

Notice Inviting Quotation (NIQ)

for

Entering in to Annual Rate Contract for Supply of Curtains, Blinds, Vinyl and Accessories

At

RAJIV GANDHI UNIVERSITY, DOIMUKH/ITANAGAR, ARUNACHAL PRADESH



RAJIV GANDHI UNIVERSITY

RONO HILLS, DOIMUKH-791112

ARUNACHAL PRADESH

Phone: 0360-2277253 Email: rgureg@gmail.com

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



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

No. ST-431/Curtain/2023

Dated, the 26th May, 2026

उद्घरण आमंत्रण सूचना/NOTICE INVITING QUOTATION

Rajiv Gandhi University, Rono Hills, Doimukh invites sealed quotation from registered firms/parties for annual rate contract of Curtain, Blinds, Vinyl and its accessories. Interested registered firms/parties may send their quotations in sealed cover addressed to the **Registrar, Rajiv Gandhi University, Rono Hills, Doimukh** super-scribed with the words **"Rate Contract for Supply of Curtain, Blinds, Vinyl and its accessories"** and complete in all respects should be dropped in the tender box kept in the office of the Registrar, RGU Doimukh. The Quotations will be opened within a week after closing date of submission at the Chamber of the Chairman, Purchase Committee (General), Rajiv Gandhi University, Doimukh, Arunachal Pradesh. The tenders received after the scheduled date and time will not be accepted.

Terms and Conditions :

1.	The Rate Contracts of this Tender inquiry shall be governed by the 'Terms & Conditions' and other relevant instructions as contained in this Tender Document.
2.	Tenders received without Tender Processing Fee, Bid Security (EMD) by way of Demand Draft or Pay Order/ FDR in the name of Registrar, Rajiv Gandhi University, Doimukh/ Itanagar will not be considered at all.
3.	Tenderers are requested to enclose a self attested copy of their valid GST Certificate, PAN Card, Valid Trading License, Bank mandatory etc.
4.	The competent authority reserves the right to accept or reject any or all tenders without assignment any reason
5.	Tenderers may note that if the date of tender opening given in this Tender Document is declared to be a holiday, the tender shall be opened on the next working day at the same timing.
6.	Late/delayed tenders received due to any reason whatsoever will not be accepted under any circumstances.
7.	Acceptance of the rate will be communicated by Speed post /E-mail/University Website or any other form of communication.
8.	Each and every page of the tender documents must be signed by the bidder and submitted along-with the quotation.
9.	The parties to the contract are the contractor (the tenderer to whom the work has been awarded) and the RGU, Arunachal Pradesh for and on behalf of the Registrar, RGU, Rono Hills, Doimukh.
10.	Bid Security/Earnest Money amounting to Rs. 20,000/- must be submitted in the form of Account Payee Demand Draft from any of the commercial banks drawn in favour of "Registrar, Rajiv Gandhi University, Itanagar" along with the tender. (Other details as mentioned in the tender form). It is also clarified that the quotations received without earnest money will be summarily rejected. The DD may be prepared in the name of "Registrar, Rajiv Gandhi University" payable at Itanagar/Naharlagun.

