



# SOUTH ASIAN UNIVERSITY

(A University established by SAARC Nations)

Gaushala Road, Maidan Garhi, New Delhi – 110 068 India

Phone: +91 - 11 – 35656615 Website: [www.sau.int](http://www.sau.int)

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## ***INVITATION OF BIDS***

### ***For Feminine Hygiene Management Services***

***Tender No. SAU/S&P/FHMS/01 Dated 28.01.2026***

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The South Asian University (SAU) is an International University sponsored by the eight member countries of the South Asian Association for Regional Cooperation (SAARC) viz. Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka.

Sealed Tenders are invited for Feminine Hygiene Management Services with the following specifications:

A. Number of Bins to be Supplied & Installed: 60

B. Bin Specifications:

- Mounting Type: Floor
- Material: ABS
- Power Input: Manual / Sensor
- Bacterial Lock: Yes
- Odor Lock: Yes
- Operation: Pedal / Sensor
- Pad Storing Capacity: 75
- Eco-friendly: Yes

C. Service Specifications:

- Disposal Mechanism: Sanitary Napkin Recycling Technology
- Cleaning and Maintenance: Fortnightly, no additional amount will be paid
- Monthly Usage Report/Awareness Campaign required.
- Bins Maintenance: Disinfect bins, change liners, replace faulty/damaged bins, etc.
- No additional transportation charges will be paid for replacing the bins.
- No Incinerators will be provided within the campus.

## **Qualifying / Eligibility Criteria for Bidders**

Only those bidders who meet **all** of the following qualifying criteria shall be considered for evaluation of financial bids:

### **1. Legal Status**

- The bidder must be a **registered entity** (Proprietorship / Partnership / LLP / Private Ltd. / Public Ltd. Company).
- Copies of **Certificate of Incorporation / Registration** must be submitted.

### **2. Office Location**

- The bidder must have a **registered office or operational office in Delhi NCR**.
- Documentary proof such as **GST registration, rent agreement, utility bill, or office address proof** must be enclosed (Any one).

### **3. Experience**

- The bidder must have **minimum 3 years of experience** in providing:
  - Feminine Hygiene Management Services, and/or
  - Supply, installation, and maintenance of sanitary napkin bins / hygiene disposal systems.
- Supporting documents such as **work orders, completion certificates, or client references** must be provided.

### **4. Technical Capability**

- The bidder must be capable of supplying and maintaining bins that meet the following requirements:
  - Floor-mounted ABS bins
  - Bacterial lock and odor lock
  - Manual or sensor-based operation
  - Pad storage capacity of minimum 75
  - Eco-friendly disposal using **Sanitary Napkin Recycling Technology**
- No incinerator-based system shall be proposed.

### **5. Service Capability**

- The bidder must be able to provide:
  - **Fortnightly cleaning and maintenance**
  - Disinfection of bins and replacement of liners
  - Replacement of faulty/damaged bins at no extra transportation cost
  - Monthly usage reports and awareness campaigns
- A **service methodology / plan** must be submitted.

## 6. Financial Capacity

- The bidder must submit:
  - Copy of **PAN Card**
  - Copy of **GST Registration Certificate**
- The bidder should be financially audited financial statements for last three years.

## 7. Bid Security (EMD)

- The bidder must submit **Earnest Money Deposit (EMD) of Rs. 15,000/-** as specified.
- **No exemption** (including MSME) is allowed.
- Proof of EMD payment must be enclosed with the bid.

## 8. Performance Security

- The successful bidder shall be required to furnish Performance Bank Guarantee within 15 days of the placement of purchase order.
- The successful bidder shall submit a **Performance Bank Guarantee of 3% of the order value**.
- The Bank Guarantee should be valid for a minimum period of two months plus the contract period.

## 9. Legal & Ethical Compliance

- The bidder must not:
  - Have any **criminal case or legal suit** pending against the proprietor/directors.
  - Have been **convicted for moral turpitude or violation of law**.
- A **self-declaration** to this effect must be submitted.

