

**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/2022-23/0251
Date: **17-06-2022**

| |
|---------------------------|
| Due on: 12-07-2022 |
| Time: 02:00 PM |

Sealed quotations are invited for the following items specifying Enquiry No, Date & Due Date, along with their credentials:

Important Note:

Please note that e-mail quotations are not acceptable however queries in regard to above NIQ (if any) may be submitted through email to tenders@nidj.ac.in

Sealed quotation should reach this office not later than the above-mentioned due date and time.

Quotations without Ink signature are not acceptable.

Kindly go through the Instruction to the bidders & Terms and conditions enclosed herewith before submission of quotation.

QUOTATION SHOULD BE ADDRESSED TO CHAIRPERSON PURCHASE COMMITTEE ONLY

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 a subject of rejection. The quoted prices should be valid for a period of 120 days from the last date of submission of quotation. NID, Assam is not bound to accept lowest rate/s. NID, Assam reserves the right to place order to one or more parties as deemed appropriate. The scope of work includes insurance by the Contractor/Supplier.
4. 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.
5. 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.

6. Period of engagement

The initial period of engagement shall be 01 (one) year from the date of issue of work order. The tenure may be extended till further period depending on the performance of the bidder and the need/requirement of the Institute.

The period may be shorter if the Institute has come to the conclusion that the services provided by the bidder is not satisfactory, in that scenario their services will be terminated after a giving a prior written notice of 07 (seven) days.

7. Documents to be submitted by the bidders along with this enquiry are as follows -
 - a) Trade License from competent authority.
 - b) PAN Card
 - c) GST Certificate
 - d) Certificate with UDIN from registered CA showing average annual turnover for the last three years i.e. 2018-19, 2019-20 and 2020-21.

8. Scope of Work

- a) The selected bidder shall be responsible for running a stationery store inside the premises of the Institute for purchase of items by the students enrolled with the Institute. The bidder shall be responsible for keeping/engaging manpower as its own cost, no assistance from the Institute shall be provided in this regard.
- b) National Institute of Design Assam being a design specific Institute, there might be requirement of various different types of items for the use of the students. The list of stationery items required therefore shall be finalized after a joint meeting of the selected bidder with the concerned personnel of the Institute catering to the need of the students. Some specialized items might also be demanded by the students, the selected bidder shall be responsible for providing the same.

The tentative list of stationary items required for the students at the institute are attached with this Notice Inviting Quotation. The list is tentative in nature and other might be required for the students which will be informed in advance to the selected bidder.
- c) The selected bidder shall also provide the provision of Printing, Photocopy and Scanning in both colour as well black & white mode. The machine should be capable of doing the afore-mentioned activities for various sizes i.e. upto a maximum of A3 size. Other higher sizes may also be required as per the requirement of the students and the selected bidder shall be responsible for catering the need of the same.
- d) The selected bidder shall be responsible for collecting payments from the students for the services/purchases rendered to them. National Institute of Design Assam shall not make any payments against the services/purchases rendered to the students. However, certain services/purchases might be required by the Institute, in that scenario duty slips certified by Chief Administrative Officer/Administrative Officer shall be issued to you and selected bidder shall bill such instances to the Institute of monthly basis. Such payments shall be made within 15 days from the date of receipt of such invoices.
- e) The selected bidder shall be responsible for safekeeping of their items, the Institute will not provide any storage equipment.
- f) The selected bidder shall keep the store open from 9.00 a.m to 7.00 p.m. for use of the students.

9. Evaluation of Quotations

The bids will be evaluated based on the documents submitted by the bidders. The bidders not submitting the afore-mentioned documents shall be summarily rejected.

Each item of the quotation shall be evaluated individually. Bidders against each item will be ranked on the basis of their financial position as L1, L2, L3 and so on. Then the bidders securing most number of L1 positions against individual items will be ranked accordingly as MR1, MR2, MR3 and so on. Here MR means Most Responsive.

The bidders securing the top position i.e. MR1 will be issued the work order for Running of Stationery Store at National Institute of Design Assam, Jorhat.

