

**National Institute of Design Assam  
Tocklai, Rajabari, Jorhat-785014  
Assam**

**NOTICE INVITING QUOTATIONS**

E-mail: tenders@nidj.ac.in  
Phone: 0376-231-0108

ENQUIRY NO: NIDJ/ENQUIRY/2021-22/2494  
Date: **10-01-2022**

<b>Due on: 31-01-2022</b> <b>Time: 02:00 PM</b>
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Please send your offer in sealed envelope specifying Enquiry No, Date & Due Date, along with your credentials for the following items.

**Important Note:**

**Please note that e-mail quotations are not acceptable however you may send your queries (if any) to tenders@nidj.ac.in**

**Please ensure your sealed quotation reaches this office not later than the above-mentioned due date and time.**

**Quotations without Ink signature are not acceptable to us.**

**Kindly go through the Instruction to the bidders & Terms and conditions enclosed herewith.**

QUOTATION SHOULD BE ADDRESSED TO CHAIRPERSON PURCHASE COMMITTEE ONLY

Sl. No	Description	specification	Per/qty
1	Bio-Toilet with inbuilt Bio Digester Tank Capacity	<ul style="list-style-type: none"><li>• Size – 1060 X 1010 X 2180 mm</li><li>• Inbuilt Bio Digester Tank Capacity – 500 ltrs</li><li>• Western commode 1 nos., hand-shower, water tap connection, exhaust fan and light.</li></ul>	No's
2	Urinal with inbuilt Bio Digester Tank Capacity	<ul style="list-style-type: none"><li>• Size – 1060 X 1010 X 2180 mm</li><li>• Inbuilt Bio Digester Tank Capacity – 500 ltrs</li><li>• Urinal, water tap connection, exhaust fan and light.</li></ul>	No's

Note: Please quote with complete technical details (Technical compliance sheet and product data sheet).  
Encl: Refer attached sheet for detailed technical specifications.

Sd/-  
Chairperson Purchase Committee

## INSTRUCTIONS TO BIDDERS AND TERMS AND CONDITIONS

1. The Quotation and any order resulting from this enquiry shall be governed by our Conditions of Contract/purchase Order and bidder quoting this enquiry shall be deemed to have read and understood the same in toto.
2. Where counter terms and conditions have been offered by the Tenderer, the same shall not be deemed to have been accepted by NID, Assam unless our specific written acceptance thereof is obtained.
3. Quotation: Quotation should be submitted in the prescribed QUOTATION FORMAT attached with this Enquiry and the same should be submitted to the Chairperson Purchase Committee, NID, Assam in a sealed envelope superscribing the same with our enquiry No., date, due date and brief description of item on or before the due date. Late/delayed/incomplete/unsigned quotations will not be considered. Envelopes received without Enquiry number, date, due date and brief description of item may be rejected. The quoted prices should be firm for a period of 120 days from due date for placing order. NID, Assam is not bound to accept lowest rate/s. NID, Assam reserves the right to place on one or more parties. The scope of work includes insurance by the Contractor/Supplier.
4. Specifications: Material and work should be offered strictly confirming to our specifications/drawings. Deviation, if any, should be clearly indicated by the supplier in their quotation. The Tenderer should also indicate the Make/Type number of the materials offered and catalogues, technical literature and samples, wherever necessary should accompany the quotation. Clarification/s on drawings should be obtained before submitting quotation.
5. Prices are required to be quoted according to the units indicated in the tender form/Enquiry. When Quotations are given in terms of units other than those specified in the tender form, relationship between the two sets of units must be furnished
6. The rates quoted by the bidders shall be inclusive of delivery, installation and commissioning. No additional payments under any circumstances shall be entertained.
7. Tender should be free from Correction and Erasures. Corrections, if any, must be attested. All amounts shall be indicated both in words as well as in figures. Where there is difference between amounts quoted in words and figures, amount quoted in words shall prevail. Unsigned quotations will summarily be rejected. If there is a discrepancy between the unit price and total price, unit price shall prevail.
8. NID, Assam shall be under no obligation to accept the lowest or any tender and reserves the right of acceptance of the whole or any part of the tender or portion of the quantity offered, and the tenderers shall supply the same at the rate quoted.
9. Purchase order shall be issued to the successful bidder.
10. Goods & Services Tax (GST): The details of Taxes/GST and other levies legally leviable and intended to be claimed should be clearly indicated in the tender. Where this is not done, no claim on these accounts would be admissible later.
11. a) GST for Services: As applicable. Specify the SAC codes wherever services are involved.

