



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

(NIDJ/2024-25/Estate/Electrical / 0854)

Request for Quotation

For

**“Engagement of a firm/Contractor for Repair of electrical equipment’s and machinery at
National Institute of Design Assam.**

Subject: Request for Quotation for “Repair of Electrical Equipment’s and Machinery 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 Quotations are invited for Engaging of a firm/contractor having competence in this field for Repair and maintenance of electrical equipment’s at National Institute of Design Assam.

Date & Time For:	Date and Time
RFQ Publishing Date	20-11-2024 at 01:30 PM
Proposal Submission Start Date	21-11-2024 at 02:30 PM
Proposal Submission End Date	11-12-2024 till 04:00 PM
Last date of sending query through email related to the RFQ document	02-12-2024 till 12:30 PM
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.	11-12-2024 up-to 3:00 PM
Date of Opening of Proposal	11-12-2024 at 3:30 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** or contact on Phone No. 0376-231-0108

s/d

National Institute of Design, Assam

NID, Assam invites Sealed Quotation for Engaging of a firm/agency having competence in this field **for Repair and maintenance of electrical equipment's and machinery at National Institute of Design Assam.**

2. 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 similar nature of work at any organization in the Northeastern states in the last 3 years, documentary evidence for similar nature of repair works needs to be submitted.
- c. The bidder should have valid GST Registration, PAN, Trade License
- d. The bidder should Minimum average turnover of at least Rs.3 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.
- f. Bidder should submit detailed technical repair details data sheet along with quotation.

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

3. SCOPE OF WORK:

The selected bidder shall be responsible for Repair of electrical equipment's and machinery **at National Institute of Design Assam. as stated in Annexure-A.**

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.

4. SUBMISSION OF QUOTATION:

The quotations shall be submitted through Offline mode. Hard Copy of Proposal must also be submitted in sealed envelope clearly super-scribed with the following words: "**Quotation for repair of electrical equipment's as per attached Annexure-A at National Institute of Design Assam**" addressed to the **Chief Administrative Officer, NID, Assam** on or before the closing date. Along with technical detailed sheet /data sheet with type of repair conducted details.

5. EVALUATION OF QUOTATION:

The quotations will be evaluated based on the documents submitted and rates quoted. The bidders not submitting the afore-mentioned documents shall be summarily rejected. Each quotation shall be evaluated individually. Qualified Bidders will be ranked based on Lowest rate quoted and as L1 and **bidder offering maximum warranty period will get the first preference and L1 shall comply with maximum warranty period.** In case of a tie, the bidder having the highest average annual turnover for the last three year shall be awarded the purchase order. Or with highest no. of similar nature work. **Decision of the institute will be final in this regard.**

6. 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.

7. 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 RFQ will get postponed automatically to the next working day.

8. VALIDITY OF OFFERS:

Offers shall be kept valid for acceptance for a period of 1 months from the date of opening of the Quotation and may be increased with mutual consent.

9. PERIOD OF COMPLETION:

The work completion period is 30 days from the date of issue of Work Order

10. AWARD OF CONTRACT: NID, Assam will issue a work order against L1 bidder with technical data sheet, comparative will be done among similar technical details and preference will be given to bidder providing maximum warranty period and a security deposit need to be submitted with 7 days of receive of works order, non-submission will automatically lead to cancellation of work order.

11. TERMINATION OF CONTRACT:

The contract shall stand terminated on account of

- i. 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.
- ii. The contract shall stand terminated in the event of filing any legal petition against NID, Assam by the successful Bidder or any of his employees with regards to labour/ laws/ rules or in case of any agitation/ strike initiated by the Bidder 's employees.

12. 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.

13. 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.

14. SECURITY DEPOSIT:

The successful firm/company shall deposit with NID, Assam an amount of Rs 10000/- as security deposit within 2 days from the date of issue of Work Order 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. And security deposit of 10% of the total asset value need to be deposited for item no.1 in Annexure A.
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 completion of defect liability period 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.

15. 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.

16. PAYMENT:

The total amount shall be paid directly to the selected bidder’s bank account by means of NEFT/RTGS or other mode of online transfer.

17. 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.

18. 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.