In case of a tie, the bidder having the highest average annual turnover for the last three years i.e. 2018-19, 2019-20 and 2020-21 shall be awarded the work order.

However, during execution of the contract the selected bidder will have to execute all the items at their derived L1 rates only irrespective of the rates quoted/offered by them.

10. Performance Security

The selected bidder has to submit a performance security deposit amounting Rs 10,000.00 (Rupees Ten Thousand Only) within 07 (seven) working days from the date of issue work order from any Nationalized/Scheduled Bank in the form of Bank Guarantee / FDR / TDR / NSC drawn in favour of “National Institute of Design, Assam” payable at Jorhat. The performance security deposit shall be valid for a period of minimum of 15 months from the date of issue of work order.

11. Statutory Deductions

The selected bidder shall be required to pay the electricity bill as per actuals to the Institute within 10th of every preceding month, a separate sub-meter shall be installed at the allotted space and the selected bidder will reimburse the amount to the Institute bank account as per actual consumption and after joint inspection by the representative of the bidder and Institute.

The amount shall be directly paid to the Institute bank account by means of NEFT/RTGS or other mode of online transfer, physical cash shall not be acceptable under any scenario.

12. Payments

The selected bidder has to pay a monthly rental of Rs 1000.00 (Rupees One Thousand Only) per month within 10th of every preceding month to the Institute.

The amount shall be directly paid to the Institute bank account by means of NEFT/RTGS or other mode of online transfer, physical cash shall not be acceptable under any scenario.

13. NID, Assam shall be under no obligation to accept the highest/lowest rates or any tender and reserves the right of acceptance of the whole or any part of the tender.
14. Work order shall be issued to the successful bidder only.
15. The selected bidder shall be responsible for any damages made to the Institute property while executing their scope of work or to the damages caused by his/her representative/employee. In that scenario the selected bidder shall be responsible for restoration/repair of the same.

16. Force Majeure

Standard force majeure clauses shall be applicable.

17. 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 thereof.
18. 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.

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/2022-23/0251 dated 17/06/2022 and have quoted the following rates against my offer.

| Sl. No. | Item | Uniform Discount to be Offered on all stationery items (in percentage) |
|---------|---|--|
| 1 | Supply of Stationeries at National Institute of Design, Assam | |

| Sl. No. | Item | UOM | Rate per Unit |
|---------|---|------|---------------|
| 1 | Black & White Photocopy on A4 Size Paper – Single Side | Nos. | |
| 2 | Black & White Photocopy on A4 Size Paper – Both Side | Nos | |
| 3 | Colour Photocopy on A4 Size Paper – Single Side | Nos | |
| 4 | Colour Photocopy on A4 Size Paper – Both Side | Nos | |
| 5 | Black & White Print Out on A4 Size Paper – Single Side | Nos | |
| 6 | Black & White Print Out on A4 Size Paper – Both Side | Nos | |
| 7 | Colour Print Out on A4 Size Paper – Single Side | Nos | |
| 8 | Colour Print Out on A4 Size Paper – Both Side | Nos | |
| 9 | Black & White Photocopy on Legal Size Paper – Single Side | Nos | |
| 10 | Black & White Photocopy on Legal Size Paper – Both Side | Nos | |
| 11 | Colour Photocopy on Legal Size Paper – Single Side | Nos | |
| 12 | Colour Photocopy on Legal Size Paper – Both Side | Nos | |
| 13 | Black & White Print Out on Legal Size Paper – Single Side | Nos | |
| 14 | Black & White Print Out on Legal Size Paper – Both Side | Nos | |

