

**TENDER DOCUMENT FOR SUPPLY OF SECURITY PAPER FOR
GRADE SHEETS AT NATIONAL INSTITUTE OF DESIGN
ASSAM**

TENDER NO. NIDJ/2022-23/Security Paper/1131 dated 21.03.2023.

**Tender Notice No.
NIDJ/2022-23/Security Paper/1131**



**TENDER FOR SUPPLY OF SECURITY PAPER FOR GRADE SHEETS AT NATIONAL INSITIUTE OF
DESIGN ASSAM CAMPUS, TOCKLAI, RAJABARI, JORHAT-785014**

TENDER NO. NIDJ/2022-23/Security Paper/1131 dated 21.03.2023.

Name of the tenderer :

Address :

Phone No :

Last date for submission: 10.04.2023 till 01.00 PM

Date of opening : 10.04.2023

Time of opening : 03.00 PM

BID-DATA SHEET

Issue of Tender Forms	Tender Documents may to be Downloaded from Institute's website www.nidj.ac.in from 21.03.2023
Last Date of Submission of Tender	10.04.2023 upto 13.00 hrs.
Opening of Tender	10.04.2023 upto 15.00 hrs
Contact Person	Chief Administrative Officer, NID Assam, Jorhat.
Contact Address	National Institute of Design Assam Vill: Rajabari, P.O. : Toklai, Jorhat -785014, Assam
Contact Phone Number (s) E-mail Address	+91-0376-231108/231105 purchase@nidj.ac.in
Website	www.nidj.ac.in

TERMS OF REFERENCE

BACKGROUND

The National Institute of Design (NID), Assam is an autonomous Institution of National Importance under Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Govt. of India established at Jorhat through the NID (Amendment) Act, 2019 passed by the Parliament of India. It is an Institution established to provide Design Education and has the mandate to award the bachelor's degree in design (B. Des.). The Institute commenced its academic session in 2019-20 from its own campus situated at Vill : Tocklai, P.O. : Rajabari, Dist : Jorhat – 785014, Assam, India.

SCOPE OF WORK

Supply of Security Paper for grade sheets with the following security features:

- **A4 size paper (210 mm x 297 mm)**
- **Watermark**
- **Hologram / Logo visible under UV Light**
- **Background with Institute name**
- **Thickness of 140 GSM matte**

The initial quantity of procurement is estimated to be minimum 1000 copies. The Purchaser reserves the right to increase the quantity to be ordered at the time of placement of contract. Bidders are bound to accept the orders accordingly.

Bidders are also requested to quote their rates for 1000/ 5000 / 10000 copies as well.

However, the rates quoted by the bidder shall remain valid for a period of one year so that for any further requirement within the period, the purchase order may be placed to the selected bidder.

b) The selected bidder shall have to submit a non-Disclosure certificate in non-judicial stamp paper of Rs. 100/- to National Institute of Design Assam.

TIME PERIOD FOR DELIVERY

The successful bidder will be required to provide the desired items within 15 days of the award of the contract/purchase order.

PRE-QUALIFICATION CRITERIA

The firm eligible for the bidding process must satisfy the following eligibility criteria. The bidder should not be under liquidation, court receivership or similar proceedings, should not be bankrupt. Bidder to upload undertaking to this effect with bid.

Minimum Average Annual Turnover (For 3 Years)	1 Lakh (s)
Years of Past Experience Required for same / similar service	3 year (s)
Documentary proof required from seller	Average Annual Turnover, Copies of valid (i) Trade License, (ii) PAN, (iii) AADHAR, (iv) GST Certificate.
Past performance	Proof of supplying similar items to minimum

	3 Govt / private educational institutes of repute in past 3 years.
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PAYMENT TERMS

The total amount shall be directly paid to the selected bidders bank account by means of NEFT/RTGS or other mode of online transfer after on door delivery of the product. The payment shall be made against the bills submitted by firm, subject to:

- (i) The payment shall be made in accordance with the financial bid submitted by the selected bidder and accepted by the Institute. No price variation would be allowed.
- (ii) TDS under Income tax & GST will be deducted at applicable rates.

The Institute reserves the right to deduct amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the Institute will be the final and binding in this regard.

LIQUIDATED DAMAGE

For delay in delivery of the product, the institute may charge a penalty @ 0.5% per week up to a maximum of 2% from the vendor.

SECURITY DEPOSIT

The selected bidder must submit a security deposit amounting 2% of the Total Value of the contract within 07 (seven) working days from the date of issue purchase order from any Nationalized/Scheduled Bank in the form of Bank Guarantee drawn in favour of “National Institute of Design Assam” payable at Jorhat. The security deposit shall be valid for a period of minimum of 12 months from the date of issue of work order.

SUBMISSION AND EVALUATION OF THE TENDER

The interested firms meeting the pre-qualification criteria are required to submit their Tender in sealed envelopes. The Tender should contain the following documents:

Prequalification-cum-technical bid in **Annexure-A** along with all supporting documents Financial Bid in **Annexure –B**;

All the pages of the Tender documents including the annexure and copy of certificates should be signed by the authorized person of the Firm, along with seal of the firm. The envelope should be super scribed:

“TENDER FOR SUPPLY OF SECURITY PAPER FOR GRADE SHEETS AT NID ASSAM”

Submitted by: (Name, Address, E-mail and Telephone Number of the Firm)

Submitted to: **The Chief Administrative Officer, NID Assam, Jorhat – 785014**

The Applicant can submit the Tender by registered post /courier/Speed post or submit the same in person, to reach the designated address by the time and date stipulated. No delay in the submission of the Tender for any reason will be entertained. Any Tender received by the Institute after the deadline shall not be opened.