19. 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
PROPOSAL PROFORMA
COMPANY PROFILE

Sl. No	Firm Details	Particulars
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 and completed	
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 A

SL No	Description	Assets No	UOM	Quantity	Make	Model	SL No	Breakdown Description
1	750 KVA Transformer	NIDJ/19-20/ESS/ELEC1/2	no.	1	Technovel		T/L/750/02	output voltage of one phase is low, doubt in winding short
1	Industrial wall Fan,100watt,220-240V AC,450mm sweep	NIDJ/19-20/ADMN/ELEC8/8	No's	1	Usha	NA	NA	Coil and capacitor problem.
2	50Watt Flood light	NA	No's	1	Glynch	NA	NA	LED driver and LED Module.
3	50Watt Flood light	NA	No's	1	Glynch	NA	NA	LED driver and LED Module.
2	50Watt Flood light	NA	No's	1	Glynch	NA	NA	LED driver and LED Module.
3	500watt flood Light	NA	No's	1	ACEON	NA	NA	LED driver and LED Module.
4	100watt Flood Light	NA	No's	1	Havells	JETAISRIS FL 100W	NA	LED Module and PCB circuit.
5	100watt Flood Light	NA	No's	1	Havells	JETAISRIS FL 100W	NA	LED Module and PCB circuit.
6	1200mm,Sweep Ceiling fan,220-240V AC	NIDJ/19-20/BH/ELEC7/317	No's	1	Usha	NA	NA	Coil, Capacitor and bearing problem.
7		NIDJ/19-20/GH/ELEC7/396	No's	1	Usha			
8		NIDJ/19-20/BH/ELEC7/377	No's	1	Usha			
9		NIDJ/19-20/BH/ELEC7/363	No's	1	Usha			
10		NIDJ/19-20/GH/ELEC7/368	No's	1	Usha			

11		NIDJ/19-20/BH/ELEC7/353	No's	1	Usha			
12		NIDJ/19-20/BH/ELEC7/336	No's	1	Usha			
13		NIDJ/19-20/BH/ELEC7/335	No's	1	Usha			
14		NIDJ/19-20/ACAD/ELEC7/122	No's	1	Usha			
15		NIDJ/19-20/ACAD/ELEC7/195	No's	1	Usha			
16		NIDJ/19-20/ACAD/ELEC7/186	No's	1	Usha			
17		NIDJ/19-20/ACAD/ELEC7/248	No's	1	Usha			
18		NIDJ/19-20/ACAD/ELEC7/247	No's	1	Usha			
19		NIDJ/19-20/GH/ELEC7/406	No's	1	Usha			
20		NIDJ/19-20/GH/ELEC7/407	No's	1	Usha			
21		NIDJ/19-20/GH/ELEC7/408	No's	1	Usha			
22		Not Visible	No's	1	Usha			
23		NIDJ/19-20/WKSP/ELEC7/52	No's	1	Usha			
24	80Watt Exhaust fan,300mm	NIDJ/19-20/WKSP/ELEC9/34	No's	1	Usha	NA	NA	Bearing, coil and bushing problem.

25	sweep,220-240V, AC	NIDJ/19- 20/WKSP/ELEC9/25	No's	1	Usha			
26		NIDJ/19- 20/WKSP/ELEC9/39	No's	1	Usha			
27		NIDJ/19- 20/WKSP/ELEC9/41	No's	1	Usha			
28		NIDJ/19- 20/WKSP/ELEC9/28	No's	1	Usha			
29		NIDJ/19- 20/ESS/ELEC9/152	No's	1	Usha			
30		NIDJ/19- 20/BH/ELEC9/101	No's	1	Usha			
31		NIDJ/19- 20/BH/ELEC9/83	No's	1	Usha			
32		NIDJ/19- 20/ACAD/ELEC9/64	No's	1	Usha			
33		NIDJ/19- 20/MESS/ELEC9/74	No's	1	Usha			
34		NIDJ/19- 20/STP/ELEC9/	No's	1	Usha			
35		Not Tagged	No's	1	Usha			
36		Not Tagged	No's	1	Usha			
37		Not Tagged	No's	1	Usha			
38		35Watt Post top Light	NIDJ/19- 20/GA/ELEC4/1	No's	1	Havells	Ruby LED Post Top Light	NA

