the firm/supplier :
- 2 Name of the owner/ Partner/ Director :
- 3 Full particulars of the office :
 - (a) Address :
 - (b) Telephone No. :
 - (c) Fax No. :
 - (d) E-mail ID :
- 4 Full particulars of the banker of the firm :
 - (a) Name of the Bank and Branch :
 - (b) Account type :
 - (c) Account number :
 - (d) IFSC No. :
- 5 Registration Details :
(Self-attested copies of all
Certificates/Licenses/Permits/Registrations etc.
should be enclosed)
- 6 Details of Demand Draft deposited: :
 - (a) Amount :
 - (b) DD No. and Date :
 - (c) Drawn on Bank :
 - (d) Valid Up to :
- 7 Additional information, if any :

Date:

Place:

Signature of the authorized person

Full Name:

(Company's Seal)

DECLARATION

I
son/daughter of Proprietor/ Partner/ Director/
Authorised Signatory of am competent to sign this
Declaration and execute this expression of interest.

I have carefully read and understood all the terms and conditions of the EOI and hereby convey my acceptance of the same.

The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/fabricated documents would lead to rejection of my EOI at any stage besides liabilities towards prosecution under appropriate law.

Date:

Place:

Signature of the authorized person

Full Name:

(Company's Seal)

N.B.: The above declaration duly signed and sealed by the authorized signatory of the company should be enclosed with EOI.