TRIPURA UNIVERSITY
(A Central University)
Suryamaninagar
Tripura West – 799022

No.F.TU/FIN/Equip/13/Vol-XII/2026 **Date: 23-11-2026**

NOTICE INVITING e- TENDER

Tripura University invites online e-tenders from reputed and bona fide **Original Equipment Manufacturers (OEMs), authorized dealers, distributors, suppliers, and other eligible agencies/firms** having relevant experience and the requisite qualification for the **Supply, Installation, Testing, and Commissioning of Sanitary Napkin Vending Machines and Sanitary Napkin Destroyer Machines at Tripura University**. The Details can be seen at Tripura University website: *www.tripurauniv.ac.in*. However, for submission of documents please visit https://eprocure.gov.in/eprocure/app

Sd/-
[Dr. Nirmalya Debnath]
Drawing & Disbursing Officer (DDO)

Digitally signed by NIRMALYA DEBNATH
Date: 2026.11.23 17:28:05 IST
Location: eProcure-EPROC

TRIPURA UNIVERSITY

(A CENTRAL UNIVERSITY)

Tender No:- No.F.TU/FIN/Equip/13/Vol-XII/2026

E-TENDER Document for:

Name of the Item: - Supply, Installation, Testing, and Commissioning of Sanitary Napkin Vending Machines and Sanitary Napkin Destroyer Machines at Tripura University, Suryamaninagar.

TRIPURA UNIVERSITY

(A Central University)

Suryamaninagar – 799022

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No.F.TU/FIN/Equip/13/Vol-XII/2026 **Date: 23-11-2026**

Name of Item: Supply, Installation, Testing, and Commissioning of Sanitary Napkin Vending Machines and Sanitary Napkin Destroyer Machines at Tripura University, Suryamaninagar.

SL No.	SECTION	PARTICULARS	PAGE No.
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2.	Section – III	Instruction to Bidder	8

Certified that this Notice Inviting e-Tender contains 11 (Eleven) pages numbered from 1 to 12 and schedule of the e-Tender is shown in Section – I

(Dr. Nirmalya Debnath)
Drawing & Disbursing Officer (DDO)

SECTION- I

NOTICE INVITING TENDERS

LIST OF DATES

TRIPURA UNIVERSITY

(A Central University)

Suryamaninagar – 799022

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NOTICE INVITING e-TENDER

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1. List of Items, Technical Specifications and Quantity

1.1 Sanitary Napkin Vending Machine

Sl No	Technical Specifications	Requirements	Qty
01	Storage Capacity	Three (03) machines with a minimum storage capacity of 200 sanitary napkins each and one (01) machine with a minimum storage capacity of 500 sanitary napkins.	**04 Nos**
02	Dispensing System	Automatic sanitary napkin dispensing mechanism.	
03	Payment/Access System	QR code-based dispensing facility.	
04	Operation	User-friendly and easy-to-operate system.	
05	Napkin Compatibility	Suitable for standard sanitary napkins.	
06	Construction	Durable and sturdy construction suitable for regular institutional use.	
07.	Power Supply	As per the manufacturer's standard requirements.	
08	Installation	Complete installation, testing and commissioning at the designated locations of the University.	

Additional Requirements:

1. The vending machines must be equipped with a QR code-based dispensing system that enables users to obtain sanitary napkins by scanning the displayed QR code.
2. The QR code-based dispensing mechanism must be fully functional and demonstrated to the satisfaction of the University authorities during installation and commissioning.
3. The supplier shall ensure the availability of local service and maintenance support in Agartala, Tripura, along with an effective arrangement for the regular refilling of sanitary napkins.
4. The supplier shall regularly monitor the stock levels in the vending machines and replenish the stock whenever necessary to ensure uninterrupted availability of sanitary napkins.
5. The sanitary napkins supplied must be of good quality, hygienic, properly packed, and suitable for regular use.

