

**Notice Inviting Quotation**

for

**Sanitary Pad Vending Machine and Incinerator**

at

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

NIQ No.	No. ST-434/WPC/2023
NIQ Issue Date	05/12/2024
Last Date of Submission	12/12/2024



**RAJIV GANDHI UNIVERSITY**  
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RAJIV GANDHI UNIVERSITY  
RONO HILLS: DOIMUKH

No.ST-195//Pare/-HoR/2014

Dated the 5<sup>th</sup> December, 2024

**NOTICE INVITING QUOTATION**

Rajiv Gandhi University, Rono Hills, Doimukh (Itanagar) invites sealed quotations for supply of Sanitary Pad Vending Machine and Incinerator as per Annexure-I.

**General terms & conditions**

1. Bidder should quote with tender specific authorization letter from respective manufacturer. This authorization letter should be valid till the warranty period exists.
2. Price increase will not be allowed during the period of the rate contract.
3. Documents like GST Registration, PAN Card, Bank Details, Company Registration, Trading License copy should be submitted along with the quotation.
4. Bidder must have to submit MSME Certificate or Earnest Money for Rs. 5,000/- (Rupees five thousand) only along with the quotation in the shape of Demand Draft favoring Registrar, Rajiv Gandhi University, payable at SBI Itanagar/ Naharlagun or Bank of Baroda, RGU Campus/Naharlagun.
5. The tenderer must submit Tender Processing Fee for **Rs. 2,000/- (Rs. two thousand only)** along with the tender by way of Demand Draft / Bankers Cheque obtained from any Nationalized /Scheduled Bank and drawn in favor of **"Rajiv Gandhi University"** payable at **Doimukh/Naharlagun**. The Tender Processing Fee is non refundable
6. The rate & tax, discount etc. should be mentioned separately and rates quoted should be F.O.R destination (Rajiv Gandhi University, Doimukh). Vague /Ambiguous terms like "Packing, forwarding, clearing, installation charge etc. Extra" without mentioning the specific amount should not be accepted. The taxes / discounts, if applicable, are to be explicitly and separately shown in the quotation and under no circumstances these components shall be added to the basic price and shown as single price. All the components of taxes, if applicable, should be shown explicitly and separately. Bidders shall indicate their rates in clear/ legible figures as well as in words and should not contain overwriting.
7. The quoted rates must be valid for minimum one year from the date of signing the agreement.
8. The equipment and its components under the purchase order, when installed, shall be warranted for the quality, workmanship, trouble free operation and performance for a period of at least 1 year from the date of putting the system into operation at Rajiv Gandhi University, (A signed Bidder's Warranty has to be submitted along with the Bid Document) If any item covered under warranty fails, the same shall be replaced free of cost including all the applicable charges including shipping cost both ways.



9. All the quotations must be supported by the printed technical leaflet/ literature and the specifications mentioned in the quotation must be reflected/ supported by such printed technical leaflet/ literature. For easy reference the model and specification quoted should invariably be highlighted in the leaflet/ literature.
10. Dealers or agents quoting on behalf of Manufacturer must compulsorily enclose valid dealership certificate.
11. The offers received through telex / tele-fax / e-mail will not be accepted by the University under any circumstances.
12. The University shall not be responsible for any delay / loss or non-receipt of tenders by post / courier service.
13. No unsolicited correspondence shall be entertained after the submission of the offer. No enquiry shall be made by the bidders during the course of evaluation of the tender till a final decision is conveyed to the successful bidder. However, the purchase committee or its authorized representative can make any enquiry/seek clarification from the bidders. In such a situation, the bidder shall extend full cooperation. The bidders may also be asked to arrange demonstration of the offered items, in a short notice, as such the bidders have to be ready for the same.
14. All the terms and conditions mentioned herein must be strictly adhered to by all the bidders. Conditional tenders shall not be accepted on any ground and shall be rejected straightway. Printed conditions mentioned in the tender bids submitted by vendors will not be binding on the University.
15. Up-to-date Tax clearance certificate. GST registration certificate indicating also the TIN, PAN number of the firm must be clearly mentioned in the quotation. The bidder may also attach documents of IT returns to the concerned Income Tax authority/ submit the exemption certificate. Taxes as applicable may be deducted from the bill(s) as per the instructions of the Government.
16. Late and delayed tender will not be considered. In case any unscheduled holiday occurs on the prescribed closing/opening date the next working day shall be the prescribed date of closing/ opening.
17. Tender is not transferable.
18. Extra charge for installation & demonstration shall not be paid by Rajiv Gandhi University.
19. The offer must be in English. The rates should be indicated both in figures and words. The rates and units shall not be over written, amount shall be both in figures and words. All corrections must be signed in full by the Firm



