



**NATIONAL INSTITUTE OF DESIGN, ASSAM**  
**Tocklai, Rajabari, Jorhat-785014 Assam**

**(NIDJ/2024-25/S&P/STATIONERYSHOP/0481)**

**Request for Proposal**

**For**

**“Engagement of a firm/agency for Running a On-campus Stationery Store at NIDJ”**

**Subject: Request for Proposal for Engagement of a firm/agency for Running a On-campus Stationery Store at National Institute of Design, Assam**

**1. INTRODUCTION:**

National Institute of Design, Assam is an institution of National Importance established under the *Department for Promotion of Industry and Internal Trade (DPIIT)*, Ministry of Commerce & Industry, Govt. of India, with its mandate to provide world-class design education.

Sealed proposals are invited for Engaging of a firm/agency having competence in this field for Running a On-campus Stationery Store at National Institute of Design, Assam.

<b>Date &amp; Time For:</b>	<b>Date and Time</b>
Date & Time of Pre-bid Meeting	12-08-2024 at 2:30 PM
RFP Publishing Date	07-08-2024 at 01:30 PM
Proposal Submission Start Date	15-08-2024 from 09:00 AM
Proposal Submission End Date	29-08-2024 till 05:00 PM
Last date of sending query through email related to the RFP document	12-08 -2024 till 12:30 PM
<b>Last date of physical submission of documents as specified in the RFP document (Super scribing Name of Proposal, RFP No., and Date/Time of Opening) in a separate sealed envelope with a complete postal address.</b>	29-08-2024 up-to 5:00 PM
Date of Opening of Proposal	30-08-2024 at 3:00 PM
Address for submission of Hard Copies	NATIONAL INSTITUTE OF DESIGN, ASSAM Tocklai, Rajabari, Jorhat-785014 Assam

Detailed Terms and conditions, Scope of work, various formats, and proforma for submitting the proposal are described in this RFP document and its Annexures. For any query, please send an email to [tenders@nidj.ac.in](mailto:tenders@nidj.ac.in) or contact on Phone No. 0376-231-0108

s/d

**National Institute of Design, Assam**

NID, Assam invites Sealed proposal for Engaging of a firm/agency having competence in this field for Running a On-campus Stationery Store at National Institute of Design, Assam

### 3. ELIGIBILITY CRITERIA:

- a. The bidder should be a registered entity i.e. a proprietorship firm/partnership firm/Pvt company/LLP etc.
- b. The bidder should be experienced in operating at least one Stationery Store at any college/university/organization in any Northeastern state in the last 3 years.
- c. The bidder should have valid GST Registration, PAN, Trade License
- d. The bidder should Minimum average turnover of at least **Rs.5** lakhs in the last 3 financial years.
- e. Bidder should not have been debarred/ blacklisted by any State Government or Central Government Organization or their instrumentalities. There should not be any criminal case pending before any court of competent jurisdiction.

\*Preference will be given to firm who has registered office in North-East India.

### 4. SCOPE OF WORK:

- a) The selected bidder shall be responsible for running a stationery store inside the premises of the Institute for the 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) The National Institute of Design Assam being a design specific Institute, there might be requirement of various 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 RFP. 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 color as well as black & white mode. The machine should be capable of doing the aforementioned activities for various sizes i.e. up to 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 Requisition 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 of the date of receipt of such invoices.
- e) The selected bidder shall be responsible for the 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 the use of the students.

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#### **5. SUBMISSION OF PROPOSAL:**

The Proposals shall be submitted through Offline mode. Hard Copy of Proposal must also be submitted in sealed envelope clearly super-scribed with the following words: " **Proposal for Engagement of a firm/agency for Running a On-campus Stationery Store at National Institute of Design, Assam**" addressed to the **Chief Administrative Officer, NID, Assam** on or before the closing date.

#### **6. EVALUATION OF PROPOSAL:**

##### **Selection Procedure:**

- a. The Proposals fulfilling all eligibility criteria will only be further evaluated as per the evaluation criteria specified in this RFP at Annexure-V. The bidders are required to submit all necessary documents in support of their eligibility and evaluation criteria to participate in this selection process.
- b. Selection Committee shall evaluate the Proposal by allotting different weightage to the Evaluation Criteria as stated at **Annexure-V**.
- c. The Proposal with maximum Avg Annual Turnover, Experience, discount rate and Maximum space rent above the fixed charges of Rs 1000/month will be allotted the maximum score as stated in **Annexure-V**.
- d. The Proposal with the Highest score will be selected as the **H1** successful bidder.
- e. National Institute of Design, Assam reserves all the rights to reject or accept any/all Proposal without assigning any reason, whatsoever. NIDJ takes no responsibility for the delay, loss or non-receipt of any submission or letter sent by post, within the prescribed period.
- f. The Standstill period 2 (two) working days after the date on which Letter of Intent is sent to the selected bidder.

