

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

RFQ NO. NIDJ/2024-25/S&P/Security Paper/014/0468

**REQUEST FOR QUOTATION
FOR
SUPPLY OF SECURITY PAPER FOR GRADE SHEETS AT NATIONAL INSTITUTE OF DESIGN
ASSAM CAMPUS, TOCKLAI, RAJABARI, JORHAT-785014**

RFQ NO. NIDJ/2024-25/S&P/Security-Paper/014/0468

dated 08.08.2024.

Name of the Bidder :

Address :

Phone No :

Last date for submission: 22.08.2024 till 05.00 PM

Date of opening : 23.08.2024

Time of opening : 03.00 PM

RFQ-DATA SHEET

Issue of RFQ Forms	RFQ Documents may to be Downloaded from Institute's website www.nidj.ac.in from 08.08.2023
Last Date of Submission of Quotation	22.08.2024 upto 17.00 hrs.
Opening of Quotation	23.08.2024 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

REQUEST FOR QUOTATION

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.

The National Institute of Design (NID), Assam intends to engage a **registered vendor/ firm** at the institute for the **Supply of Security Paper for grade sheets** and hence seeks quotations, for the same from the interested and eligible vendors.

In this connection, interested bidders are requested to submit Quotation in sealed envelope addressed to **“The Director, National Institute of Design Assam, Vill: Rajabari, P.O. : Toklai, Jorhat -785014, Assam”** on or before **17-00 hours on 22nd August, 2024.**

SCOPE OF SUPPLY

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 a minimum of 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 per the format at Annexure-II.

TIME PERIOD FOR DELIVERY

The successful bidder will be required to provide 3 nos. of sample of the desired items within 7 days from the date of issue of Letter of Intent for Award of Contract, the Institute’s committee will evaluate and make recommendation on the received samples and accordingly Contract Order will be Issued based on the recommendations of the Committee.

Delivery period of the final recommended Security paper shall be within 15 days from the award of the contract/purchase order.

PRE-QUALIFICATION CRITERIA

The firm participating in the RFQ process must satisfy the following eligibility criteria.

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 (iv) GST Certificate along with last 3-month GST return filling.
Past performance	Proof of supplying similar items to minimum 3 Govt / private educational institutes of repute in past 3 years.
Non-Blacklisted Declaration (Notarized/Self Declaration)	The bidder should not be under liquidation, court receivership or similar proceedings, and should not be bankrupt. Bidder to submit undertaking to this effect with the Quotation

PAYMENT TERMS

The total amount shall be directly paid to the selected bidder's 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 the 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 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 5% from the vendor.

PERFORMANCE SECURITY DEPOSIT

The selected bidder must submit a performance security deposit amounting 3% 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 favor of "**National Institute of Design Assam**" payable at Jorhat. The security deposit shall be valid for a period of a minimum of 12 months from the date of issue of the work order.

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SUBMISSION AND EVALUATION OF QUOTATION

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

1. Pre-qualification Criteria sheet in **Annexure-A (TECHNICAL)** along with all supporting documents
2. Financial Quote as per the format in **Annexure –B (FINANCIAL)**;
3. Letter of Quotation (Format attached);
4. 3 nos. Samples of the Offered Security paper as per specification.

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

“QUOTATION 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 Quotation 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 Quotation for any reason will be entertained. Any Quotation received by the Institute after the deadline shall not be opened.

CLARIFICATION/QUERIES

Interested Firms may seek clarification on the RFQ 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 **13.08.2024**.

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

EVALUATION OF QUOTATION

The quotation will be evaluated by the NIDJ's tender evaluation committee constituted by the Director, NID Assam. The committee shall evaluate and compare the quotations determined to be substantially responsive, i.e. which,

- i. are properly signed and sealed.
- ii. have submitted the required documents and meet the eligibility criteria specified as indicated above.

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An evaluation shall be carried out based on the total price quoted for. Mere submission of quotation does not entitle a bidder for award of contract.

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

The decision of the institute will be final in this regard.

AWARD OF CONTRACT

- a) The Institute shall award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- b) Notwithstanding the above, the Institute also reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- c) The bidder whose quotation is accepted will be notified of the award of contract by the Institute prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order.
- d) The purchaser reserves the right at the time of contract award to increase or decrease the quantity of goods specified in the Scope of supply, without any change in unit price or other terms and conditions. Furthermore, the purchaser does not guarantee procurement of any minimum quantity from the successful bidder during the specified period of the contract.
- e) The successful bidder shall have to submit a non-Disclosure certificate in non-judicial stamp paper of Rs. 100/- to National Institute of Design Assam.

VALIDITY OF QUOTED RATES

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.

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 dispute arising out of this Contract/Purchase Order.

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**3 No. SAMPLE FORMAT TO BE SUBMITTED ALONG WITH
TECHNICAL BID**



Sample of the Security Paper

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TRANSCRIPT OF ACADEMIC RECORD

Name of the Student: Aakash S
Discipline: Industrial Design



राष्ट्रीय डिज़ाइन संस्थान, असम
National Institute of Design, Assam
Tocklai, Rajabari, Jorhat,
Assam- 785014

Registration No: NIDJ/201920/0001	Year of Completion: 2023
Total No of Semesters: 8	Programme Duration: 4 years

COURSE NAME	ATTEMPT	CREDIT	GPA
Introduction to Design	1	2	7.55
Free Hand Design Drawing- I	1	6	6.85
Analytical Drawing	1	4	7.60
Geometric Construction- I	1	4	7.30
History of Arts	1	2	4.90
Elements of Colour	1	6	5.45
Basic Material & Methods	1	4	7.95
Elements of Composition	1	6	7.80
SLA- I (Introduction to Indian Culture)	1	2	6.65
		CGPA	6.95
		JGPA	5.80