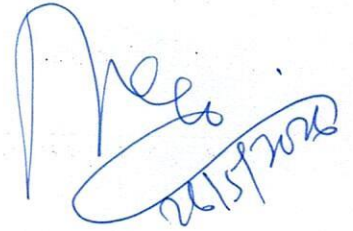


11.	Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with stipulations made herein or backs out after quoting the rates, the aforesaid amount of earnest money will be forfeited to the Rajiv Gandhi University.
12.	The EMD, in case of successful bidders shall be retained as performance security and in case of unsuccessful Bidders the EMD shall be returned within 30 days from the date of opening of the bid or till the finalization of the tender, whichever is later. The EMD shall be refunded to the unsuccessful tenderers on written request. No interest will be payable by the Rajiv Gandhi University authorities on the EMD.
13.	In case the tenderer withdraws, modifies or change his offer during the contract period, bid is liable to be rejected and the earnest money deposit shall be forfeited without assigning any reason thereof.
14.	Tender Processing Fee (Non-refundable) amount of Rs.1,000/- (Rupees one thousand) only and the tenderer shall deposit a separate Bank Draft in favor of "Registrar, Rajiv Gandhi University, Rono Hills, Itanagar, Arunachal Pradesh " along-with tender documents.
15.	Proposal for rate contract may be submitted in the prescribed format and all columns may be filled up. Incomplete proposals and tenders received after due date shall not be entertained. The Institute shall not be responsible for any postal delay and delay in receipt of the offer. Any bids received by the Institute which does not fulfill the desired terms and conditions shall be rejected out rightly and no communication in this regard shall be sent. Delayed / Late Bids will not be accepted at any circumstances.
16.	Any addition and deletion of authorized dealership / distributorship shall be intimated to the undersigned immediately on authorization of a new party.
17.	At any time prior to date of submission of tender, Tender Inviting Authority may, for any reason or decision, modify the terms & conditions of the tender document by a corrigendum displayed on the Website of Rajiv Gandhi University (http://www.rgu.ac.in). In order to provide reasonable time to take the amendment into account in preparing their bid, Tender Inviting Authority may or may not, at his discretion, extend the date and time for submission of tenders.
18.	An undertaking may be given that the price list being furnished with the proposal will remain valid for the current rate contract irrespective of validity period.
19.	The percentage of discount quoted by each firm in tenders shall be given both in words and figures failing which the same is liable to be rejected. Tenderer is at liberty to be present or to authorize a representative to be present at the time of opening of the tenders.
20.	The bidder must have adequate experience of execution of similar work in Govt. offices / PSUs / Autonomous Bodies and other similar organizations. Necessary supporting documents like work orders, work completion certificate, payment certificate etc. for last three years to this effect must be submitted along with the offer.
21.	The University reserves the right to terminate the entire bid without assigning any reason.
22.	The University reserves the right not to accept the quotation of a firm; even though the firm is L1, if, the firm does not meet the required specifications, quality etc. of the quoted items.
23.	It is advised to quote the price at least two different categories of each items along with its samples. The quotation without sample shall not be considered at all.
24.	Delivery of goods shall be made by the supplier within 30 days of placing of purchase order however; in case of emergent requirement the firm has to supply the required quantity of goods within 1 weeks of placing of order also. In few cases the items are to be delivered at a very short notice i.e. within 24 hours.

25.	Supply of material will have to be completed within 30 days or period mentioned in the purchase order. The liquidated damages charges @ 0.5% per week shall be imposed if supply made after expiry of delivery period subject to maximum 10% of the total value of goods/contract value. Quantum of liquidated damages assessed and levied by the purchaser shall be final and not challengeable by the supplier.
26.	If successful tenderer fails to supply material within the stipulated delivery date or material supplied other than specification specified in our supply order, Rajiv Gandhi University, Arunachal Pradesh reserves the right to procure same or equivalent material from alternative sources at the vendor's risk, responsibility and cost. Any extra cost incurred in the procurement of the material from alternative source will be recovered from the Security Deposit / Bank Guarantee and Pending Bills and if the value of the materials under risk purchase exceeds, the amount of Security Deposit and / or Bank Guarantee and Pending Bills, the same may be recovered if necessary by due legal process.
27.	The Rajiv Gandhi University, Arunachal Pradesh reserves the right to accept the whole or any part or portion of the bid; and the bidder shall provide the same at the rates quoted. The Rajiv Gandhi University, Doimukh Arunachal Pradesh reserves the right to reject any part or all tenders / quotations or all offers received in response to the tender or cancel or withdraw the tender notice without assigning any reason thereof and also does not bind itself to accept the lowest quotation or any tender and no claim in this regard shall be entertained.
28.	Delivery of goods shall be made by the supplier within 30 days of placing of purchase order however; in case of emergent requirement the firm has to supply the required quantity of goods within 1 weeks of placing of order also. In few cases the items are to be delivered at a very short notice i.e. within 24 hours.
29.	The bill in triplicate may be sent to this office for settlement after satisfactorily delivery of the material. The bill should have full particulars of the items(s) and tax components. No payment shall be made in advance nor shall the loan from any bank or financial institutions be recommended on the basis of the order of award of work. The contractor shall submit the bill only after supply of the material to the satisfaction of the Rajiv Gandhi University, Arunachal Pradesh, on receipt of a pre-receipted bill invoice from the Contractor the case of issuing sanction and passing of bill for payment will be initiated. No payment will be made for goods rejected.
30.	In case of breach of any terms and conditions as mentioned above, the Competent Authority, will have the right to cancel the work order/ job without assigning any reason thereof and nothing will be payable by Rajiv Gandhi University, Doimukh Arunachal Pradesh "in that event the security deposit shall also stands forfeited.
31.	The firm shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing from Rajiv Gandhi University, Arunachal Pradesh ", which will be at liberty to refuse if thinks fit. The tender is not transferable. Only one tender shall be submitted by one tenderer.
32.	If any conflict or difference arises concerning this agreement, its interpretation on payment to the made thereunder, the same shall be settled out by mutual consultation and negotiation. If attempts for conciliation do not yield any result within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an Arbitral Tribunal containing Sole Arbitrator to be appointed by the Registrar, Rajiv Gandhi University, Doimukh/Itanagar Arunachal Pradesh ". Such requests shall be accompanied with a panel of names of three persons to act as the sole arbitrator. In case of such arbitrator refusing, unwilling or becoming incapable to act or his mandate having been terminated under law, another arbitrator shall be appointed in the same manner from among the panel of three persons to be submitted by the claimant. The provision of Arbitration and Conciliation Act, 1990 and the rule framed there under and in force shall be applicable to such proceedings.
33.	The agreement shall be deemed to have been concluded in Doimukh, Arunachal Pradesh and all obligations hereunder shall be deemed to be located at Doimukh, Arunachal Pradesh and Court within Arunachal Pradesh will have Jurisdiction to the exclusion of other courts.