#### **7. CLARIFICATIONS**

After opening of the Proposal, if it becomes necessary for NID, Assam to seek clarifications from the tenderers, the same will be sought for from the bidders.

#### **8. HOLIDAYS:**

If the date specified for the opening of the tenders is declared as a holiday by the competent authority due to any reasons, then the date for opening of RFP will get postponed automatically to the next working day.

#### **9. VALIDITY OF OFFERS:**

Offers shall be kept valid for acceptance for a period of 12 months from the date of opening of the Proposals and may be increased with mutual consent.

#### **10. PERIOD OF CONTRACT:**

The contract period is for one year (Extendable for next one year upon satisfactory performance on mutual agreement and on same terms and conditions)

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**11. PERFORMANCE:**

In case the performance of the bidder is not found to be satisfactory with regard to quality, delivery, warranty obligation and non-fulfilment of terms and conditions of the contract, their offer is liable to be rejected by NID, Assam.

**12. ACCEPTANCE OF PROPOSAL:**

The acceptance of offer shall be communicated to the successful bidder through a letter of intent followed by Award of Contract.

**13. EXECUTION OF AGREEMENT:**

The bidder(s) whose Proposal(s) is/are accepted shall be required to be present at the office of the Chief Administrative Officer of the Institute in person or if a firm or company by their authorized representative to execute an agreement on non-judicial stamp paper of Rs. 100/- for satisfactory completion of the job incorporating the conditions mentioned in the tender document and conditions if any subsequently agreed/modified, within 15 days from date of issuance of the letter of intent. Failure to do the same shall constitute a breach of contract affected by the acceptance of the letter of intent, in which case the EMD shall be forfeited.

**14. TERMINATION OF CONTRACT:**

The contract shall stand terminated on account of

- i. Unsatisfactory performance during the three-month's trial period or extended trial period
- ii. On expiry of the contract period if not extended further.
- iii. In case of unsatisfactory performance or for any other reason, the contract can be terminated at any time during the tenure of the contract at the sole direction of NID, Assam by giving one month notice to the contractor.
- iv. The contract shall stand terminated in the event of filing any legal petition against NID, Assam by the H1 Bidder or any of his employees with regards to labour/ laws/ rules or in case of any agitation/ strike initiated by the H1 Bidder 's employees.
- v. In case, the H1 Bidder wants to discontinue the contract, he has to serve 3 (three) months advance notice to NID, Assam in writing narrating the reason for discontinuation.
- vi. If the H1 Bidder suspends the services without any notice to NID, Assam, the whole amount of security deposit shall be forfeited in addition to the loss incurred in making alternate arrangements during the shortfall in the notice period.

**15. SUB-CONTRACT:**

The firm shall not unilaterally transfer or assign or sublet any part of this agreement wholly or partially or otherwise the conduct of said proposal to any other person, firm or company or any other institution/ organization.

**16. RIGHT FOR CANCELLATION:**

The Competent Authority NID, Assam reserves the right to accept or reject any offer in part or full thereof without assigning any reason at any stage of the process.

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**17. SECURITY DEPOSIT:**

The successful firm/company shall deposit with NID, Assam an amount of Rs 10000/- as security deposit within 10 days from the date of issue of letter of intent in the form of **demand draft/bank guarantee from SBI/nationalized banks or any one of the scheduled banks** issued in favour of “National Institute of Design, Assam” payable at Jorhat. or through online transfer to the following account.

Account Holder Name: National Institute of Design, Assam

A/C No.: 40153013234

IFSC: SBIN0004460

Bank Name SBI, Branch: Gar Ali, Jorhat

- i. Upon the successful completion of the Contract Tenure, the Security Deposit shall be refunded, and no interest shall be paid thereon. The security deposit shall be refunded to the firm after 3 months from the date of expiry of the contract after adjusting of any dues to be recovered from the firm.
- ii. The whole amount of the Security Deposit will be liable to forfeiture in case of breach of any of the terms agreed upon by the firm. The security deposit shall also be liable to appropriation against dues payable to NID, Assam under the agreement or damage or expenses that may be sustained by NID, Assam because of negligence or such acts and omissions on the part of the firm or the persons deployed by him at NID, Assam.

In the event of such adjustment of security deposit fully or partly, the firm shall immediately make good the amount so appropriated from the security deposit in the form of demand draft failing which it shall be adjusted from the amount payable to the firm.

