

**Tender Notice No. NIDJ/2024-25/ESTATE/ELECT/0971**

**Date: 11/12/2024**



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

**(NIDJ/2024-25/Estate/Electrical /.....)**

**Request for Quotation**

**For**

**“Engagement of a APDCL Empaneled firm/Contractor for Annual Maintenance contract of Dedicated feeder 11 KV line and 11/0.4KV, 2x750 KVA substation at National Institute of Design Assam.**

**Tender Notice No. NIDJ/2024-25/ESTATE/ELECT/0971**

**Date: 11/12/2024**

**Subject: Request for Quotation from APDCL Empanelled Contractor for “Annual Maintenance contract of Dedicated feeder 11 KV line and 11/0.4KV, 2x750 KVA substation at National Institute of Design Assam”**

**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 APDCL Empanelled firm/contractor having competence in this field for maintenance of electrical equipment's and 11 KV overhead lines, at National Institute of Design Assam.

<b>Date &amp; Time For:</b>	<b>Date and Time</b>	
RFQ Publishing Date	11-12-2024, at 01:30 PM	
Proposal Submission Start Date	20-12-2024, at 01:30 PM	
Proposal Submission End Date	31-12-2024, till 03:00 PM	
Last date of sending query through email related to the RFQ document	18-12-2024, 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>	31-12-2024 up-to 3:00 PM	
Date of Opening of Proposal	31-12-2024 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](mailto:tenders@nidj.ac.in) or contact on Phone No. 0376-231-0108.

s/d

**National Institute of Design, Assam**

**Tender Notice No. NIDJ/2024-25/ESTATE/ELECT/0971**

**Date: 11/12/2024**

NID, Assam invites Sealed Quotation for Engaging of a APDCL Empanelled firm/agency having competence in this field for **Annual Maintenance contract of Dedicated feeder 11 KV line and 11/0.4KV, 2x750 KVA substation 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. APDCL Empaneled, Jorhat subdivision.
- c. The bidder should be experienced in similar nature of work at any organization in the Northeastern states in the last 3 years.
- d. The bidder should have valid GST Registration, PAN, Trade License
- e. The bidder should Minimum average turnover of at least **Rs. 5** lakhs in the last 3 financial years.
- f. 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.
- g. 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.

**4. SCOPE OF WORK:**

The selected bidder shall be responsible for Maintenance of 11 KV overhead line including 11 KV VCB and 2 no's of 750 KVA transformer **at National Institute of Design Assam. as stated in Annexure-A below:** The following scope of work is only indicative, and the contractor is advised to use his own judgement in evaluating the quantum of work involved in round-the-clock operation and maintenance of the 11 KV overhead line.

- I. To operate and maintain the HT and LT power equipment i.e. right from the Supply point of Cinnamora substation i.e. NID feeder till 11KV Vacuum circuit breakers, HT cables, HT panels, 2x750 KVA 11 KV/443 V transformers. and attend emergency breakdowns and ensure timely restoration of power supply.
- II. To Prepare a preventive maintenance checklist and tracker sheet for all electrical equipment and maintain the External Electrical Installations like all kinds of fittings, power outlets, cable & wiring pertaining to the same in good working condition. Detailed equipment list is attached in Annexure-A.
- III. Attending to the complaints/ faults, preventive maintenance to avoid breakdowns etc. round the clock throughout the year for 11 KV HT line.
- IV. To check earthing pertaining to all equipment's, systems and poles LA etc.
- V. To check the transformers parameters and cooling systems for leakage of transformer oil and topping up of the same as and when required.
- VI. To check/clean with CTC/ tighten all electrical contacts of HT equipment's monthly. The heated terminals if required to be made in proper condition by using appropriate size crimping tool and lugs.
- VII. To check and replace, if necessary, the performance of all operational safeties of 11 KV HT line. This activity must be done at least once in three months and if required earlier too.
- VIII. To clear obstructions Jungles trees etc. for all electrical contacts and overhead line.

- IX. To ensure that the control circuitry of all systems is working perfectly.
- X. To check the silica gel of the transformers and to dry them as and when required.
- XI. To test the oil samples of transformers and to give suggestions for dehydration of oil if required.
- XII. To arrange for a well-equipped first-aid box and maintain it in a healthy condition to take care of first aid for any eventualities of their workman at site.
- XIII. Any other electrical works as assigned by the engineer in charge essentially required for keeping the equipment in good healthy working conditions though not indicated above.
- XIV. Yearly servicing of ACB, VCB, all relay, calibration of meters and providing report for the same.
- XV. To check and replace lighting arrestors of all poles and isolators etc. monthly.
- XVI. To suggest and implement all necessary systems and technologies by getting proper approval from NID assam.
- XVII. To check and replace all minor parts of HT overhead line, and insulators, GI pole clamp, GI angle, GI Wire, GI nut bolts etc.**

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.