34.	The contract shall be initially for the financial year 2026-27 and may be extended for further period of 1 (one) year subject to satisfaction of work and with mutual understanding.
35.	The successful firm will be required to do the work / job for financial year 2026-27 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.
36.	The items will have to be supplied at Rajiv Gandhi University, Doimukh Arunachal Pradesh. No transportation / cartage charges will be provided for the same.
37.	Rajiv Gandhi University, Arunachal Pradesh shall be the sole authority to cancel or amend the order, as per requirement, and also to place order for supply of item beyond office hours/holidays/place of supply for which, no additional payment shall be made.
38.	In case a proposal is accepted the supplier must sign an agreement deed with us within a week from the date of issue of the contract order on a non-judicial stamp paper of appropriate value while entering into rate contract.
39.	Order shall be issued actual need basis. Bills in triplicate for the items supplied by the selected firm should be raised for payment. Payment shall be released after it is ensured that the items/quantity and quality of items supplied are to the entire satisfaction of this office/ department and accepted. If any item is found to be defective, or not of the desired quality, the same shall be replaced immediately, for which no extra payment shall be made by Rajiv Gandhi University, Arunachal Pradesh.
40.	The selected tendering Firm/Agency shall also provide the name and mobile number of a key person, who can be contacted at any time, even beyond the office hours and on holidays. The person should be capable of taking orders and making arrangement for supply of the desired items even on short notice to Rajiv Gandhi University, Doimukh Arunachal Pradesh.
41.	In case the quality of goods supplied are not in conformity with the standard given in tender or the supplies are found defective at any stage these goods shall immediately will be taken back by the supplier and will be replaced with the tender quality goods, without any delay. The Purchase Committee/ the department concerned reserves all right to reject the goods if the same are not found in accordance with the required description / specifications and liquidates damages shall be charged.
42.	Each page of the Tender Notice to be signed and stamped by the bidder in token of having accepted the same.
43.	The rate of Sale Tax/GST should be mentioned clearly.
44.	Payment of the bill will be made after receipt of the goods in satisfactory condition.
45.	No revision in rate (on higher side) will be accepted during contract period.
46.	Order will be placed as per requirement, irrespective of value of the order.
47.	Supply should be made in full against the order and shortage will be procured from other supplier on the risk and cost of the original supplier.
48.	Supply should be made from the latest batch of production with maximum life period & original packing.

49.	While submitting the tender document, the tenderer should sign on each page of the tender document.
50.	The tenderer should enclose a signed copy of the terms & conditions stipulated for award of the contract, conveying his acceptance of the same.
51.	The Registrar, Rajiv Gandhi University shall be the final authority to reject full or any part of the supply which is not confirming to the specification and other terms and conditions.
52.	No payment shall be made for rejected Stores. Rejected items must be removed by the Bidders within two (02) weeks of the date of rejection at their own cost and replaced immediately. In case these are not removed, these will be auctioned at the risk and responsibility of the suppliers without any further notice.