| | | | |
|----|--|-----|--|
| 15 | Colour Print Out on Legal Size Paper – Single Side | Nos | |
| 16 | Colour Print Out on Legal Size Paper – Both Side | Nos | |
| 17 | Black & White Photocopy on A3 Size Paper – Single Side | Nos | |
| 18 | Black & White Photocopy on A3 Size Paper – Both Side | Nos | |
| 19 | Colour Photocopy on A3 Size Paper – Single Side | Nos | |
| 20 | Colour Photocopy on A3 Size Paper – Both Side | Nos | |
| 21 | Black & White Print Out on A3 Size Paper – Single Side | Nos | |
| 22 | Black & White Print Out on A3 Size Paper – Both Side | Nos | |
| 23 | Colour Print Out on A3 Size Paper – Single Side | Nos | |
| 24 | Colour Print Out on A3 Size Paper – Both Side | Nos | |
| 25 | Black & White Scan of A4 Size Paper | Nos | |
| 26 | Colour Scan of A4 Size Paper | Nos | |
| 27 | Black & White Scan of Legal-Size Paper | Nos | |
| 28 | Colour Scan of A4 Size Paper | Nos | |
| 29 | Black & White Scan of Legal-Size Paper | Nos | |
| 30 | Colour Scan of A3 Size Paper | Nos | |

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)

| | Stationery Item | Remark |
|------------------------------|--|---|
| Materials & Tools | | |
| 1 | Pencils of different grades: 2B, 4B, 6B | |
| 2 | Watercolor- 12 Shades | |
| 3 | Drawing ink-Black | |
| 4 | Oil Pastel or Color Pencil | |
| 5 | Charcoal Sticks | |
| 6 | Watercolor Brushes (Round). Brush Shape & Sizes: Round 4, 8, 12 | |
| 7 | Watercolor Palette, Water container, cloth/rug/tissue paper | |
| 8 | Paper cutter, Scissor, Masking tape | |
| 9 | Drawing board with board clips (big enough to accommodate half imperial sheet (A2)) | |
| | | |
| | | |
| | | |
| Papers | | |
| | | |
| 1 | White A3 sheets-10 sheets. Paper type: Chart Paper or Cartridge. Weight/thickness: min 150 GSM. No.of sheets:10 | Both A3 and A2 (half imperial) sheets are required in the course. |
| 2 | White A2 sheets (half imperial)- 2 sheets. Paper type:Chart Paper or Cartridge. Weight/thickness: min 150 GSM. Size-half(1/2) imperial or A2 size (approx.15x22 inch). No.of sheets: 2 | |
| 3 | A3 Copier papers -20 sheets -A3-size. No.of sheets: min 20 | |
| 4 | A3 BLACK sheets-2 sheets. Paper type & weight: BLACK color Cartridge Sheets or Chart Papers or Watercolor paper. Weight:- min 150 GSM. Size: A3. No.of sheets: 2 | |
| 5 | Old newspapers- can be found/collected in the institute campus | |
| | | |
| | | |
| | | |
| | Pens | |
| | Chisel marker - Red/Blue | At least two different colors |

[For English Calligraphy](#) [Pilot Parallel Calligraphy Pen Set 1.5 mm 2.4 mm 3.8 mm and 6](#)

[mm with Bonus Ink Cartridge \(P9005SET\)](#) https://www.amazon.in/dp/B0141NUTUM?psc=1&pf_rd_p=e7ca9c24-2b4e-4162-8070-15389bbd0437&pf_rd_r=XJ3J6DDP8EYFZBKRM3V&pd_rd_wg=N6AFI&pd_rd_i=B0141NUTUM&pd_rd_w=wbNrv&pd_rd_r=c32b47dc-8450-47a5-bc15-a805764e7bf5&ref=pd_luc_rh_crh_rh_sbs_sem_01_02_t_img_lh



Artline Ergoline Calligraphy Fountain Pen Set - Pack of 3 (Black)

https://www.amazon.in/dp/B015EQHECG?psc=1&pf_rd_p=e7ca9c24-2b4e-4162-8070-15389bbd0437&pf_rd_r=CNPT3H6GE8QXVQWYASA3&pd_rd_wg=UHKNw&pd_rd_i=B015EQHECG&pd_rd_w=ZSuWh&pd_rd_r=7012afb8-803f-43b7-b76b-fc582c654192&ref=pd_luc_rh_crh_rh_sbs_sem_01_01_t_img_lh