12. Earnest Money Deposit (EMD): Earnest Money deposit of an amount of Rs 5,000.00 (Rupees Five Thousand Only) in the form of Bank Guarantee/Fixed Deposit/Term Deposit/Demand Draft/Banker's Cheque shall be submitted in favour of The Director, NID, Assam at the time of submission of quotations.
13. Delivery Date: Delivery period is essence of the Contract. The successful supplier must deliver all the items mentioned in this quotation within 30 days from the date of issue of the purchase order.
14. Performance Security Deposit: Performance Security Deposit amounting 3% of the purchase order value in the form of Bank Guarantee/Fixed Deposit/Term Deposit shall be submitted in favour of The Director, NID, Assam. The performance security shall be valid for a period of minimum 14 (fourteen) months from the date of issue of purchase order.
15. Price/ Purchase Preference: Purchase/Price preference to industries will be given as per the policy of the Government of India in force at the time of evaluation provided their offer is in compliance with the conditions of the policy.
16. Liquidated Damages: The successful Vendor/Bidder should pay liquidated damages @ ½ % (half percent) of the total contract/order value for the delay of each week in the scheduled date of completion of the work envisaged in the Contract/work Order subject to a maximum of 5% (Five percent) of the total Contract/Order value.
17. Inspection: Materials and work will be inspected by our Engineer/Stores Officer, and his decision in the matter will be final.
18. Payment: Payment will be arranged for accepted materials only within 30 days from the date of completion of work at NID, Assam and submission of bills in our accounts section, completed in all respects.
19. No correspondence will be entertained within 30 days from the date of receipt of material and bills, whichever is later.
20. Guarantee: The work should be guaranteed for a minimum period of twelve months, from that date of acceptance, against defective materials, design, workmanship, operation, or manufacture. For defects noticed and communicated during the Guarantee period, replacement/rectification should be arranged free of cost within a reasonable period of such notifications. In case where our specifications call for a guarantee period more than 12 months specifically, then such a period shall apply.
21. The Contractor/Supplier shall at all times indemnify the purchase against all claims which may be made in respect of the stores for infringement of any right protected by Patent Registration of design or Trademark and shall take all risk of accidents or damage, which may cause failure of supply from whatever cause arising and the entire responsibility for sufficiency of all means used by him for the fulfilment of the contract.
22. The Director, NID, Assam reserves the right at the time of award of purchase order or at a later stage to increase or decrease the quantity without any change in the quoted price of the offered quantity and other terms and conditions.
23. The Director, NID, Assam reserves the right to accept or reject any quotations fully or partly or to cancel the enquiry without assigning any reason.

24. Jurisdiction: The contract shall be governed by the Laws of India for the time being in force. The Courts of Jorhat only shall have jurisdiction to deal with and decide any legal or dispute arising out of this Contract/Purchase Order.
25. Note: Bidder should submit the copy of GSTIN / ARN Certificate and PAN Card along with the offer.

Sd/-

Chairperson, Purchase Committee

### QUOTATION FORMAT

(To be submitted in Bidder's Letter head)

To,

The Chairperson, Purchase Committee  
National Institute of Design, Assam  
Tocklai, Rajabari, Jorhat-785014

Madam,

I have carefully gone through the ENQUIRY No. NIDJ/ENQUIRY/2021-22/2494 and have quoted the following rates against my offer.

Sl. No.	Item	UOM	Qty	Unit Rate (without GST)	Amount (without GST)
1	Bio-Toilet with inbuilt Bio Digester Tank Capacity	Nos.	03		
2	Urinal with inbuilt Bio Digester Tank Capacity	Nos.	01		
Sub-Total (A)					
GST (@ %) (B)					
Total (A+B)					
In Words –					

I further certify that I am an authorized signatory of my company/firm/establishment and am, therefore, competent to quote the rates.

Thanking You

**(Bidders name with seal and signature)**