TENDER QUERIES

Interested Firms may seek clarification on Tender document through mail to purchase@nidj.ac.in. The Firms may visit the Institute between **10.00 a.m. to 2.00 p.m.** on any working day before 31.03.2023.

The authorized representatives of the firms (Applicants) may choose to attend the Tender opening. The authorized representatives must carry authorization letter if they wish to attend the bid opening.

EVALUATION OF TENDER

The Tender will be evaluated by Tender evaluation committee constituted by the Director, NID Assam. The detailed evaluation method for Prequalification-cum- Technical and Financial bids is specified below.

Technical bid Evaluation Criteria

Each bid shall be evaluated individually. The bids will be evaluated based on the documents and the **quality of the sample submitted** by the bidder. The bidders not submitting the afore-mentioned documents shall be summarily rejected.

Financial bid Evaluation Criteria

Only those bids that qualify the technical evaluation will be considered for financial bid opening. Qualified Bidders will be **ranked based on their financial position** as L1, L2, L3 and so on. The L1 bidder will be issued the purchase order for supply of Security Paper of desired quantity to National Institute of Design Assam, Jorhat.

In case of a tie, the bidder having the highest average annual turnover for the last three years shall be awarded the purchase order.

Decision of the institute will be final in this regard.

FORCE MAJEURE

Standard force majeure clauses shall be applicable.


The Director, NID, Assam reserves the right to accept or reject any bids fully or partly or to cancel the tender without assigning any reason thereof.

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.

SAMPLE FORMAT TO BE SUBMITTED ALONG WITH TECHNICAL BID

NIDJ - Grade Sheet, Dt. 02/12/2022
Size: A4 (210 mm X 297 mm)
Colours : Brown, Red, Black



राष्ट्रीय डिजाइन संस्थान असम
National Institute of Design Assam
 Tocklai, Rajabari, Jorhat, Assam 785 014
 info@nidj.ac.in | www.nidj.ac.in

GRADE SHEET
1st SEMESTER EXAMINATION MONTH - YEAR

Name : XYZ

Regn No. :

Batch : 2019-20

Programme : Bachelor of Design (B. Des.)

Semester : 1st

Discipline : Foundation

Sl. No.	Course Name	Attempt(s)	GPA	Credits	Points	
1	Introduction to Design	1	7.55	2	15.10	
2	Free Hand Design Drawing- I	1	6.85	6	41.10	
3	Analytical Drawing	1	7.60	4	30.40	
4	Geometric Construction- I	1	7.30	4	29.20	
5	History of Arts	1	4.90	2	9.80	
6	Elements of Colour	1	5.45	6	32.70	
7	Basic Material & Methods	1	7.95	4	31.80	
8	Elements of Composition	1	7.80	6	46.80	
9	SLA- I (Introduction to Indian Culture)	1	6.65	2	13.30	
				Total	36	250.20

Course Grade Point Average (CGPA) : 6.95
Jury Grade Point Average (JGPA) : 5.80
Semester Grade Point Average (SGPA) : 6.5
Total (Cumulative) Grade Point Average (TCGPA) :

STATUS : PASS

Checked:

Date: _____
 Place: Jorhat

Verified:

Authorised Signatory

High Resolution Border

Microline

Spelling Mistake

Relief Background

Guilloche Design

Watermark

Invisible Logo

Dual Hidden Image

ANNEXURE A

PRE-QUALIFICATION-CUM-TECHNICAL BID

Sl. No	Criterion	Particulars
1.	Copies of valid (i) Trade License (ii) PAN (iii) AADHAR (iv) GST Certificate (v) Sample paper	
2.	Proof of supplying similar items to minimum 3 Govt / private educational institutes of repute in past 3 years. (Provide necessary documentary evidence)	
3.	3 year (s) of Past Experience Required for same / similar service. (Provide necessary documentary evidence)	
4.	Minimum Average Annual Turnover (For 3 Years) of Rs 1 Lakh (s) (Provide necessary documentary evidence)	

Certified that the above particulars are correct. In the event of any information found to be incorrect the Institute is at liberty to reject the bid.

Date:

Signature:

SEAL

Name & Designation:

ANNEXURE B

FINANCIAL BID

SL. NO.	DESCRIPTION OF FEES	QUANTITY	RATE PER UNIT
1	Supply of Security Paper with Watermark, Hologram/Logo visible under UV Light, Background with Institute name, Thickness of 140 GSM.	1000 Nos	
		5000 Nos	
		10000 Nos	

**The quoted fee should be inclusive of all expenses i.e., logistics, packaging, transportation, etc.

N.B.: Statutory Changes in Income Tax / GST rate shall be borne by the Institute. Deductions shall be made by the Institute as per statutory rates & norms wherever applicable.

We undertake that the rates quoted above by us will not change and accept the payment terms as described above.

SEAL:

Signature

Date:

Name & Designation: