



NATIONAL INSTITUTE OF DESIGN, ASSAM

(NIDJ/2023-24/ESTATE/NIQ/ 0885)

Notice Inviting Quotation

For

“Aluminum Partition work for Admin and Academic section at NID, Assam.”

**Quotation document
 For
 “Aluminum Partition work for Admin and Academic section at NID, Assam.”**

National Institute of Design 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.

On behalf of Director NID, Assam, applications are invited from Interested and eligible vendor for “**Aluminum Partition work for Admin and Academic section at NID, Assam.**”

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National Institute of Design Assam
Tocklai, Rajabari, Jorhat-785014
Section- 1

NOTICE INVITING QUOTATION

National Institute of Design Assam invites offline bids in open bid system from eligible Vendors as mentioned in NIQ for the work mentioned below:

Sealed Documents are to be submitted Offline to Chief Administrator Officer, NID Assam, Vill- Tocklai, PO- Rajabari, Jorhat, Assam-785014 before the prescribed date and time.

Brief Details of Quotation:

SL no.	NAME OF ITEM	Estimated cost put to bid (Rs.)	Earnest money deposit (Rs.)	PBG	Time of Completion	Tender Inviting authority
1.	“Aluminum Partition work for Admin and Academic section at NID, Assam.”	1,32,835.00/- (Including GST)	2657.00/- (2% of estimate cost)	5% of Contract Value	21 days	Director

Critical Data sheet: -

Date & Time For: -	: Date and Time
Date, Time & Venue of Pre-bid Meeting	: 24-01-2024 & 15.30 hrs at Chief Administrative Office National Institute of Design, Assam Vill- Tocklai, PO-Rajabari Jorhat, Assam-785014
Tender Document Publishing Date	: 19-01-2024
Tender Submission Start Date	: 19-01-2024
Tender Submission End Date	: 30-01-2024
Last date of sending query through email related to the Tender document	: 24-01-2024
Last date of physical submission of documents as specified in Tender document (Super scribing Name of Work, Tender No., and Date/Time of Opening) in separate sealed envelope to the TIA with complete postal address.	: 30-01-2024 up to 14.00 hrs
Date of Opening of BID documents	: 30-01-2024 up to 15.30 hrs
Details of Submission of Hard Copies	: Chief Administrative Officer National Institute of Design, Assam Vill- Tocklai, PO-Rajabari Jorhat, Assam-785014

Section- 2
ELIGIBILITY CRITERIA

The agency must fulfil the criteria mentioned below.

Technical: -

The agency should have experience of having successfully completed similar nature of **minimum one** work in Central Govt./ State Govt. / Semi Govt. or with reputed Public/Reputed private Limited companies during the last 5 years.

Similar nature of work means as follows:-

“Experience of Execution of Civil works / preferably aluminum works/Partition works with Particle board /Making dry wall for interior purpose.”

Applications from consortium/Joint venture shall not be accepted. Joint venture/Consortium experience shall not be considered. Experience of only the bidding entity as a prime contractor shall be considered. A job executed by a bidder for his own or project of their sister concern/ Group Company shall not be considered as experience for the purpose of meeting requirement of experience criteria.

GENERAL DOCUMENTS TO BE PROVIDED: -

1. Copies of award letter/ Contract/work Orders in support of execution of similar nature of work. / Installation/Commissioning Report.
2. Completion certificate along with payment certified copy or any other document evidencing value of completed work to be submitted, giving of work, value of works, completion period etc. Completion Certificate from Central Govt./ State Govt. / Semi Govt. or with reputed Public Limited companies /reputed private organizations will be accepted.
3. Copy of GST certificate and PAN Card.
4. That the credential or any other Papers submitted is incorrect / manufactured / fabricated, in such case(s) tender will not be considered for evaluation and that Tender Documents will be out rightly rejected without any prejudice.
5. Before issuance of the work order, the Tender Inviting Authority may verify the credential & other Documents of the lowest tenderer if considered necessary. After verification, if it is found that such documents submitted by the **lowest tenderer** are either manufactured or false in that case, a work order will not be issued in favor of the tenderer under any circumstances.
6. **Penalty for suppression / distortion of facts:** If any tenderer fails to produce the original hard copies of any documents on demand of the Tender Inviting Authority within a specified time frame or if any deviation is detected in the original hard copies from the submitted Xerox copies or if there is any suppression of documents, such tenderer may be suspended from participating in the tenders for 3 (three) years. Besides, NID, ASSAM may take appropriate legal action against such defaulting tenderer.
7. **Guiding schedule of rates:** Schedule of rates of as per DSR 2021 has been considered.

8. The bidder shall have to pay the **Earnest Money Deposit of 2% of the Estimated value** by demand draft/Pay Order/Banker's cheque drawn in favor of "**National Institute of Design, Assam**" payable at Jorhat from any Nationalized/Schedule Bank.
9. **Bidders with MSME or NSIC certificate are exempted from submission of EMD.**
10. For unsuccessful tenderer, EMD shall be refunded within 30 days without interest after the decision to award the work order is taken. EMD shall be forfeited if any tenderer withdraws their offer before finalization of the tender.
11. Earnest money of the successful tenderer shall be refunded on receipt of Performance Guarantee submitted on award of work.
12. Tenderers should quote as per the Price Bid format and in the allotted space only. Prices bids not received in prescribed format will be liable for rejection.
13. The acceptance of Tender and award of contract (AOC) to one and more than one Contractor, if considered necessary, will rest with the Employer who does not bind himself to accept the lowest Tender and will reserve to himself the authority to accept a Tender in whole or in part or reject any or all the Tenders received without assigning any reasons thereof and no explanation can be demanded for the cause of rejection of Tender by any Tenderer, neither any claim whatsoever on this score is tenable.
14. **Bid Validity:** The Tenders shall be valid for a period of **04 (Four) months i.e., 120 days** from the date of opening of the Price bid or any extension thereto.
15. Tender documents in which the Tender is submitted by a Tenderer shall become the property of the Employer and the Employer shall have no obligation to return the same to the Tenderer.
16. NID, ASSAM reserves the Right: To postpone/change/cancel the above-mentioned date, modify the terms and conditions include new items and conditions, split, and distribute the work amongst more than one agency etc. in the interest of the Project(s)/ Company, without assigning any reason thereof .To ask for further Clarifications etc., as, and when required.
17. To cancel the Notice anytime without assigning any reason for which no claim on any ground shall be entertained.
18. To verify the particulars furnished by the tenders independently, if any information furnished by the tenderer is found incorrect at any stage, the agency shall be liable to be debarred from tendering/cancellation of order including imposition of penalty or any other action is deemed necessary. The bidder shall be solely responsible for the authenticity of the documents or other details submitted.
19. To accept or reject any or all the applications received, at its own discretion, without assigning any reasons thereof for which no claim on any ground shall be entertained. Bid in which additional conditions put forth by the agencies, shall be summarily rejected.
20. To Reject all technical bids in case of no suitability as per specified technical specification.

Section- 3 **INSTRUCTION TO BIDDERS**

1. Scope of Bid

National Institute of Design Assam hereinafter termed “the Employer” invites Quotation for the work of “Aluminum Partition work for Admin and Academic section at NID, Assam.”

The successful bidder will be expected to complete the work within the stipulated contract period.

2. Site Visit

The bidder, at the bidder’s own responsibility and risk is encouraged to visit and examine the Site of Works and its surroundings and obtain all information that may be necessary for preparing the quotation including socio economic scenario of the surroundings. The costs of visiting the site shall be at the contractor’s own expense.

3. Amendment of bid Documents

Before the deadline for submission of Quotation, the Employer may modify the quotation documents by using addenda/corrigendum.

Any addendum/corrigendum thus issued shall be part of the bid documents.

4. Preparation of bid

Language of the Quotation

All documents relating to the bid shall be in the English language.

5. Bid Validity

Quotations shall remain valid for a period not less than 120 days after the deadline date for bid submission.

6. Earnest Money Deposit – EMD

A. Earnest Money Deposit (EMD) should be 2% of the Estimated Cost

B. The bidder shall have to pay the **Earnest Money Deposit of Rs.2,657** /- (Rupees Two Thousand Six hundred and fifty-seven only) by demand draft/Pay Order/Banker’s cheque drawn in favour of “**NID Assam payable at Jorhat**” from any Nationalized/Schedule Bank (except Co-operative Banks) cashable at Assam.

C. Bidders with MSME or NSIC certificate is exempted from submission of EMD.

D. For unsuccessful tenderer, EMD shall be refunded within 30 days without interest after the decision to award the work is taken. EMD shall be forfeited if any tenderer withdraws their offer before finalization of the tender. Earnest money shall be refunded on receipt of Performance Guarantee submitted on award of work.

The EMD of the successful tenderer will be refunded only after the remittance of (performance security) security deposit.

7. Late Bids

Any bid received by the Employer after the prescribed deadline will be returned unopened to the bidder.

8. Performance Bank Guarantee (PBG)

Performance Bank Guarantee (PBG) in the form of Bank Guarantee @ 5% of Contract value from any Nationalized / Scheduled Bank in demand draft/Pay Order/Banker's cheque drawn in favour of "NID Assam payable at Jorhat" to be deposited within 10 days from issue of Letter of Acceptance, failing which their order shall be cancelled. The Performance Bank Guaranteeshall be kept up to end of defect liability period i.e., **01(one) year** from the date of handing over of the work as certified by Client.

9. Liquidity Damages

In case of delay in completion of the contract, liquidity damages (L.D) may be levied at the rate of ½% of the contract value per week of delay or part thereof, subject to a maximum of 5per cent of the contract value.

10. Contract Period

The work shall be completed within **21 days** from issue of workorder.

11. Defect Liability Period

The defect liability period shall mean a period of **12 months** from the date of completion of entire works as certified by NID, Assam in accordance with the contractual obligation.

12. SITE FACILITIES: -

- i. **Water supply:** Water required will be arranged by thecontractor at his own cost.
- ii. No accommodation for workmen shall be provided inside the campus. Contractors should be fully responsible for proper storage and security of its materials, including tools and machinery,etc. Contractor shall not hold NID, Assam liable for any loss of material, etc.
- iii. **Power Supply: -** The contractor shall arrange machinery, tools & plants at his own cost and the cost of which may be taken into consideration in quoted rates. Employer may supply power, if available for the project at one point, at the works site. Further distribution lines, electrical installation, energy meters conforming to Indian Electricity Act shall have to be arranged by the Contractor at his own cost and power shall be charged per unit at a rate to be fixed by the power supply Authority from time to time. No claim, whatsoever, will be entertained in case of power is not made available / or supply is erratic.

13. PAYMENTS: -

- i. **100%** Payment shall be made on **completion of the work**.
- ii. The Final bill shall be submitted by the contractor after satisfactory completion of the work as per specification certified by the representatives of NID, Assam. Invoices of materials purchased, and any other documents (if any) sought by finance for clearance shall be submitted.

Sd/-
Chief Admin. Officer

SECTION – 4
GENERAL CONDITIONS

1. The quantities given in the schedule of quantities are those upon which the approximate estimated cost of the work is based but they are subject to alterations, omissions, deductions and additions and do not necessarily show the actual quantities of the work to be done.
2. The work shall be done to the satisfaction of the Engineer-in-charge or his representative. The works shall be done in accordance with the specifications and therelevant standards set up by the Indian Standard. Any item of work carried out not in accordance with the specifications and other conditions will be rejected irrespective of the apparent quality of the work.
3. The work is to be carried out with due diligence and executed to a workman like manner. The material used when supplied by the contractor is to be of the best of its kind and in all cases to be subject to the approval of the Engineer-in-charge whose decision to the rate of progress, the quality of the work or materials, sizes etc., is final.
4. NID, Assam may cancel the contract at its opinion at any time without notice for any reason including poor progress of work and may remove bad work or materials and have it replaced deducting the value of the work rejected or material removed of the cost of replacing it as hemay think proper from any amount due or that may become due to the contractor. The decision of NID, Assam shall be final and binding on the contractor.
5. In case the contractor leaves the work incomplete the NID, Assam shall have the right to have the work completed through any other agency and recover the extra expenditure incurred by the NID, Assam in so doing from any money due or to become due to the contractor.
6. The contractor shall conform to and comply with the regulations and by rules and laws of the NID, Assam of all other local authorities such as the Jorhat Municipal Corporation. 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. The Contractor shall conform to rules, regulations etc., concerning injury to workmen compensation for injury to workmen, insurance for workmen etc., The contractor shall also conform to contract labour (Regulations and Abolition) Central Rule 1971 etc.,
7. The contractor shall be responsible for any accident, damage or injury caused to any of his employees or property or any person or property in course of the work and shall hold the NID, Assam blameless in respect thereof and in respect of any claim made by any person or any reasons whatsoever.
8. The contractor shall be solely responsible for reporting to the NID, Assam and Police Department immediately of any serious or fatal accident inside the NID, Assam to any of his employees / workmen engaged by him or any person involved in an accident as a whole of the work.
9. The work shall be carried out without causing any inconvenience to the regular operations of NID, Assam and to other works in progress in the neighborhood and any losses of the NID, Assam.
10. Admission inside the campus is regulated by passes for contractor and his staff and workers. The contractor shall obtain necessary passes for his men and himself paying the charges as