20. In case of any dispute in respect of the tender, all legal matters shall be instituted within the jurisdiction of the place where the purchaser ordinarily resides.
21. The University may terminate the contract/ supply order in whole / part and forfeit the EMD/ PBG incase the supplier/ vendor fails to meet the contractual obligations.
22. A self attested copy of valid certificate of PAN No., GST No., TAN No, Service Tax No. and Trading License must be enclosed along with the tender.
23. Quotations received without MSME Certificate/EMD and Tender Processing Fee amount by way of DD in the favour of Registrar, Rajiv Gandhi University will not be considered at all.
24. Payment shall be made after installation of the equipment. No payment shall be made for unsatisfactory supply and installation.
25. Any offer containing incorrect and incomplete information shall be liable for rejection. Rajiv Gandhi University, Doimukh, Itanagar reserves the right to accept / reject any offer in full or in part or accept any offer other than the lowest offer without assigning any reason thereof.
26. Bidder must have a Functional Authorized Service Centre in Arunachal Pradesh or Assam. The documents having the contact number(s) of the service centre must be submitted along with the bid.
27. The must have experience of minimum 3 years of supply and installation appliances to reputed educational organizations etc. Documents must be submitted along with the bid
28. The Institute reserves the right to cancel/reject the bid without assigning any reason thereof.
29. The bidder has to put the firm's seal and signature in full at all pages of the bidding document. Bid must be submitted and signed by the authorized signatory. Conditional and incomplete offer will be liable to be rejected.
30. Supplied/installed products must be brand new and as per the exact specifications provided in the bid documents. Self-Declaration should be attached by the bidder.
31. The successful bidder has to provide 1(one) year comprehensive warranty for all quoted products from the date of installation. Declaration in this regard is to be enclosed.
32. All aspects of safe delivery shall the exclusive responsibility of the supplier. The supplied item/package will be opened only in the presence of University representative and supplier's representative.
33. Part delivery is not allowed.



34. Timely supply of the ordered items, installation etc. is the essence of the contract. In the event of delayed delivery, installation and commissioning, the supplier shall be liable for a penalty deduction at a percentage on the value of the undelivered equipment subject to a maximum of 10% as detailed below.
- i. @ 2% up to one week
  - ii. @ 3 % up to two weeks
  - iii. @ 5% up to three weeks
  - iv. @ 10% for four weeks and above subject to approval given by RGU Doimukh.
35. Performance Security 3% of total bill amount must be deposited by the successful bidder to the University Account No. 83420100004542, IFSC : BARBOVJARUN (covering warranty period of the items) before releasing the payment.. The Performance Security amount shall be released after expiry of warranty period. For non-compliance of this, the amount shall be deducted from the bill.
36. All the terms and conditions mentioned herein must be strictly adhered to by the bidder. Conditional bid and supply shall not be accepted on any ground and shall be rejected straightway.
37. Non submission of any documents shall lead to rejection of the Bid.
38. Additional terms and conditions :
- (a) The firm must install the item(s) within a week from the date of supply of the item(s).
  - (b) It will be responsibility of the firm to pack the material by his own labourers and the cost towards transportation, packing, loading, unloading, installation at various sites/location etc. must borne by the successful bidder.
  - (c) Payment shall be made after installation of the equipment. No payment shall be made for unsatisfactory supply and installation.
  - (d) The Installation Report duly certified by the user must submit along with the bill for payment.
  - (e) Any extra charges which are not specified in the bid shall not be entertained.
39. Additional terms and conditions will be incorporated in the purchase order, if needed, to safe guard the interests of the University.

Note :

- i. The sealed quotation envelope should be super scribed quotation reference no. and name of the firm.
- ii. Last date and time of receipt of quotation/tender : **12/12/2024 up to 14.30 hours.**
- iii. The date of opening of tender : **17/12/2024 at 15.30 hours.**

Sd/- Registrar



Memo No. No.ST-195//Pare-HoR/2014 / 93

Dated the 17<sup>th</sup> December, 2024

Copy to:

1. All local authorized dealers/ suppliers.
2. The Jt. Director, Computer Centre for information and uploading on the University website.
3. Notice Boards.
4. Guard File.
5. Office copy.

  
REGISTRAR

## TECHNICAL SPECIFICATIONS

Sl.No.	Specifications	
<b>A) Sanitary Pad Vending Machine</b>		
1.	Type of machine	Electrically operated
2.	Capacity	50 Pads
3.	Technology	Fully Automatic operation
4.	Metal Enclosure	1.2 mm with electro static powder coating
5.	Power back up	24 hrs.
6.	Power consumption	40 watts
7.	Power Indicator	Ready to use
8.	Installation	Wall mounting
9.	Warranty	Minimum one year including battery. After one year manufacture should be able to provide AMC for the equipment
<b>B) Sanitary Pad Incinerator</b>		
1.	Capacity	5 – 8 pads in one time cycle 100 – 120 pads per day
2.	Cycle time	15 minute burning time
3.	Metal enclosure	Mile steel with electro static poder coating
4.	Power volt	200 – 230 volt
5.	Power Indicator	Ready to use
6.	Installation	Wall mounting
7.	Warranty	Minimum one year. After one year manufacture should be able to provide AMC for the equipment