1.2 Sanitary Napkin Destroyer Machine

Sl No	Technical Specifications	Requirements	Qty
01	Destruction Capacity	Minimum capacity to safely dispose of 100 used sanitary napkins per day per machine.	**03 Nos**
02	Type	Electric sanitary napkin incinerator/destroyer.	
03	Operation	Safe and user-friendly operation.	
04	Construction	Durable construction suitable for regular institutional use.	

05	Safety Features	Appropriate safety arrangements to prevent overheating and electrical hazards.	
06	Emission Control	Suitable emission-control arrangements, wherever applicable, in compliance with the prevailing environmental standards.	
07	Installation	Complete installation, testing and commissioning at the designated locations of the University.	

Additional Requirements:

1. The sanitary napkin destroyer machine must be capable of safely disposing of at least 100 used sanitary napkins per day.
2. The machine must be equipped with appropriate safety features and an effective disposal mechanism to ensure safe and hygienic operation.
3. The bidder shall provide detailed technical specifications, operating instructions, and maintenance guidelines for the machine.
4. The supplier shall demonstrate the proper functioning and safe operation of the machine after installation and commissioning.

2. Important Dates and Tender Schedule

Eligible bidders fulfilling the prescribed criteria may download the tender document from the Central Public Procurement Portal at https://eprocure.gov.in/eprocure/app and submit their bids online within the stipulated timeline. The tender document may also be viewed on the official website of Tripura University at www.tripurauniv.ac.in. The important dates and schedule of the tender are as follows:

Date and time of tender publication in the websites.	23-11-2026 at 06.00 PM
Date and time for closing of submission.	07-12-2026 at 11.30 AM
Date and time for opening of technical bid document.	08-12-2026 at 11.30 AM
Date and time for opening of financial bid.	09-12-2026 at 11.30 AM

SECTION- II

General Terms & Condition

General Terms & Condition

1. **Scope of Work:** The scope of work shall include the supply, transportation, installation, testing, and commissioning of Sanitary Napkin Vending Machines and Sanitary Napkin Destroyer Machines at the designated locations of Tripura University, Suryamaninagar, Tripura – 799022.

   The supplier shall be responsible for ensuring that all supplied equipment is properly installed, tested, and commissioned in satisfactory working condition.

2. Eligibility and Qualifying Requirements

The bidder must fulfil the following eligibility criteria:

A. The bidder must be a registered firm, company, proprietorship, partnership, or any other legally recognized business entity.
B. The bidder must possess a valid Goods and Services Tax (GST) Registration Certificate.
C. The bidder must have relevant experience in supplying similar types of equipment to Government Departments, Universities, Educational Institutions, or other recognized organizations.
D. The bidder shall submit an undertaking confirming the availability of local refilling and maintenance services in Agartala, Tripura.
E. The bidder shall possess the necessary technical and operational capabilities to undertake the supply, installation, testing, commissioning, and after-sales support of the equipment.

3. Processing Fee

An online tender fee of ₹1,000/- (Rupees One Thousand only), non-refundable, shall be paid through **RTGS/NEFT**. **A scanned copy of the payment proof** must be uploaded along with the tender documents. The **bank details** are as under:

Name of the Account : Tripura University Online Deposit Account.
Type of Account : Savings Bank Account
Account Number : 44836399405
IFSC : SBIN0010495

4. Earnest Money Deposit (EMD)

A demand draft for **Rs.10,000.00 (Rupees Ten Thousand Only)** refundable, shall be paid through **RTGS/NEFT**. **A scanned copy of the payment proof** must be uploaded along with the tender documents. The **bank details** are as under:

Name of the Account : Tripura University Online Deposit Account.
Type of Account : Savings Bank Account
Account Number : 44836399405
IFSC : SBIN0010495

5. Warranty: The supplier shall provide a minimum warranty of one (01) year for all supplied equipment, commencing from the date of satisfactory installation and commissioning.
During the warranty period, the supplier shall be responsible for rectifying any manufacturing defects or functional problems arising under normal operating conditions, without any additional cost to the University.