[Brush tip pens](#)

[Tombow 62039 Fudenosuke Brush Pens, 3-Pack. Soft, Hard, and Twin Tip Markers for Calligraphy and Art Drawings](#)

[https://www.amazon.in/Tombow-62039-Fudenosuke-Calligraphy-](https://www.amazon.in/Tombow-62039-Fudenosuke-Calligraphy-Drawings/dp/B07DQ4292Y/ref=sr_1_11?crid=3R9XN5GW4MND&dchild=1&keywords=brush+tip+pens&qid=1598967957&srefix=Brush+tip+pen%2Caps%2C578&sr=8-11)

[Drawings/dp/B07DQ4292Y/ref=sr_1_11?crid=3R9XN5GW4MND&dchild=1&keywords=brush+tip+pens&qid=1598967957&srefix=Brush+tip+pen%2Caps%2C578&sr=8-11](https://www.amazon.in/Tombow-62039-Fudenosuke-Calligraphy-Drawings/dp/B07DQ4292Y/ref=sr_1_11?crid=3R9XN5GW4MND&dchild=1&keywords=brush+tip+pens&qid=1598967957&srefix=Brush+tip+pen%2Caps%2C578&sr=8-11)

[\(For Devnagari and vernacular languages\)](#) [Calligraphy Pens](#)

[Sakura Calligraphy Pens Black Pack of 3 \(1mm, 2mm, 3mm\)](#)

https://www.amazon.in/Sakura-Calligraphy-Pens-Black-Pack/dp/B01L509EWI/ref=sr_1_51?dchild=1&keywords=calligraphy+pens+set&qid=1598810573&sr=8-51



Devnagari metal knife

deziine Calligraphy Devanagari Writing Tool - Set of 5 Pieces

https://www.amazon.in/deziine-Calligraphy-Devanagari-Writing-Tool/dp/B07KF6WV3N/ref=sr_1_5?dchild=1&keywords=devanagari+calligraphy+metal+tools&qid=1599056160&sr=8-5



Ink

| | | |
|--|--|--|
| | Photo ink of two different colors | |
| | Isomars Calligraphy Dip Pen Ink 35 ml - Black https://www.amazon.in/Isomars-Calligraphy-Dip-Pen-Ink/dp/B08CZTBKNV/ref=sr_1_3?dchild=1&keywords=calligraphy+ink&qid=1599056805&sr=8-3 | |
| | Paper | |
| | Green Way JK Copier Paper A3. 500 Sheets. 75 GSM. 1 Ream https://www.amazon.in/Green-Way-Copier-Paper-Sheets/dp/B07XGNG925/ref=sr_1_5?crid=2DV07LJ0EM3Y7&dchild=1&keywords=copier+a3&qid=1598812987&srefix=Copier+a3%2Caps%2C648&sr=8-5 | |
| | DishanKart Ivory Sheets A3 Size 210 GSM, 16.5 inches x 11.7 inches x 0.1 inch, 25 Sheets https://www.amazon.in/DishanKart-Ivory-Sheets-Size-inches/dp/B07P4LT5CV/ref=sr_1_4?crid=1IWDHJZ55LQZ3&dchild=1&keywords=cartridge+a3+paper+for+drawing&qid=1598813085&srefix=Cartridge+a3%2Caps%2C474&sr=8-4 | |
| | Paraspapermart A4 Off-White paper /off White Color/coloured paper, Pack of 100 Sheets - 175 GSM Thick / Cardstock paper-Coloured Paper, for Drawing, Sketching and other Art & Craft Work work, Project Work, https://www.amazon.in/Paraspapermart-Off-White-paper-coloured-Sheets/dp/B0792VXDZ8/ref=sr_1_5?dchild=1&keywords=parchment+paper+for+painting&qid=1598813846&sr=8-5 | |
| | OFIXO 100 pcs Color Sheets (10 Sheets each color) Copy Printing Papers / Art and Craft paper A4 Sheets Double Sided Colored Origami Folding Lucky Wish Paper DIY Craft Smooth Finish Home, School , Office Stationery https://www.amazon.in/OFIXO-Sheets-Printing-Colored-Assorted/dp/B08BWR5X9S/ref=sr_1_8?crid=32E9TQN6CIUFS&dchild=1&keywords=color+paper+for+craft&qid=1598814059&srefix=Color+paper%2Caps%2C472&sr=8-8 | |
| | Black Paper AMY & ELY™ 40 Black A3 Size 170-220 GSM Pastel Sheets/Papers for Art Craft Multipurpose (A3, Black, Pack of 40) https://www.amazon.in/170-220-Pastel-Sheets-Papers-Multipurpose/dp/B08G18T1NR/ref=sr_1_5?crid=3VPC7H861B4XS&dchild=1&keywords=black+paper+a3+size&qid=1598814453&srefix=black+paper+A3%2Cundefined%2C459&sr=8-5 | |
| | Tracing Paper IMPRINT A4 50 Tracing Papers Ideal for pencil, pens and printing https://www.amazon.in/Imprints-Tracing-Papers-Pencil-Printing/dp/B079KQZPZC/ref=sr_1_7?crid=14H763JMAPXBK&dchild=1&keywords=tracing+paper+a3+size&qid=1598814681&srefix=Tracing+paper+A3%2Caps%2C537&sr=8-7 | |
| | Decorative Papers of A3, A4 sizes | |
| | Big niddles for Binding books of at least three different sizes. | |
| | Fevicol | |
| | Masking tape | |
| | Binding Cloth for hard binding | |