COURSE NAME	ATTEMPT	CREDIT	GPA
Product Sketching & Representation	1	2	7.55
Techniques I (Traditional)	1	6	6.85
SLA III Introduction to Aesthetics	1	4	7.60
Ergonomics I (Physical)	1	4	7.30
Experiencing Form (Form I)	1	2	4.90
Materials, Processes & Applications	1	6	5.45
Mini Project I (Techno Aesthetic Detailing)	1	4	7.95
Major Project I (Simple Product Design)	1	6	7.80
		CGPA	6.95
		JGPA	5.80

COURSE NAME	ATTEMPT	CREDIT	GPA
Digital Prototyping/Digital Manufacturing	1	2	7.55
Nature and Form	1	6	6.85
SLA-V (Introduction to Semiotics)	1	4	7.60
Major Project (Universal Design)	1	4	7.30
Design Management 1	1	2	4.90
Mini Project (Smart Product)	1	6	5.45
		CGPA	6.95
		JGPA	5.80

COURSE NAME	ATTEMPT	CREDIT	GPA
Design Management II- Entrepreneurship /P.P.	1	2	7.55
Sustainable Design	1	4	7.60
System Design	1	4	7.30
SLA VII - Contemporary Design Issue	1	2	4.90
Colloquium Paper Writing	1	6	5.45
		CGPA	6.95
		JGPA	5.80

COURSE NAME	ATTEMPT	CREDIT	GPA
History of Design	1	2	7.55
Free Hand Design Drawing- II	1	6	6.85
Environmental Perception	1	4	7.60
Geometric Construction- II	1	4	7.30
Introduction to Universal Design (Design Week)	1	2	4.90
SLA- II (Perspective to Indian Societies)	1	6	5.45
Media Appreciation	1	4	7.95
Design Process	1	6	7.80
Space, Form and Structure	1	2	6.65
Combination of Materials	1	4	6.95
		CGPA	5.80
		JGPA	0.00

COURSE NAME	ATTEMPT	CREDIT	GPA
SLA- IV (History of Technology)	1	2	7.55
Model Making (Physical)	1	6	6.85
Digital Modelling	1	4	7.60
Representational Techniques 2 (Digital)	1	4	7.30
Major Project (Display and Control)	1	2	4.90
Mini Project (Design Futures)	1	6	5.45
		CGPA	6.95
		JGPA	5.80

COURSE NAME	ATTEMPT	CREDIT	GPA
SLA VI - Introduction to Theatre	1	2	7.55
Basic Graphics & Product Photography	1	6	6.85
UI/UX	1	4	7.60
Mini Project - Life Style Accessories	1	4	7.30
Playful Interaction (Interdisciplinary Elective)	1	2	4.90
Product Detailing & Prototyping	1	6	7.95
Major Project-Technically Complex Product	1	4	7.80
		CGPA	6.65
		JGPA	5.80

COURSE NAME	ATTEMPT	CREDIT	GPA
Graduation Degree Project	1	2	7.55
		CGPA	
		JGPA	

SEMESTER	I	II	III	IV	V	VI	VII	VII
SGPA								
AGPA								
TCGPA								

Prepared by

Verified by

Deputy Registrar

Registrar

ANNEXURE A (TECHNICAL)

PRE-QUALIFICATION-CRITERIA SHEET

Sl. No	Criterion	Particulars
1.	Copies of valid (i) Trade License (ii) PAN (iv) GST Certificate with last 3 month return filling proof (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)	
5	Non-Blacklisted declaration	

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)

FINANCIAL QUOTE

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:

Letter of Quotation-(Format)

(This form must be submitted only using the official letterhead of the Firm/Agency).

RFQ No.:

Bidder Quotation Reference No.....

Dated.....

To,

**The Director
NID Assam, Jorhat – 785014.**

Sub: Quotation for the Supply of Security Paper at NID Assam.

Sir,

1. We, the undersigned, hereby submit our Quotation:
2. In submitting our Quotation, we make the following declarations:
 - (a) **No reservations:** We have examined and have no reservations to the RFQ document.
 - (b) **Validity of Rates:** Our rates shall be valid for the period of 365 days, from the deadline fixed for the Quotation submission.
 - (c) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of corrupt, fraudulent, collusive, coercive, or obstructive practices, and we will strictly observe all the laws against fraud and corruption in force in India including the "Prevention of Corruption Act 1988."
 - (d) I/We have read and understood the detailed terms & conditions mentioned in the quotation and shall abide by it in case of being invited for the award of contract.
 - (e) It is hereby declared that particulars furnished herewith are true and correct as per my/our knowledge and belief. In the event of any particulars are found to be false, I/We shall be liable to such consequences/lawful actions as **NID Assam** wish to take.

Sl.	Name (a)	Items (b)	Quantity (c)	Units	Unit cost in Rs. (e)	Total cost in Rs. (f)= (c)x(e)	GST (g)	Total cost incl. GST in Rs. (h)= (f)+(g)
1								

Total amount (in Rs.).....

Total amount (in words).....

(Note: Lowest bidder shall be decided on the total amount quoted inclusive of GST and other taxes as applicable)

Yours faithfully,

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(Authorized Signature)

Name & Title of Signatory _____ In the capacity of *[insert legal capacity of person signing the Letter of Quotation]*

Name of the Bidder _____

Telephone no. _____ email id _____

Address _____

Dated on _____ day of _____, _____ *[insert date of signing]*