39	Sanitary pad incinerator Machine	NA	No's	1	Orange Instruments and Engineering	OBM10020D	OBM10020D-03	Heating Element Card and Magnet Lock, 12V DC Fan ,LED Indicator, push button switch.
40	Sanitary pad incinerator Machine	NA	No's	1	Orange Instruments and Engineering	OBM10020D	OBM10020D-05	Heating Element,PCB Card and Magnet Lock, 12V DC Fan ,LED Indicator, push button switch.
41	165Watt LED Stage Light	NA	No's	8	Stan Tech	SP001	NA	Main PCB card.
42	25Ltr Geyser	NA	No's	1	Crompton	ASHW-2025	LOEN1SF004634	Tank leakage.
43	Fusion Insects Killer, 36Watt, 230V AC	NA	No's	1	Fusion	C - 1500 WHT - HT	NA	36watt Electronics Blast, 2ft Tube.
44	25watt Solar Street Light	NA	No's	1	Havells	Eniviro	NA	LED Module and PCB circuit.
45	25watt Solar Street Light	NA	No's	1	Havells	Eniviro	NA	LED Module and PCB circuit.

ANNEXURE B
PROPOSAL PROFORMA
COMPANY PROFILE

Sl. No	Firm Details	Particulars
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 and completed	
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 C
DECLARATION

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

Signature of Authorised Person:

Name of the Authorised Person:

Seal of the Company/firm

ANNEXURE-D

(COVERING LETTER) (on BIDDER'S letterhead)

To

Chief Administrative Officer, NID, Assam

Sub: Quotation for Repair of Electrical equipment's and machinery as per attached Annexure-A.

Sir/Ma'am,

I submit herewith the **Quotation for repair of electrical equipment's and machinery as per attached Annexure-A at National institute of design, assam.** in accordance with your RFQ no: _____ dated.....

We attach hereto the response as required by the RFQ, which constitutes our quotation.

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 Quotation.

Signature: _____

(In the capacity of):

Authorized signature for and on behalf of the agency

ANNEXURE-E
(To be submitted in Bidders Letter Pad)

Financial Quote

SL No	Description	UOM	Quantity	Rate	GST	Total
1	750 KVA Transformer	no.	1			
2	Industrial wall Fan,100watt,220-240V AC,450mm sweep	No's	1			
3	50Watt Flood light	No's	1			
4	50Watt Flood light	No's	1			
5	50Watt Flood light	No's	1			
6	500watt flood Light	No's	1			
7	100watt Flood Light	No's	1			
8	100watt Flood Light	No's	1			
9	1200mm, Sweep Ceiling fan,220-240V AC	No's	18			
10	80Watt Exhaust fan,300mm sweep,220-240V,AC	No's	14			
11	35Watt Post top Light	No's	1			
12	Sanitary pad incinerator Machine	No's	2			
13	165Watt LED Stage Light	No's	8			
14	25Ltr Geyser	No's	1			
15	Fusion Insects Killer,36Watt,230V AC	No's	1			
16	25watt Solar Street Light	No's	1			
17	25watt Solar Street Light	No's	1			

Signature: _____

(In the capacity of):

Authorized signature for and on behalf of the agency

ANNEXURE-F (Technical data sheet)

SL No	Description	UOM	Quantity	Technical details/Repairs details /Type of repair details	Offered warranty period
1	750 KVA Transformer	no.	1		
2	Industrial wall Fan,100watt,220-240V AC,450mm sweep	No's	1		
3	50Watt Flood light	No's	1		
4	50Watt Flood light	No's	1		
5	50Watt Flood light	No's	1		
6	500watt flood Light	No's	1		
7	100watt Flood Light	No's	1		
8	100watt Flood Light	No's	1		
9	1200mm, Sweep Ceiling fan,220-240V AC	No's	18		
10	80Watt Exhaust fan,300mm sweep,220-240V,AC	No's	14		
11	35Watt Post top Light	No's	1		
12	Sanitary pad incinerator Machine	No's	2		
13	165Watt LED Stage Light	No's	8		
14	25Ltr Geyser	No's	1		
15	Fusion Insects Killer,36Watt,230V AC	No's	1		
16	25watt Solar Street Light	No's	1		
17	25watt Solar Street Light	No's	1		

Signature: _____

(In the capacity of):

Authorized signature for and on behalf of the agency