



Expression of Interest (Eoi)
for Cutting and Trimming of Trees

**RAJIV GANDHI UNIVERSITY
RONO HILLS, DOIMUKH**

No.EO-01/FA/2012

Dated the 26th November, 2025

EXPRESSION OF INTEREST

Rajiv Gandhi University, Rono Hills, Doimukh (Itanagar) invites Expression of Interest (Eoi) in sealed quotations from registered agencies/contractors for trimming of trees up to a height of 2.5 - 3 mtr. (approx) at various locations of this University.

Eligibility Criteria :

1. Registered agencies/contractors in State/Central Government/Public Sector Units/Municipal Corporations having relevant experience for cutting and trimming of big trees are eligible to apply.
 - a) Valid Registration.
 - b) Relevant work experience Certificate if any.
 - c) GST registration and PAN card.
 - d) Bank details of the firm.

Scope of Work :

1. Trimming of big trees located at various locations of RGU
2. The work shall be completed within a stipulated time.
3. After removing/trimming the branches, cutting the aforesaid branches into appropriate size for transportation.
4. Carrying wood cuttings and removed branches to a particular place as directed by the Officer-in-charge who will be monitoring the work.
5. Approximate number of such trees is 83. **(As per Annexure – I).**



Terms and Conditions :

1. After trimming the trees the trimmed branches should have proper size/shape.
2. The site/area should be cleaned of all the removed/trimming branches.
3. All tools/materials/cutting machines are to be brought by the agency/contractor carrying out the said work.
4. The agency/contractor executing the work is not allowed to take any material outside the RGU Campus other than its own materials.
5. The bidders are advised to visit the proposed work site and satisfy themselves before submitting the bids during office hours from 10 AM to 4 PM on all working days.
6. Photos of the work site have to be taken before commencement of work and after completion of work in the presence of Officer-in-charge who will monitor the work.
7. Agency/Contractor should make sure that any person(s) working should always wear safety equipment during execution of work for their own safety.
8. Earnest Money for Rs. 20,000/- (Rupees twenty thousand) only should be deposited/ transferred to University Account No. 83420100000307, IFSC-BARBOVJARUN (Bank of Baroda) OR by way of Demand Draft in favour of "The Registrar Rajiv Gandhi University, Rono Hills" payable at Naharlagun/Doimukh The deposited/transferred receipt must be submitted along with the Eol. The EMD shall be retained by the University as security deposit, without interest, till completion of the work.
9. Eol received without Bid Security/EMD amount will not be considered at all.
10. Eol processing fee (non-refundable) for Rs. 2,000/- (Rupees two thousand) only should be deposited/transferred to University Account No. 83420100000307, IFSC-BARBOVJARUN (Bank of Baroda) OR by way of Demand Draft in favour of "The Registrar Rajiv Gandhi University, Rono Hills" payable at Naharlagun/Doimukh The deposited/transferred receipt must be submitted along with the Eol.
11. The prospective firms may download the Eol documents from the University website www.rgu.ac.in.
12. The work should be completed within scheduled time as fixed by the University at the time of awarding the contract and to its satisfaction.
13. The rate, tax, making charge, discount etc. should be mentioned separately. Bidders shall indicate their rates in clear/ legible figures as well as in words and should not contain overwriting.
14. The quoted rates must be valid for 90 days from the last date of submission of Eol.
15. The Eol/offers received through telex / tele-fax / e-mail will not be accepted by the University under any circumstances.
16. The University shall not be responsible for any delay / loss or non-receipt of Eol by post / courier service.
17. 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 Eol till a final decision is conveyed to the successful bidder. However, the Purchase Committee (General) or its authorized representative can make any enquiry/seek clarification from the bidders. In such a situation, the bidder shall extend full cooperation.



18. Late and delayed Eol 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.
19. Eol is not transferable.
20. 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.
21. The University shall not bear the responsibility or liability for any accidents damages or other untoward incidents that may arise during the course of execution of the work.
22. If the firm fails to complete the work within the stipulated time or such extension thereof as communicated by the University, the firm shall pay as compensation (Liquidated Damage) to the University @ 1% (one percent) of the total value of the work (Contract Value) for every week, the work remains unfinished subject to the maximum of 10% of the sad value of work.
23. In case of any dispute in respect of the Eol, all legal matters shall be instituted within the jurisdiction of the place where the purchaser ordinarily resides.
24. The University may terminate the contract in whole / part and forfeit the EMD in case the firm fails to meet the contractual obligations.
25. Payment shall be made after completion of work. No payment shall be made for unsatisfactory work.
26. All communication relating to the Eol may be made to Estate Officer, Rajiv Gandhi University.
27. Additional terms and conditions will be incorporated in the work order, if needed, to safe guard the interests of the University.
28. 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.
29. The bid should be submitted with a covering letter with own bid reference number and date on the letterhead having the address of registered office, phone number and duly signed on every page by the bidder.
30. All the terms and conditions mentioned herein must be strictly adhered to by all the bidders. Conditional Eol shall not be accepted on any ground and shall be rejected straightway.
31. Any correspondence related to this Eol shall be uploaded in the website. Therefore, all bidders are requested to visit the website www.rgu.ac.in from time to time till the completion of this Eol process.