## 10. Blacklisting

- The bidder must not be **blacklisted or debarred** by any Central/State Government, PSU, Autonomous Body, or Educational Institution.
- A duly signed **Declaration regarding Blacklisting/Debarring** must be enclosed.

## 11. Tender Compliance

- The bidder must:
  - Submit the bid in English
  - Properly signed, stamped, and indexed
  - Submit the tender within the prescribed deadline
  - Accept all terms and conditions of the tender without deviation

## Terms and Conditions for Submission of Bids

1. **BID SECURITY/EARNEST MONEY DEPOST (EMD):** of Rs.15,000/- (Fifteen Thousand Only). The EMD is required to be submitted by each bidder (the “Bid Security”) directly into the following bank account of the University.
  - Account Holder’s Name: South Asian University
  - Account Holder Address: Rajpur Road, Maidan Garhi, Delhi – 110 068
  - Bank Name: State Bank of India,
  - Bank Address: New Mehrauli Road, Delhi – 110067
  - Account Number: 30796569318
  - IFSCCode: SBIN0001624
  - Branch Code: 01624
  

EMD will be returned to unsuccessful bidders after tender finalization, and to successful bidder after they fulfill contract terms

2. **Performance Security:**
  - a. The successful bidder shall be required to furnish Performance Bank Guarantee within 15 days of the placement of purchase order.
  - b. The successful bidder shall submit a Performance Bank Guarantee of 3% of the order value.
  - c. The Bank Guarantee should be valid for a minimum period of two months plus the contract period.
3. **WARRANTY:** Quoted items shall be with standard manufacturer warranty.
4. The Bid must be made in a duly sealed and signed cover with the Contract Name and Tender Number at the top left corner of the envelope and submitted in the Purchase Section of South Asian University during office hours. The university assumes no responsibility in respect of a bid not made and/or not submitted as required.
5. The Bid must reach the university no later than **3:00 PM on 12.02.2026**. SAU may reject any late submitted Bid. All timely-received bids are scheduled to be opened on **13.02.2026 at 3:30 p.m.**
6. In the event of the due date of receipt and opening of the tender being declared as a holiday for the University, then due date of receipt/opening of the tender will be the next working day at the same time.
7. The tenderer while sending their tender should enclose a copy of the conditions stipulated duly certified and attested by them as token of accepting the tender conditions as being understood and accepted by them in full. Tenders received without the certified copy of the conditions are liable to be rejected.

8. The Bid shall be typed or written in English with indelible ink and shall be signed by a person duly authorized to sign on behalf of the vendor. Official Stamp should be placed after the signature.
9. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a Bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.
10. The bid proposal must be properly indexed and bound and all the pages shall be signed and stamped. Any loose document submitted by bidders will be rejected.
11. Alternative offers/partial offers shall not be considered. The vendors are advised not to quote different options for the same item but, furnish the most competitive among the options available to the bidder. A Bid submitted with an adjustable price shall be treated as non-responsive and may be rejected.
12. The University has the right to reject any Bid, and to annul the process and reject all Bids at any time prior to acceptance, without thereby incurring any liability to bidders and without assigning any reason.
13. The University will accept the Bid of the vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.
14. Goods/services/provided shall be supplied/installed at South Asian University, Rajpur Road, Maidan Garhi, New Delhi 110068.
15. Goods shall be supplied within seven working days from the date of purchase order. The date of supply and installation shall strictly be adhered to, failing which the University reserves the right of not accepting the supplies and to charge suitable damages or to effect purchase at the supplier's cost and risk. If the supplier fails to supply and install the goods on or before the above mentioned period, compensation may be recovered at the rate of 1% of the cost of order for every weeks delay or fraction thereof, subject to a maximum of 10% of the cost of goods. If and when required, the extension for date of delivery should be obtained with proper justification. Part supplies will not be accepted.
16. Payments will be made on **quarterly** basis against proper invoices.
17. Unit Price of each item should be indicated in the format of price schedule given in Annexure I. **The applicable Tax/Duty shall be indicated separately.** Any additional charges to be levied should be clearly specified. The vendor shall quote only in Indian Rupees.
18. Matters regarding any dispute should be referred to the undersigned to find an amicable solution first and if not resolved, shall be referred for arbitration to any Officer appointed by the President of SAU, whose decision shall be binding and final.

