

**Notice Inviting Quotation (NIQ)**

for

**Entering in to Annual Rate Contract for Disposal/Selling of Obsolete and Unserviceable Goods, Materials etc.**

At

**RAJIV GANDHI UNIVERSITY, DOIMUKH/ITANAGAR, ARUNACHAL PRADESH**



**RAJIV GANDHI UNIVERSITY  
RONO HILLS, DOIMUKH-791112  
ARUNACHAL PRADESH**

Phone: 0360-2277253 Email: [rgureg@gmail.com](mailto:rgureg@gmail.com)

Website: <http://www.rgu.ac.in>

राजीव गाँधी विश्वविद्यालय  
रोनो हिल्स, दोईमुख  
RAJIV GANDHI UNIVERSITY  
RONO HILLS: DOIMUKH

No.ST-203/DUS/2011

Dated the 4<sup>th</sup> June, 2026

उद्घरण आमंत्रण सूचना/NOTICE INVITING QUOTATION

Rajiv Gandhi University, Rono Hills, Doimukh (Itanagar) invites sealed quotations for annual rate contract for selling/disposal of obsolete and unserviceable goods, materials etc. "AS IS WHERE IS AND WHATEVER THERE IS BASIS" as per Annexure – I.

The bidders are, therefore requested to quote their maximum rates for purchase & lifting of the items as per the terms and conditions.

**ELIGIBILITY CRITERIA :**

1. The bidders are required to submit a demand draft of Rs. 10,000/- (Rupees ten thousand only) as Earnest Money and Tender Processing Fee of Rs. 1,000/- (Rupees one thousand) only in favour of Registrar, Rajiv Gandhi University, Rono Hills Doimukh. The demand draft is to be made on or after publication date of this tender and submit in separate envelopes.
2. The items which falls under e-waste category the bidder must be a registered/authorized dismantler/recycler/refurbisher and must attach the valid documents.
3. The bidders must have a valid GST Certificate, PAN to participate in the tender and must submit self-attested copy of the same.
4. The tenderers who intend to collect the e-waste, shall have to submit the e-waste dismantler/recyclers Authorisation Certificate obtained from Central/State Pollution Control Board etc. in their own name/organisation along with the tender documents. The tenderers do not hold e-waste recyclers authorization certificate are not eligible to collect the e-waste items.
5. The tender form complete in all respect (with duly signed all Annexures) should reach the office of the University, at above mentioned address, in duly sealed envelope superscribed with "Tender for selling/disposal of obsolete and unserviceable goods & materials". Incomplete, unsigned & conditional tenders are liable to be rejected. Late and delayed tender will not be considered.
6. Any overwriting must be authenticated by the signatures of the individual, who has signed the bid. Non-adherence will lead to rejection of the bid. The columns, in the tender form should be correctly and clearly filled.



7. It will be responsibility of the vendor to pack the material by his own labourers and the cost towards transportation, packing, loading, unloading etc. will also be borne by the vendor himself.
8. It will be responsibility of the vendor that e-waste being lifted from the University will be recycled or dispose in an appropriate manner and submit a certificate as Annexure – VII.
9. The successful bidder will be liable to complete the job of lifting the material from University within 5 days of getting the order. If the bidder does not start work in time or stops the work midway or leaves the work altogether, his EMD will be forfeited. The University shall have the right to cancel the order.
10. The University reserves the right to reject or accept any or all the quotations at any time without assigning any reason thereof.
11. The bidder should quote their highest rates based upon the Terms and Conditions forming part of the tender document. Order will be placed to the successful bidder (quoting highest rates of purchase) out of the eligible bidders.
12. It is not binding on the part of the University to accept the highest quoted rate as submitted by any bidder for any reason whatsoever.
13. In case, the date of submission/opening of tenders happens to be holiday, the tenders shall be received/opened on the next working day.
14. The EMD of bidders, whose rate are not approved, will be returned within 30 days upon finalization of the tenders. No interest will be paid on the amount of the EMD. However, the EMD of the bidder, whose rates are accepted, will be returned on submission of performance undertaking after expiry of the contract.
15. In case, the vendor fails to comply the terms & conditions, the University may terminate the contract without assigning any reason and is free to dispose of the items in such a manner as may be deemed appropriate.
16. The bidders may visit the University premises and inspect the quantity, condition and type of material being sold.
17. The weighing, sorting, counting etc. of the material shall be jointly witnessed by a Committee or authorized representative(s) and bidder or his authorized representative.
18. Bidders should take into account any corrigendum published on the tender document in the university website [www.rgu.ac.in](http://www.rgu.ac.in) before submitting their bids.
19. In case of any dispute in respect of the tender, all legal matters shall be instituted within the jurisdiction of the place where the disposer ordinarily resides.
20. Additional terms and conditions will be incorporated in the job order, if needed, to safe guard the interests of the University.