**5. SPECIAL CONDITION OF THE CONTRACT:**

- I. NID, Assam shall not be responsible for any injury or loss of any workers of the contractor that may take place while on work any compensation or expenditure towards treatment for such injury or loss of life shall be the sole responsibility of the contractor. The contractor is solely responsible for any damage or injury or accident that may occur to any of his personnel working under this contract. He will not claim any compensation from NID, Assam.
- II. The contractor should take care of all safety precautions in respect of workers engaged by him by providing adequate safety appliances. He should see that the safety practices are adopted at all the times to avoid any untoward incidents failing for which he will be liable for penalties and compensation to be paid to his laborer's.
- III. The Contractor shall at his own cost provide the materials necessary for safety of all the workmen and shall ensure that no damage, injury, or loss is caused or is likely to be caused to any person or property.
- IV. In case of any abnormal delay on the part of the agency beyond the specified time, penalties shall be imposed and recovered from the monthly bills as under.

Penalty Clause		
1	Minor Breakdown beyond 6 hours	Rs.200/- per hour of delay subject to Maximum of Rs.1000/- per instances.
2	Major Breakdown beyond 24 hours	Rs.200/- per hour of delay subject to Maximum of Rs.5000/- per instances. If replacement of any

	parts/spares needed 24 hours after approval of NID will be considered
3	If there are more consecutive faults in a period of six months due to negligence of the contractor or due to non-maintenance as mentioned in the scope of work, will lead to termination of contract, and may lead to blacklisting of the firm.

- V. If any urgent work (in respect whereof the decision of the of the Engineer in charge NID, Assam shall be binding and final) become necessary for the safety of the work or personnel and the Contractor is unable or unwilling to carry it out, the Engineer -in-charge, NID, Assam shall have the right to employ other agencies as he may consider expedient. All expenses incurred on it by NID, Assam shall be recoverable from the Contractor and be adjusted or set off against any sum payable to him.

Note: For any major and minor faults/instances/breakdown contractor must inform engineer in charge of NID, assam immediately by official communications.

#### **6. 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 Annual Maintenance contract of Dedicated feeder 11 KV line and 11/0.4KV, 2x750 KVA substation at National Institute of Design Assam**" addressed to the **Chief Administrative Officer, NID, Assam** on or before the closing date.

#### **7. EVALUATION OF QUOTATIONS:**

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. 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.**

#### **8. 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.

#### **9. 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.

#### **10. 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.

#### **11. PERIOD OF COMPLETION:**

The work completion period is 1 YEAR from the date of issue of Work Order.

**12. 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.

**13. 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.

**14. 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.

**15. 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.

**16. SECURITY DEPOSIT:**

The successful firm/company shall deposit with NID, Assam an amount of Rs 10000/- as security deposit within 7 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. 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.

**16. 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.

**17. 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.

**18. 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.

**19. ARBITRATION:**

- i. If dispute or difference of any kind arises between NID Assam and the vendor in connection with or relating to the contact, 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.

**20. 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.

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**ANNEXURE**  
**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 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





राष्ट्रीय डिजाइन संस्थान, असम  
National Institute of Design, Assam

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**Date: 11/12/2024**

**ANNEXURE A**

<b>Details of Major equipment's' of 11 KV overhead line and approximate asset value</b>					
<b>Sl. No</b>	<b>Description</b>	<b>qty</b>	<b>unit</b>	<b>Rate</b>	<b>Total</b>
1	PSC Pole 9.75 m long	78	no's	6696	522288
2	11 KV Disc insulator	220	no's	300	66000
3	11 KV Pin insulator	165	no's	250	41250
4	11 KV outdoor VCB	1	no's	258304	258304
5	C&R Panel for outdoor VCB	1	no's	138304	138304
6	11 KV CT PT set	1	set	42711	42711
7	11 KV Isolator with earth switch and GI mounting structure	5	set	63050	315250
8	11 KV Outdoor CT with marshalling box and GI mounting structure with connector 200-100/5A	1	set	120000	120000
9	11 KV outdoor PT	1	set	113898	113898
10	11 KV /0.43 KV, 2x 750 KVA transformer	2	no's	1266000	2532000
11	11 KV indoor VCB	1	no's	750000	750000

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**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

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**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)**

Sl. No	Description	Uom	qty	Rate	Amount
1	Annual Maintenance Contract of Dedicated feeder 11 KV line and 11/0.4KV, 2x750 KVA substation at National Institute of Design Assam.	no's	1		
Total					
GST %					
GST Rate (Amount)					
Grand Total					

**Financial Quote**

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

(In the capacity of):

Authorized signature for and on behalf of the agency

**Tender Notice No. NIDJ/2024-25/ESTATE/ELECT/971**

**Dated: 11-12-2024**



राष्ट्रीय डिजाइन संस्थान, असम  
National Institute of Design, Assam