fixed from time to time.

11. The quantities of work executed will be measured and payment will be made only on satisfactory completion of the work.
12. The quantities furnished in this schedule are only approximate and can be increased or decreased at the discretion of NID, Assam to record the measurements. However, the consequent variation in the total quoted price will be limited to (+/-) 10% and the quoted rates shall be firm for such variation.
13. The contractor should submit the bill based on the joint recorded Measurements for the works between NID, Assam and the contractor.
14. All payments made to the contractor for the work shall be rounded of the nearest rupee.
15. The materials used for the works shall be of good quality and approved make/manufacture and as per the specifications. The work must be carried out in workman like and expeditious manner. All the materials and works shall be complying to relevant Indian Standards/manufactures specifications and procedures.
16. The bidder shall engage skilled workers. Necessary tools, accessories to complete the work within the prescribed time.
17. The rates shall include all taxes, levis, duties, etc. and inclusive of all materials to be procured by the contractor including labour, tools, plants, etc. other taxes as applicable will be deducted from the contractor's bill.
18. 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.
19. In case of dispute arises, the decision of NID, Assam authority shall be final and binding on bidders.
20. The bidder shall be solely responsible for the authenticity of the documents or other details submitted by them. Any mismatch found out later by the institute, may lead to blacklisting of the bidder from participating in future bids.
21. Note: Bidder should submit the copy of GSTIN / ARN Certificate along with the offer.

SECTION – 5
BILL OF QUANTITIES (NIDJ/2023-24/ESTATE/NIQ/ 0885)

Aluminum Partition work for Admin and Academic section at NID, Assam						
SL no.	SOR (DSR 2021)	Item Description	Unit	Quantity	Rate (Including GST)	Amount in Rs.
1.	21.1.1 .2	<p>Providing and fixing aluminium work for doors, windows, ventilators and partitions with extruded built up standard tubular sections/ appropriate Z sections and other sections of approved make conforming to IS: 733 and IS: 1285, fixing with dash fasteners of required dia and size, including necessary filling up the gaps at junctions, i.e. at top, bottom and sides with required EPDM rubber/ neoprene gasket etc. Aluminum sections shall be smooth, rust free, straight, mitred and jointed mechanically wherever required including cleat angle, Aluminum snap beading for glazing / paneling, C.P. brass / stainless steel screws, all complete as per architectural drawings and the directions of Engineer-in-charge. (Glazing, paneling and dash fasteners to be paid for separately) :</p> <p>For fixed portion, Powder coated aluminum (minimum thickness of powder coating 50 micron)</p>	Kg	122.56		
2.	21.1.2 .2	<p>Providing and fixing aluminium work for doors, windows, ventilators and partitions with extruded built up standard tubular sections/appropriate Z sections and other sections of approved make conforming to IS: 733 and IS: 1285, fixing with dash fasteners of required dia and size, including necessary filling up the gaps at junctions, i.e. at top, bottom and sides with required EPDM rubber/neoprene gasket etc. Aluminium sections shall be smooth, rust free, straight, mitred and jointed mechanically wherever required including cleat angle, Aluminium snap beading for glazing / paneling, C.P. brass / stainless steel screws, all complete as per architectural drawings and the directions of Engineer-in-charge. (Glazing, paneling and dash fasteners to be paid for separately) :</p> <p>For shutters of doors, windows & ventilators including providing and fixing hinges/ pivots and making provision. for fixing of fittings wherever required including the cost</p>	Kg	66.07		