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|--|---|--|
| | Hard boards for book cover - at least 2 mm thick. | |
| | Cutting mate of A3 size | |
| | Binding clips of different sizes | |

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| 1 | Pencil | Different grades-HB, 2B, 4B, 6B, 8B, Color Pencil, Charcoal Pencil (Min.-1-2 Sets) |
| 2 | Camel Drawing Ink | 3 primary color, Magenta, Turquoise (20 ML each) |
| 3 | Poster colour | Primary Colors-Crome Yellow, Altramarin, Poster Red, White, Black (100 ML each) |
| 4 | Water Color | Artist Quality (1 Set) |
| 5 | Newsprint Sheet | Full/half Imperial (30 sheets) |
| 6 | Sketch books | Cartridge-A3 (Min. 1 Piece) |
| 7 | Ivory sheets | SUPER WHITE- A3 (60 sheets) |
| 8 | Cartridge Sheet | Super White & off White-(A1 -20 sheets) / (A3 -80 sheets) |
| 9 | Colour Sheets | 200 gsm and above (A3 -40 sheets) |
| 10 | Bond Sheets | A3 (60 sheets) |
| 11 | Tapes & Glue | Cello Tape, Scotch Tape, Masking Tape, Glue, Fevicol, Feviquick (Qty-1 each) |
| 12 | Clips, Pins | Paper Binding clips /Stainless steel Clamps, Board Pins |
| 13 | Paper cutter | Olfa Sandard-Duty Slide Lock Utility Knife A2-(Qty-1) |
| 14 | Cutting Mat | A-3 (Qty-1) |
| 15 | Plastic folders | large A-3 size Plastic (Qty-3) |
| 16 | Round brushes | Soft-1 Set |
| 17 | Flat Brush | 1" Soft-(Qty-2) |
| 18 | Plate | Color Mixing Plate-(Qty-1) |
| 19 | Board | Drawing Board-A3 (Qty-1) |
| 20 | BAMBOO SKEWERS | MIN 50 STICKS |
| 21 | Thread Roll | (Qty-2) |
| 22 | SCISSOR | (Qty-1) |
| 23 | METAL SCALE 12" | (Qty-1) |
| 24 | ERASER | (Qty-1) |
| 25 | PROTRACTOR | (Qty-1) |
| 26 | DIVIDER | (Qty-1) |
| 27 | Sponge | 10cm X 10cm (2-3 nos.) |
| 28 | SPHERICAL BALLOON | (1Packet) |