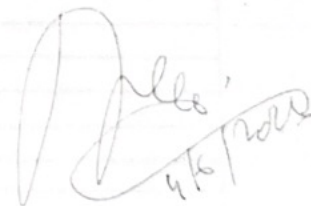
21. An undertaking may be given that the price being furnished in the bid will remain valid for the rate contract irrespective of validity period.
22. The contract shall be initially for two years (Financial Year 2026-27 & 2027-28) and may be extended for further period of 1 (one) year subject to satisfaction of work and with mutual understanding.
23. The successful firm will be required to do the work / job for the contract period from the date of award the contract. Rajiv Gandhi University, Doimukh/ Itanagar Arunachal Pradesh shall, however, reserve the right to terminate the contract at any time without assigning any reason.
24. The tenderer should enclose a signed copy of the terms & conditions stipulated for award of the contract, conveying his acceptance of the same.
25. Any correspondence related to this tender shall be uploaded in the university website. Interested tenderers are advised to visit the university website [www.rgu.ac.in](http://www.rgu.ac.in) regularly to keep themselves updated till the finalization of the bid as any change/modification in the tender will be intimated through the website only.



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**Schedule of Tender**

1. Tender Reference No. : No.ST-203/DUS/2011
2. Tender submission starting date : 10<sup>th</sup> June, 2026
3. Tender submission closing date & time : 3<sup>rd</sup> July, 2026 till 04:00 pm
4. Amount of Tender Processing Fee : Rs. 1,000/-
5. Amount of Earnest Money Deposit(EMD) : Rs. 10,000/-
6. Tender opening date & time : Shall be uploaded in the RGU website.
7. Tender document may be downloaded from this University's official Website "<http://rgu.ac.in>".



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## Annexure - I

Sl. No.	Particulars	Remarks
1.	CPU	
2.	UPS	
3.	Monitor	
4.	Printer	
5.	Stabilizer	
6.	Key Board	
7.	Chair	
8.	Printer Cartridge	
9.	Wall Clock	
10.	Refrigerator (Big)	
11.	Refrigerator (Small))	
12.	Revolving Chair	
13.	Cushion Chair (metal frame)	
14.	Water Filter/Aquaguard	
15.	Air Conditioner (Outdoor unit)	
16.	Air Conditioner (Indoor unit)	
17.	Scanner	
18.	Mouse	
19.	Plastic Chair	
20.	Book Shelf	
21.	Washing Machine	
22.	Over Head Projector	
23.	LCD Projector	
24.	Table (Big)	
25.	Table (Small)	
26.	Microscope	
27.	Inverter	
28.	Inverter Battery	
29.	Online UPS	
30.	Online UPS Battery	
31.	Gas Lamp	
32.	Almirah (Big)	
33.	Almirah (Small)	
34.	Gas Stove	
35.	Deep Refrigerator	
36.	Book Rack	
37.	File Cabinet	
38.	Lab Stool	

# Note : The list at above is not exhaustive. Additional items may be included at later stage by the bidders after verification of the items.

## Annexure – II

**TENDER FORM**  
**INFORMATION AND UNDERTAKING.**  
(Tenderer may use separate sheet wherever required)

Sl No	Details of the Firm / Bidder	Page No. of the tender documents	Remarks
1.	Name & Address of the Manufacturer/Authorized Distributor/ Dealer		
2.	Whether the Firm is located in Arunachal Pradesh. Yes/ No		
3.	Details of the Earnest Money Deposit (EMD)		
	DD No: -		
	Dated: -		
	Drawn on Bank: -		
	Amount: - Rupees.....only		
4.	Details of the Tender Processing Fee (Non-refundable)		
	DD No: -		
	Dated: -		
	Drawn on Bank: -		
	Amount: - Rupees.....only		
5.	Copy of Registration of the firm		
6.	Copy of GST Registration		
7.	Copy of PAN/ TAN card		
8.	Tender Form (Annexure – I)		
9.	Undertaking (Annexure – II)		
10.	Litigation/Arbitration Certificate (Annexure – III)		
11.	Certificate of No Deviation (Annexure – IV)		
12.	Non Blacklisting Certificate (Annexure – VI)		
13.	Have you previously supplied these items to any Government / private organization? If yes, attach the relevant proof.		