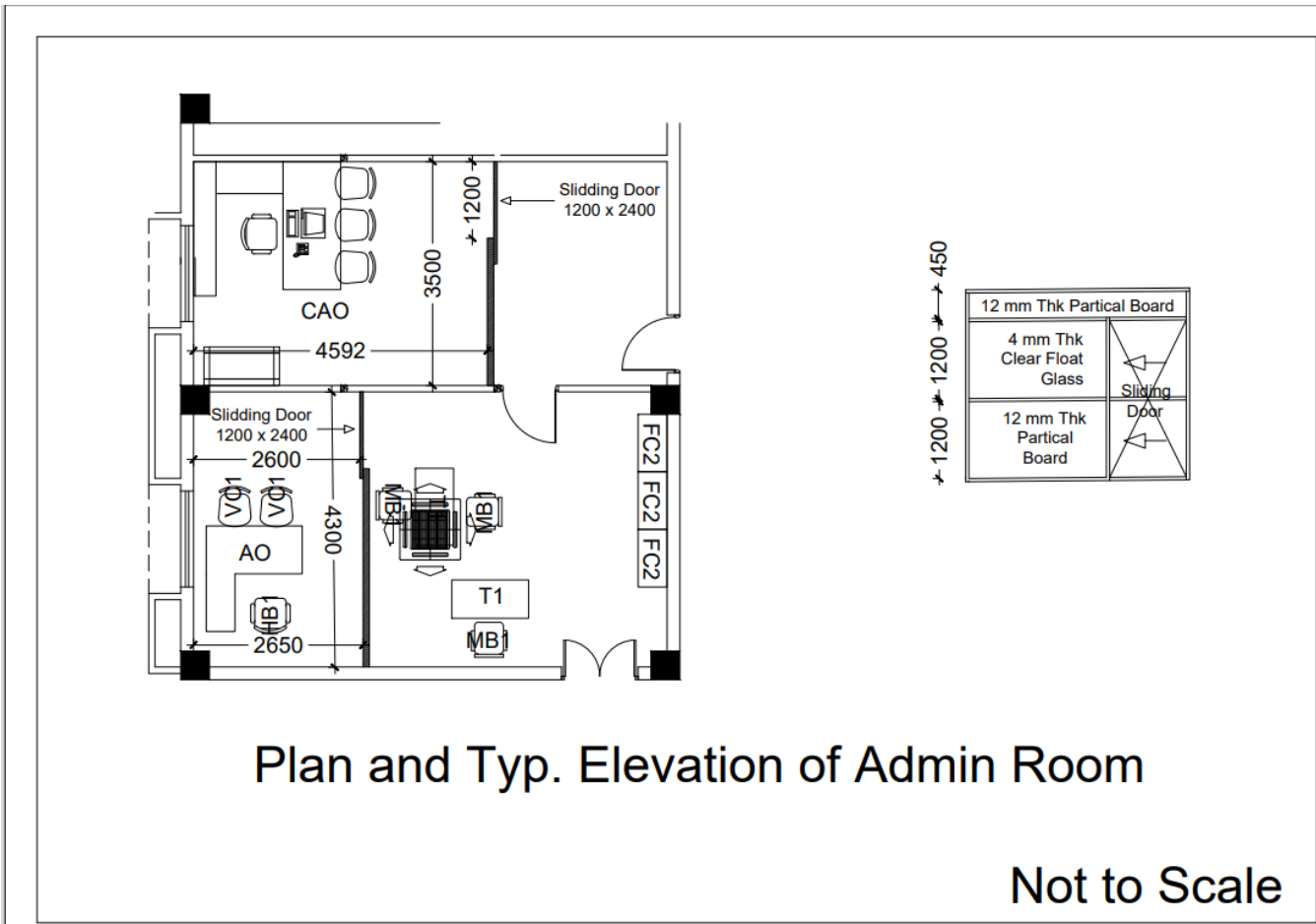
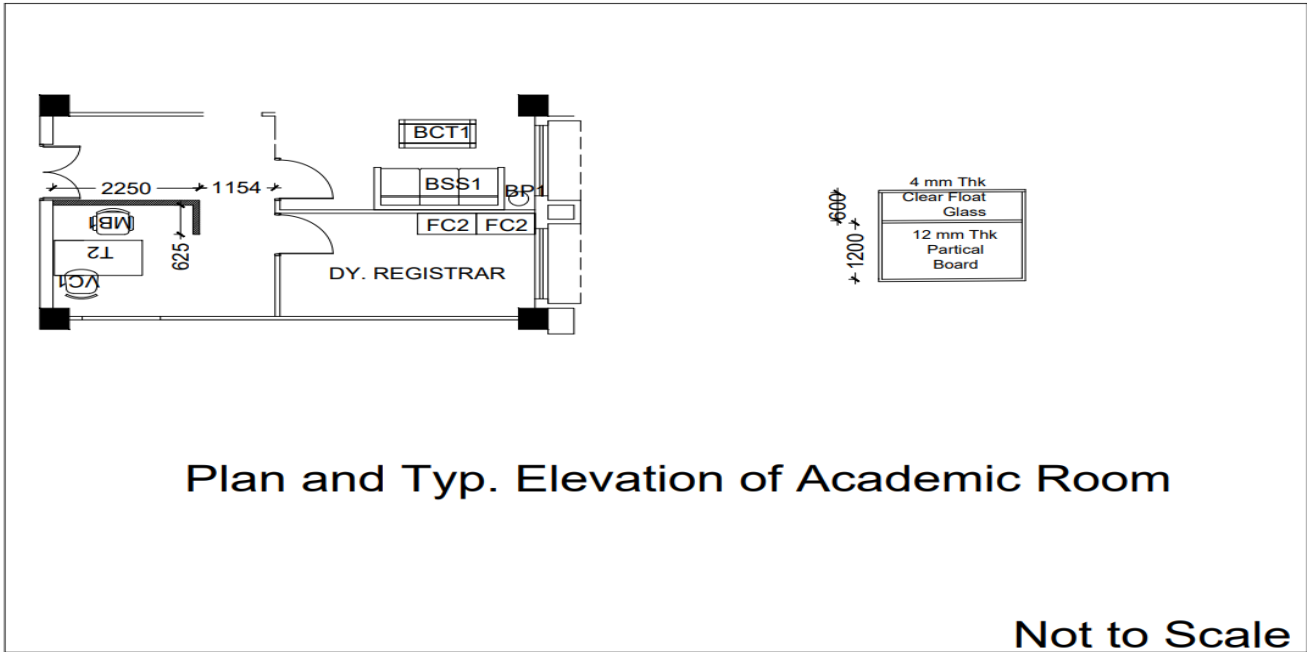
		of EPDM rubber / neoprene gasket required (Fittings shall be paid for separately) Powder coated aluminium (minimum thickness of powder coating 50 micron)				
3.	21.2.2	Providing and fixing 12 mm thick pre-laminated particle board flat pressed three layer or graded wood particle board conforming to IS: 12823 Grade 1 Type II, in panelling fixed in aluminum doors, windows shutters and partition frames with C.P. brass / stainless steel screws etc. complete as per architectural drawings and directions of engineer-in-charge pre-laminated particle board with decorative lamination on both sides	Sqm	16.44		
4.	21.3.1	Providing and fixing glazing in aluminium door, window, ventilator shutters and partitions etc. with EPDM rubber / neoprene gasket etc. complete as per the architectural drawings and the directions of engineer-in-charge. (Cost of aluminium snap beading shall be paid in basic item): Applying priming coats with primer of approved brand and manufacture, having low VOC (Volatile Organic Compound) content	Sqm	11.09		
5.	21.13	Providing and fixing Brass 100mm mortice latch and lock with 6 levers without pair of handles (best make of approved quality) for aluminium doors including necessary cutting and making good etc. complete.	Each	2.00		
6.	21.16.2	Providing and fixing aluminium round shape handle of outer dia 100 mm with SS screws etc. complete as per direction of Engineer-in-charge. Powder coated minimum thickness 50-micron aluminium	Each	4.00		
7.	8776	Stainless steel dash fastener of 8 mm dia and 75 mm long bolt	Each	60.00		
8.	15.12.2	Dismantling doors, windows and clerestory windows (steel or wood) shutter including chowkhats, architrave, holdfasts etc. complete and stacking within 50 metres lead Of area beyond 3 sq. metres	Each	3.00		

Total amount in Rs. (Including GST) :

Amount in Word:

Sign & Seal:

Section - 6
Concept Drawings



Note: The Colour of Aluminum Coating /Particle Board shall be Approved by the Engineer-in charge.