6. Technical Support and After-Sales Service

The bidder shall ensure the availability of adequate technical support and after-sales service throughout the warranty period.
The bidder shall also provide complete details of the authorized service centre, local service arrangements, and contact information for addressing technical issues and maintenance requirements.

7. Forfeiture of Earnest Money Deposit (EMD)

The EMD deposited by the bidder shall be liable to forfeiture under the following circumstances:

a. If the bidder withdraws or modifies its offer during the validity period of the bid.
b. If the successful bidder refuses to accept the purchase order when issued by the University.
c. If the successful bidder fails to confirm acceptance of the purchase order within the stipulated period.
d. If the bidder makes any unilateral revision or modification to the submitted offer during the validity period of the bid.

8. Rates and Taxes: The bidder shall quote the rates in Indian Rupees (INR) only. The quoted rates shall be on a Free on Road (FOR) destination basis, inclusive of transportation and delivery to Tripura University, Suryamaninagar, Tripura – 799022. The bidder shall quote the basic rates exclusive of applicable taxes. Government taxes shall be paid as per the prevailing Government rules and regulations at the time of payment. The bidder shall clearly indicate the applicable taxes and other charges, wherever applicable, in the financial bid.

9. Delivery and Installation Period: The successful bidder shall complete the supply, delivery, installation, testing, and commissioning of all the ordered items within twenty-one (21) days from the date of issue of the purchase order. Any delay beyond the stipulated period shall require prior approval from the competent authority of the University.

10. Payment Terms

Payment shall be released in the following manner:

a. Ninety-five per cent (95%) of the total invoice value shall be released after satisfactory completion of the supply, delivery, installation, testing, and commissioning of the equipment, subject to verification and acceptance by the University.

b. The remaining five per cent (5%) of the invoice value shall be retained by the University as a performance guarantee.
c. The retained amount shall be released after completion of one (01) year from the date of satisfactory installation and commissioning, subject to satisfactory performance of the equipment and fulfilment of the contractual obligations by the supplier.

11. Local Service and Refilling Arrangements

a. The supplier shall ensure the availability of a local service and maintenance facility in Agartala, Tripura.
b. In respect of the sanitary napkin vending machines, the supplier shall also ensure a reliable and uninterrupted arrangement for the regular refilling of sanitary napkins.
c. The supplier shall be responsible for monitoring the stock levels and ensuring timely replenishment so that sanitary napkins remain available to users without interruption.

12. Complete Quotation: Bidders are required to submit quotations for all the items specified in the tender document. Quotations for individual or partial items shall not be entertained. Bidders must quote for the complete set of items mentioned in the tender schedule.

13. Applicable Laws and Jurisdiction: The contract shall be governed by the laws, rules, and regulations of the Government of India. Any dispute arising out of or in connection with the tender or the resulting contract shall be subject to the exclusive jurisdiction of the competent courts and forums situated in Agartala, Tripura.

14. Mode of Payment: All payments to the successful bidder shall be made strictly through RTGS/NEFT or other approved bank transfer mechanisms.

15. Right of the University

Tripura University reserves the right to accept or reject any or all bids, either in whole or in part, without assigning any reason thereof, in the interest of the University.

The University shall not be bound to accept the lowest financial bid. The selection of the successful bidder shall be based on the overall evaluation of technical suitability, compliance with the prescribed requirements, service support, and financial considerations, as deemed appropriate by the competent authority of the University.

The decision of the University in this regard shall be final and binding on all participating bidders, subject to applicable rules and regulations.