- iii. The Security Deposit shall be held by NID, Assam as security for the due performance of the firm’s obligations under the Contract, provided that nothing herein stated shall make it incumbent upon NID, Assam to utilize the Security Deposit in preference to any other remedy which NID, Assam may have, nor shall be construed as confining the claims of NID, Assam against the firm to the quantum of the Security Deposit.

**18. PERMIT AND LICENSES:**

The firm shall secure and pay for all licenses and permits at his end which he may be required to comply with all laws, ordinances and regulations of the public authorities in connection with the performance of his obligations under the contract. The firm shall be responsible for all damages and shall indemnify and keep NID, Assam harmless against all claims for damages and liability which may arise out of the failure of the firm to secure and pay for any such licenses and permits or to comply fully with any applicable laws, ordinances, and regulations.

**19. PAYMENT OF SPACE RENT & ELECTRICITY:**

Space Rent (Base Rate @ Rs 1000 + Quoted Rent above base rate), Electricity (as per Meter) & Maintenance support charges of Rs 300/month shall be made pro-rata quarterly (at the end of each quarter) to the NID, Assam during the Contract period.

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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. And the same Proof of payment shall be submitted to the Administrative Section of NIDJ. The selected bidder shall be required to pay the electricity bill as per actuals to the Institute, 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 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.

**20. SETTLEMENT OF DISPUTES:**

- i. NID, Assam and the Firm shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- ii. If the parties have failed to resolve their dispute or differences by such mutual consultation, then either the Institute or the Vendor may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or differences in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration.

**21. ARBITRATION:**

- i. If dispute or difference of any kind arises between NID Assam and the vendor in connection with or relating to the contract, the parties shall make every effort to resolve the same amicably by mutual consultations.
- ii. If the parties fail to resolve their dispute or difference by such mutual consultation, the same shall be referred to the sole arbitrator, to be appointed by the Director, NID Assam as per provisions of the Indian Arbitration and Conciliation Act, 1996 and the rules framed thereunder. His/ her/its decision will be final & binding on both the parties.

The venue of arbitration shall be Jorhat Assam, India. Subject as aforesaid, the provision of the Arbitration and Constitution Act 1996 and any statutory modifications or re-enactment thereof rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause.

**22. LEGAL JURISDICTION:**

The agreement shall be deemed to have been concluded in Jorhat and all obligations hereunder shall be deemed to be located at Jorhat and the Court within Jorhat will have jurisdiction to the exclusion of all other Courts.

**ANNEXURE I**  
**PROPOSAL PROFORMA**  
**COMPANY PROFILE**

<b>Sl.No</b>	<b>Firm Details</b>	<b>Particulars</b>
1	Firm Name	
2	Registered Address	
3	Contact Person with phone numbers	
4	Email ID	
5	Name & designation of the person authorized to make commitments	
6	Type of Company	
7	Year of Establishment	
8	Certificate of Registration	
9	PAN No	
10	GST Registration details	
11	TD signed on all pages and stamped	
12	Details of gross income of the firm as evident from the Audited Statement of last three financial year	
13	List of different departments/organizations/Institutes where similar contract is ongoing	
14	Affidavit on non-judicial Stamp paper of Rs.100/- that there is no Vigilance /other case pending against the firm	
15	Additional information, if any (Attach separate sheet, if required)	

Note: This Performa shall be filled in by the bidder without which the bid may not be considered for evaluation. Documentary proof must be enclosed for all the particulars mentioned in the Proposal Performa.

Authorized Signature and seal of the bidder



## ANNEXURE II

### CHECKLIST

CHECKLIST TO BE SUBMITTED BY THE BIDDER ALONG WITH THE PROPOSAL AND ARRANGED ACCORDINGLY

Mention YES/NO with the details required

Sl.No	Documents	Yes/No
1	A forwarding letter duly signed by the authorized signatory	
2	RFP document signed in all the pages	
3	Trade License/ Company Registration Certificate etc	
4	GST Registration with last three-month GST return	
5	PAN Card of the Firm/Company	
6	Notarized Self-Declaration in original in Indian Non-Judicial Paper of Rs.100.00 that the firm/company is not blacklisted/debarred by any Institute/Department/PSU/University/Organization etc for this deficiency in service in complying with the orders entrusted to the firm/company.	
7	Average annual turnover CA certified	
8	ITR of last three financial year.	
9	Proof of Past experience in operating at least one Stationery Store at any college/university/organization in any of the North eastern state in the last 3 years	
10	Relevant Document on declaration of Rent offered by the bidder	
11	Rate Charts of the items at Annexure-VI	

**ANNEXURE III**  
**DECLARATION**

We solemnly declare that we have attached all the documents mentioned above and in the Proposal. We also understand that non-compliance of any document will be treated as non-respective RFP, and we will lose our claim to participate in the RFP enquiry automatically and our Proposal will be liable to be rejected.