14.	Name and Mobile Number of a Key person, who can be contacted at any time. The person should be capable of taking orders and making arrangement to this effect		
15.	Any other information important in the opinion of the tenderer		

- Page number/serial number may be given to each and every page of Tender Documents and photocopies of the documents attached. Mention Page number, wherever the copy/copies of the document(s) are kept.
- In case of non-fulfillment of any of the above information/ document(s), the Tender will be summarily rejected without giving any notice.

(Signature of the Tenderer with seal)

Dated:

Place:

**UNDERTAKING REGARDING LITIGATION/ARBITRATION**

(To be submitted on Non-judicial stamp paper)

NIQ No.: .....

Date .....

To,

The Registrar  
Rajiv Gandhi University  
Rono Hills, Doimukh.

We hereby confirm and declare that we, M/s -----, does not have any litigation / Arbitration History with any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

For.....

Date.....

Authorized signatory

**UNDERTAKING REGARDING LITIGATION/ARBITRATION**

(To be submitted on Non-judicial stamp paper)

NIQ No.: .....

Date .....

To,

The Registrar  
Rajiv Gandhi University  
Rono Hills, Doimukh.

We hereby confirm and declare that we, M/s -----, does not have any litigation / Arbitration History with any Government department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we have Executed/ Undertaken the works/ Services during the last 5 years.

For.....

Date.....

Authorized signatory

Annexure - IV

**CERTIFICATE OF NO DEVIATION**

*(To be given on letter head)*

NIQ No. ....

Date .....

I/We, M/s \_\_\_\_\_ hereby certify that notwithstanding any contrary indication / conditions elsewhere in our offer documents, I/We have neither set any terms and conditions nor there is any deviation taken from the conditions of Rajiv Gandhi University, Doimukh, Arunachal Pradesh tender specifications, either technical or commercial, and I/We agree to all the terms and conditions mentioned in the NIQ with associated amendments & clarification

*(Signatures of the Bidder with Seal)*

Annexure -V

**CERTIFICATE OF PRICE JUSTIFICATION**  
[To be given on letter head]

NIQ No.: .....

Date.....

I/We, M/s. \_\_\_\_\_ certify that the rates provided are our best rates and we have not taken these materials to any Government Department/PSU/Institution for lesser than these rates in last one year.

Signature with seal of the bidder



Annexure - VI

CERTIFICATE

NIQ No.: .....

Date.....

**NON BLACKLISTING CERTIFICATE**

*[To be submitted on letterhead]*

I/We hereby certify that the [Name of the company / firm] has not been ever blacklisted/debarred by any Central / State Government / Public Undertaking / Institute on any account.

I/We also certify that firm will be supplied the item as per the specification given by Rajiv Gandhi University, Arunachal Pradesh and also abide all the terms and conditions stipulated in Rate Contract.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and Rajiv Gandhi University, Arunachal Pradesh may impose any action as per NIT rules.

Date:

Name

Place:

Signature & seal of the Bidder:

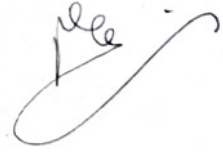


**CERTIFICATE**

This is to certify that the schedules and scrap papers that will be collected from Rajiv Gandhi University against the Tender No. No.ST-187/WP/2007 dtd. .... shall be weeded out for preparations of paper pulp/recycling purpose.

Signature of the bidder/Proprietor with seal

Date :  
Place



Authorized Signatory  
Name  
Designation

## Annexure - VIII

Undertaking

Sl. No.	Particulars	Yes/No
1	It is certified that the information furnished is correct to the best of our knowledge & belief. We have gone through the terms and conditions of the NIQ and confirm to abide by same. We have seen the samples of the material to be lifted from University.	
2	I/we confirm that we have our own pulp making/recycling facility.	
3	I/We have arrangement for handing over of the materials for pulp making/recycling with M/s ..... (name and address of the pulp making/recycling facility) at .....	

Place :

Date :

(Authorized Signatory)

Name .....

Designation with seal



Memo No. ST-203/DUS/2011 / 083

Dated, the 08<sup>th</sup> June, 2026

Copy to:

1. All authorized dealers/ suppliers.
2. ✓ The Jt. Director, Computer Centre for information and uploading the Tender Notice on the University website.
3. The Editor, Arunachal Times, Itanagar/Echo of Arunachal, Naharlagun is requested to publish (one issue) in the esteemed newspaper the enclosed gist of the Tender Notice.
4. Notice Boards.
5. Guard File.
6. Office copy.



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