कुलसचिव/ REGISTRAR

Schedule of Tender

1. Tender Reference No. : No. ST-431/Curtain/2023
2. Tender submission starting date : 29th May, 2026
3. Tender submission closing date & time : 19th June, 2026 till 04:00 pm
4. Amount of Tender Processing Fee : Rs. 1,000/-
5. Amount of Earnest Money Deposit(EMD) : Rs. 20,000/-
6. Tender opening date & time : Shall be uploaded in the RGU website.
4. Tender document may be downloaded from this University's official **Website "<http://rgu.ac.in>".**



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Annexure - I

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.	Details of the cost of Tender documents (Yes/No)		
	DD No.:		
	Dated: -		
	Drawn on Bank: -		
	Amount: - Rupees.....Only		
6.	Copy of Registration of the firm		
7.	Copy of CST/GST Registration		
8.	Copy of PAN/ TAN card		
9.	Tender Form (Annexure – I)		
10.	Undertaking (Annexure – II)		
11.	Litigation/Arbitration Certificate (Annexure – III)		

12.	Certificate of No Deviation (Annexure – IV)		
13.	Certificate of Price Justification (Annexure – V)		
14.	Non Blacklisting Certificate (Annexure – VI)		
15.	Financial Bid (Annexure – VII)		
16.	Copy of Income Tax Return for last 3 years		
17.	Have you previously supplied these items to any Government / private organization? If yes, attach the relevant proof.		
18.	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 for supply of the desired items		
19.	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.

Dated:
Place:

(Dated Signature of the Tenderer with stamp)

Annexure - II

Undertaking

1. That I/we have carefully studied all the terms & conditions of NIQ and shall abide by it.
2. That I/We shall supply the items of requisite quality.
3. That I/We undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.
4. That I/We undertake that sample of items will be kept ready for inspections by the Rajiv Gandhi University, Doimukh, Arunachal Pradesh.
- 5, I/We shall be responsible for the cancellation of tender if samples are not up to mark.

(Dated Signature of the Tenderer with stamp of firm)

Date:

Place:

A handwritten signature in blue ink, appearing to be 'Dile', with a long, sweeping underline.

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 specification, either technical or commercial, and I/We agree to all the terms and conditions mentioned in RGU, Arunachal Pradesh tender specification with associated amendments & clarification

[Signatures of the Bidder with Name, Designation & Company's Seal]



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 given these materials to any Government Department/PSU/Institution for lesser than these rates in last one year.

Signature and stamp of the bidder



Annexure - VI

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 of Bidder:

Business Address

Seal of the Bidder:



Annexure – VII

Financial Bid

Sl. No.	Particulars	Specifications (Make, Model, Thickness, Length, Breath, Quality, Type, etc.)	Unit	Rate	GST	Remarks	
1	Curtains						
	I	(a) Curtain Cloth		mtr.			
		(b) Curtain Cloth					
		(c) Curtain Cloth					
		(d) Curtain Cloth					
	II	(a) Curtain Ring		pc			
		(b) Curtain Ring					
		(c) Curtain Ring					
		(d) Curtain Ring					
	III	(a) Wall Hook		set			
		(b) Wall Hook					
		(c) Wall Hook					
		(d) Wall Hook					
	IV	(a) J Wall Hook		set			
		(b) J Wall Hook					
		(c) J Wall Hook					
		(d) J Wall Hook					
V	(b) Curtain Pipe/Rod		foot				
	(b) Curtain Pipe/Rod						
	(c) Curtain Pipe/Rod						
	(d) Curtain Pipe/Rod						
2	Vinyl Flooring						
	I	00.65 mm		sq. m.			
		01.00 mm					
		01.30 mm					
01.60 mm							
3	Blinds Curtain with accessories						
	I	Horizontal		sq. m.			
	II	Vertical		sq. m.			

- The offered rates must be inclusive of Installation, Fitting, and Carrying charges. No extra charges shall be entertained.
- Vendor shall add additional column if required for specific item, specifications etc.

Memo No. ST-431/Curtains/2023 1062
Copy to:

Dated, the 27th May, 2026

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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