Note :

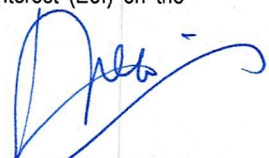
- i. The sealed envelope should be super scribed Eol Reference No.
- ii. Last date and time of receipt of Eol : **22nd December, 2025 up to 16.00 hours.**

MEMO No.EO-01/FA/2012/900

Copy to:

1. All authorized firms for information and submit their bids.
- ✓ 2. The Jt. Director, Computer Centre for information and uploading the Expression of Interest (Eol) on the University website.
3. Notice Boards.
4. Guard File.
5. Office copy.

DATED THE.....10th December 2025 Sd/- Registrar
NOVEMBER, 2025


Registrar

Annexure - I**Details of Locations and Trees**

Sl. No.	Locations	Details of Trimming of Trees	
1.	"A" Sector	05 nos. (9 mts. approx.)	01 no. (15 mts. approx.)
2.	Near Security Cell	02 nos. (10 mts. approx.)	--
3.	Tenement Colony	01 no. (8 mts. approx.)	01 no. (15 mts. approx.)
4.	"D" Sector	09 nos. (12 mts. approx.)	01 no. (10 mts. approx.)
5.	"D" Extension	02 nos. (18 mts. approx.)	--
6.	Near Mini Auditorim	05 nos. (15 mts. approx.)	--
7.	Near Guest House	02 nos. (18 mts. approx.)	--
8.	Near Main Gate	01 no. (10 mts. approx.)	02 nos. (12 mts. approx.)
9.	Near Academic Block	12 nos. (12 mts. approx.)	07 nos. (10 mts. approx.)
10.	Near Dept. of Botany	02 nos. (15 mts. approx.)	10 nos. (12 mts. approx.)
11.	"F" Sector	01 no. (15 mts. approx.)	--
12.	Duplex Colony	06 nos. (10 mts. approx.)	--
13.	Near Coffee Corner	--	03 nos. (10 mts. approx.)
14.	Near Yomgo/Pare HoR	03 nos. (15 mts. approx.)	05 nos. (15 mts. approx.)
15.	Near AITS	--	01 no. (15 mts. approx.)
16.	Near Dept. of Fine Arts	02 nos. (18 mts. approx.)	--
17.	Near AUTA Office	02 nos. (12 mts. approx.)	--
Total		52 nos.	31 nos.

**Annexure - II**

In the Letter Pad of the Bidder

Financial Bid

Bidder Ref. No.

Date

Name of the bidder/agency :

Sl. No.	Item description	Qty.	Basic Rate	GST Rate & percentage	Total amount with tax	Remarks
A) Trimming of Tree						
B) Cutting down of Tree						



Signature of the bidder with seal

Commercial Details

1. Name and address of the bidder :
2. Mobile No. :
3. Email Id :
4. EMD detail :
5. Eol Processing Fee detail :

Date :

Place :



Signature of the bidder with seal

1. The first part of the document is a list of names and addresses of the members of the committee.

2. The second part of the document is a list of names and addresses of the members of the committee.

3. The third part of the document is a list of names and addresses of the members of the committee.

(To be submitted on firm's letter head)

UNDERTAKING

I/We have read and understood General Terms and Conditions contained in the Expression of Interest. I/We do hereby declare that all the details provided in this quotation bid are true to the best of my/our knowledge and belief and any misrepresentation of facts will render me/us liable to any action as may be deemed fit by Rajiv Gandhi University.

I/We do hereby also accept Rajiv Gandhi University has the right to accept or reject this application and not issue invitation to this Expression of Interest (Eoi) to me/us.

I/We undertake to communicate promptly to Rajiv Gandhi University any changes in the condition or working of the firm. It is also certified that we have not been blacklisted by any Government or Organization in the last three years. The undersigned is fully authorized to sign and submit this application form on behalf of the agency/firm, he/she represent. I/We authorize Rajiv Gandhi University to approach individuals, employees, firms and corporations to verify our competence and general reputation.

Place :

Date :

Authorised signatory of the firm with seal