Signature of Authorised Person:

Name of the Authorised Person:

Seal of the Company/firm

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**ANNEXURE-IV**

(COVERING LETTER) (on BIDDER'S letterhead)

To

**Chief Administrative Officer, NID, Assam**

Sub: Proposal for Engagement of a firm/agency for Running a On-campus Stationery Store at National Institute of Design, Assam.

Sir/Ma'am,

I submit herewith the Proposal for Engagement of a firm/agency for Running a On-campus Stationery Store at National Institute of Design, Assam in accordance with your RFP no: \_\_\_\_\_ dated.....

We attach hereto the response as required by the RFP, which constitutes our proposal.

The details of the Contact Person on behalf of the applicant are given below:

Name	
Designation	
Name of the Organization and Address	
Contact Details	
Email	

This is to declare that all the information and statements made in the proposal are true and correct. It is understood that any misrepresentation of facts or figures contained in the proposal may lead to disqualification of the agency for consideration for the said proposal.

Signature: \_\_\_\_\_

(In the capacity of):

Authorized signature for and on behalf of the agency

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## ANNEXURE V

### SCORING METHODOLOGY

The detail breakup for the criteria for evaluation for RFP will be as follows:

<b>Sl.</b>	<b>Proposal Evaluation Criteria</b>	<b>Marks</b>
1	Minimum average turnover of at least Rs.5 lakhs in the last 3 financial years.	20
2	Experience in operating at least one Stationery Store at any college/university/organization in any Northeastern state in the last 3 years	10
3	Rate of Discount to be offered/Proposed on Items in the Stationery Items	10
4	Space Rent (Amount above Fixed Rate of Rs 1000/month)	10
	<b>Total</b>	<b>50</b>

#### **\*Marking mechanism**

- Scoring will done relatively based only the highest value of each evaluation criteria received through the submitted proposal by the bidders. i.e the Bidder having the Highest annual avg. Turnover will be score full marks (20 Marks) and rest of the bidders will be scored relatively.
- Merely fulfilling an evaluation criterion will not be entitled to full marks as allotted against each criterion stated in the above table. Scoring will be done relatively.
- Proposal with maximum value of Avg Annual Turnover, Experience, discount rate and Maximum space rent above the fixed charges of Rs 1000/month will be allotted the maximum score.

**ANNEXURE VI-A**

**Financial Quote**

<b>Sl</b>	<b>Particulars</b>	<b>Quoted Percentage/Rate</b>
1	Offered Discount rate on Items	
2	Rent offered above the Fixed value of Rs 1000/month	

Signature: \_\_\_\_\_

(In the capacity of):

Authorized signature for and on behalf of the agency

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**ANNEXURE VI-B**

**List for Quoting Standard Rates for the Stationer Store at NIDJ**

<b>Sl. No.</b>	<b>Item</b>	<b>UO M</b>	<b>Rate per Unit</b>
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	

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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	
31	Round Rubber/Polymer Self Inking Stamp of (Small Size)	Nos.	
32	Round Rubber/Polymer Self Inking Stamp of (Medium Size)	Nos.	
33	Round Rubber/Polymer Self Inking Stamp of (Large Size)	Nos.	
34	Rectangular Rubber/Polymer Self Inking Stamp of (Small Size)	Nos.	
35	Rectangular Rubber/Polymer Self Inking Stamp of (Medium Size)	Nos.	
36	Rectangular Rubber/Polymer Self Inking Stamp of (Large Size)	Nos.	
37	Stock Book Register (Different Sizes-Quote separately)	Nos.	
38	Asset Register (Different Sizes-Quote separately)	Nos.	
39	Requisition/official Slip Printing (100 Pages Pad)	Nos.	
40	Booklet Printing with Hard Cover (A4 Size Glossy Paper- 25 Pages with Cover)	Nos.	
41	Booklet Printing with Hard Cover (1/2 A4 Size Glossy Paper- 25 Pages with Cover)	Nos.	
42	Booklet Printing with Hard Cover (A4 Size standard Paper- 25 Pages with Cover)	Nos.	
43	Booklet Printing with Hard Cover (1/2 A4 Size standard Paper- 25 Pages with Cover)	Nos.	
44	Paper Trays (Double Deck)	Nos.	
45	Paper Clip	Nos.	
46	Desk Name Plates (Standard Size)	Nos.	
47	Letter Pad (100 pages books)	Nos.	

Signature: \_\_\_\_\_

(In the capacity of):

Authorized signature for and on behalf of the agency