19. Damages to any property of the University, during the installation/removal/handling of bins will be the responsibility of the bidder. The cost of such damages will be assessed by the university and recovered from the bidder's pending invoices or security deposit.
20. The bidders should have registered office in Delhi NCR for providing the material.
21. Please note that South Asian University is an International Organization declared by the Central Government in pursuance of Section 3 of the United Nations (Privileges and Immunities) Act, 1947 (46 of 1947) and is therefore entitled to claim refund of Goods and Services Tax (GST) paid on the procurement of Goods and/ or Services.

**We have been allotted UIN: 0717UNO00175UNQ**

Please ensure that our UIN is mentioned on all invoices raised on us for the goods and services supplied. The invoice raised should be in conformity with the various provisions of respective GST Acts and should include the following-

- The Invoice should be Tax Invoice;
- Name, address and GSTIN of the supplier;
- Invoice Number;
- Date of issue
- Name, address UIN of the recipient;
- HSN code of goods or Accounting Code of services (SAC);
- Description of goods or services;
- Quantity in case of goods and unit or Unique Quantity Code thereof;
- Total value of supply of goods or services or both;
- Taxable value of supply of goods or services or both considering discount or abatement, if any;
- Rate of tax (Central tax, State tax, Integrated tax, Union Territory tax or cess);
- Amount of tax charged in respect of taxable goods or services (Central Tax, State Tax, Integrated Tax, Union territory Tax or cess);
- Place of supply along with the name of State, in case of a supply in the course of inter-State trade or commerce;
- Address of delivery where the same is different from the place of supply;
- Signature or digital signature of the supplier or his authorized representative.

22. The number of bins may increase or decrease as per requirement of the university.
23. For any clarifications contact the Purchase Section – Email: [procurement@sau.int](mailto:procurement@sau.int) Phone: 011-35656615

## Annexure I

### Price Schedule

S.No.	Item	Make / Brand / Model	Qty.	Unit Rate (Rs)	Tax (Rs)	Total price with tax (Rs)
	<b>Supply of female hygiene bins</b>  Specifications:  Mounting Type: Floor Material: ABS Power Input: Manual / Sensor Bacterial Lock: Yes Odor Lock: Yes Operation: Pedal / Sensor Pad Storing Capacity: 75 Eco-friendly: Yes  Frequency: Fortnightly  Service Specifications: Disposal Mechanism: Sanitary Napkin Recycling Technology, Cleaning and Maintenance: Fortnightly, Bins Maintenance: Disinfect bins, change liners, replace faulty/damaged bins etc.		60			
	<b>TOTAL</b>					

Signature of the Bidder with Company Seal

Signature of the Issuing officer

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## DECLARATION

- i) This is certified that the rates quoted above are not more than the rates charged from any other Institution / Department / Organization.
- ii) I / We have gone through the terms & conditions stipulated in the tender document and confirm to abide by the same.
- iii) No other charges would be payable by the Institute.

Full Name of the Bidder: .....

Signature of the Bidder: ..... Date: .....

Official Seal

## **DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER**

1. We are not involved in any litigation that may have an impact of affecting or compromising the delivery of the services as required under this tender.
2. We are not black-listed by any Central/State Government/Public Sector/Educational Institute Undertaking in India.
3. I/we undertake that the documents submitted are genuine/authentic and nothing material has been concealed there from and that I/we are not debarred by any Government organization and are competent to have the contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information.

**(Signature of Authorized Signatory)**

**Date:**

Name of the bidder: \_\_\_\_\_

Complete Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Nos. \_\_\_\_\_