16. Exemption for MSME-Registered Bidders

a. Micro and Small Enterprises (MSEs) registered under the Micro, Small and Medium Enterprises Development Act, 2006, and holding a valid Udyam Registration Certificate shall be eligible for exemption from payment of the Tender Processing Fee of ₹1,000/- and Earnest Money Deposit (EMD) of ₹10,000/-, subject to the applicable Government of India procurement policies and guidelines.
b. Bidders claiming such exemption shall submit a valid Udyam Registration Certificate along with their Technical Bid.

c. The MSME/Udyam Registration Certificate must cover the relevant goods or services for which the bidder is participating in the tender, as prescribed under the applicable Government guidelines.
d. The exemption shall be admissible only to eligible Micro and Small Enterprises (MSEs), subject to fulfilment of the prescribed conditions. Medium Enterprises shall not be entitled to such exemption unless specifically permitted under the applicable Government guidelines.
e. The University reserves the right to verify the authenticity and validity of the registration certificate submitted by the bidder.

SECTION - III

INSTRUCTIONS TO BIDDERS

Tripura University (A Central University), Suryamaninagar, Agartala, Tripura invites E-tenders for: **"Subject:** Supply, Installation, Testing, and Commissioning of Sanitary Napkin Vending Machines and Sanitary Napkin Destroyer Machines at Tripura University, Suryamaninagar." as per details given in the tender document uploaded onhttps://eprocure.gov.in/eprocure/app.

The offers, in the prescribed format, shall be submitted online at https://eprocure.gov.in/eprocure/appas per the tender document. No tender will be accepted in hard copy, fax, e-mail or any other such means. The intending bidders must be registered with e-tender website https://eprocure.gov.in/eprocure/app.

The tender document is also available on Tripura University (A Central University) website: **https://www.tripurauniv.ac.in/** for reference and viewing only but not for submission. **However, for the purpose of submission, the website**https://eprocure.gov.in/eprocure/app**should be referred to NIT (notice inviting tender).**

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-tender Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal.

More information useful for submitting online bids on the e-tender Portal may be obtained at: https://eprocure.gov.in/eprocure/app.

REGISTRATION

Bidders are required to enroll on the e-Procurement Portal (https://eprocure.gov.in/eprocure/app.

1. with clicking on the link "**Online bidder Registration**" on the e-tender Portal by paying the requisite **Registration fee through online banking.**
2. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate **(Only Class III Certificates with signing + encryption key usage)** issued by any Certifying Authority recognized by CCA India (e.g.Sify/ TCS/ nCode/ eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC/ e-token.
7. The scanned copies of all original documents should be uploaded on portal**.**

Annexure I

All the documents mentioned should be submitted/uploaded in the Central Procurement Portal

Technical Bid

Sl No	Particulars	Details to be furnished by the bidder and Copy of Document to be Submitted
1	Name of the Firm/Company	
2	Type of Organization (Proprietorship/Partnership/Company/Others)	
3	Name of Proprietor/Partner/Authorized Signatory	
4	Registered Office Address	
5	Local Office/Service Centre Address in Agartala, Tripura	
6	Name of Contact Person	
7	Contact Number	
8	E-mail ID	
9	GST Registration Number	
10	PAN Number	
11	Registration Number of Firm/Company	
12	Experience in Supply of Similar Equipment	
13	Details of Previous Government/University/Educational Institution Clients	
14	Details of Authorized Dealership/OEM Authorization, if applicable	
15.	EMD (Refundable) Amount …… Transaction No…… Dt. …… Name of the drawing Bank ……	
16	Cost of Tender Document (Non Refundable) Amount …… Transaction No…… Dt. …… Name of the drawing Bank ……	

Declaration by the Bidder/ Firm/Agency/Vendor

I/we am/are submitting my/our best our in response to your NIT vide No …… Dated…… For further course of evaluation. I/We have gone through the terms and conditions as mentioned and understood properly without any short of ambiguity. Therefore, all the informations given by me/us are true to the best of my/our knowledge and belief. I/We bind myself/ourselves for compliance of all the terms and conditions as mentioned if the work is offered.

Signature of the Bidder/Firm/Agency/Vendor with seal

Digitally signed by NIRMALYA DEBNATH
Date: 2026.11.23 17:29:24 IST
Location: eProcure-EPROC