

**National Institute of Design
Assam Tocklai, Rajabari, Jorhat-
785014.**

NOTICE INVITING QUOTATION

E-mail: tenders@nidj.ac.in
Phone: 0376-231-0108

ENQUIRY NO: NIDJ/ENQUIRY/2024-25/1030
Date: 07-01-2025

**Due on-23-01-2025
Time: 2.30 PM**

Brief details				
Sl. No	Name of work	Estimated cost (INR)	PBG	Time of completion
1	Refilling of Fire extinguishers with 5 years of validity along with necessary testing as required by IS codes.	Rs. 122012/- (Rupees one lakh twenty-two thousand and twelve)/-	5%	30 days

Sealed quotation in single packets is invited for the following items specifying Enquiry No, Date & Due Date, along with their credentials.

Important Note:

Please note that e-mail quotations are not acceptable however queries regarding above NIQ (if any) may be submitted through email to tenders@nidj.ac.in

Sealed quotation in single packets should reach this office not later than the above-mentioned due date and time.

Documents without signature are not acceptable. Kindly go through the Instruction to the bidders & Terms and conditions enclosed herewith before submission of quotations.

QUOTATIONS SHOULD BE ADDRESSED TO DIRECTOR, NID ASSAM ONLY

Sd/-
Chief Administrative Officer

INSTRUCTIONS TO BIDDERS AND TERMS AND CONDITIONS

1. The Quotations and any order resulting from this enquiry shall be governed by our Conditions of Contract/purchase Order and the bidder quoting this enquiry shall be deemed to have read and understood the same in to.
2. Where counter terms and conditions have been offered by the Bidder, the same shall not be deemed to have been accepted by NID, Assam unless our specific written acceptance thereof is obtained.
3. Quotations should be submitted in the prescribed FORMAT attached with this Enquiry and the same should be submitted to the Director, NID Assam in a sealed envelope superscribing the same with our enquiry No., date, due date, and brief description of item on or before the due date. Late/delayed/incomplete/unsigned quotations will not be considered. Envelopes received without Enquiry number, date, and brief description of item shall be subject of rejection. The quoted prices should be valid for a period of 90 days from the last date of submission of quotations. NID, Assam is not bound to accept the lowest rate/s. NID, Assam reserves the right to place orders to one or more parties as deemed appropriate.
4. Prices are required to be quoted according to the units indicated in the tender form/Enquiry. When quotes are given in terms of units other than those specified in the attached form, relationship between the two sets of units must be furnished.
5. Quotations should be free from Correction and Erasures. Corrections, if any, must be attested. All amounts shall be indicated both in words as well as in figures. Where there is difference between amounts quoted in words and figures, amount quoted in words shall prevail. Unsigned quotations will summarily be rejected. If there is a discrepancy between the unit price and total price, unit price shall prevail.
6. The bidder should not be under liquidation, court receivership or similar proceedings, and should not be bankrupt. Bidder to upload undertaking to this effect with quotation.

7. Scope of Work

Refilling of Powder type, water type and CO2 type and DCP type fire extinguishers, with 5 years of warranty as per norms for each type, along with all necessary testing and certificates.

8. Eligibility of the bidder:

Years of Past Experience Required for same / similar service	2 year (s)
Mandatory Documents required from seller	Copies of valid (i) Trade License, in specific trade of firefighting equipment's (ii) PAN, (iii) AADHAR, (iv) GST Certificate.
Past performance	Minimum 1 Proof of similar works (Maintenance of Firefighting equipment's, sale of firefighting equipment's and SITC of such equipment's) need to be submitted.
Bidder eligibility criteria	Bidder must possess trade license.
Non- Blacklisting Certificate	The bidder should submit a Notarized Blacklisting Certificate.

Any Bidder found to have a conflict of interest shall be disqualified. A Bidder may be

considered to have a conflict of interest for the purpose of this bidder process, if the Bidder:

- i. directly or indirectly controls, is controlled by or is under common control with another Bidder; or
- ii. receives or has received any direct or indirect subsidy from another Bidder; or
- iii. has the same legal representative as another Bidder; or
- iv. has a relationship with another Bidder, directly or through common third parties, that puts it in a position to influence the quotation of another Bidder, or influence the decisions of the Employer regarding this bidder process; or
- v. any of its affiliates has been hired (or is proposed to be hired) by the Employer as Engineer for the Contract implementation.
- vi. has a close business or family relationship with the concerned professional staff of the project implementing agency.

9. 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.

10. Performance Security

The selected bidder has to submit a performance security deposit amounting **5% of the Total Value of the contract within 07 (seven) working days from the date of issue work order** from any Nationalized/Scheduled Bank in the form of Bank Guarantee/FDR drawn in favor of “National Institute of Design Assam” payable at Jorhat. The performance security deposit shall be valid for a period of a minimum of 12 months from the date of issue of the work order.

11. **Validity of quotes:** Quotations shall remain valid for a period not less than **120 days** after the deadline date specified for submission.

12. Defects Liability:

The “Defects Liability Period” for the work is 12 months from the date of taking over possession or work completion whichever occurs later. During this period, the contractor will be responsible for rectifying any defects in the completed work free of cost to the Employer. Any defect arising in this period will be rectified by him at his own cost. Failure to do so shall lead to forfeiture of performance security deposit, however till 5 years validity expiry of refilled components will be responsibility of bidder and all legal obligation/compliance of fire and emergency services will be responsibility of the bidder.

13. **Liquidity Damages:** - In case of delay in completion of the contract, liquidity damages (LD) may be levied at the rate of 0.5% of the contract value per week of delay or part thereof, subject to a maximum of 5 per cent of the contract value.

14. **Payments:** **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.**

15. NID, Assam shall be under no obligation to accept the highest / lowest rates or any tender and reserves the right of acceptance of the whole or any part of the tender.

16. **Force Majeure:** Standard force majeure clauses shall be applicable.
17. The Director, NID, Assam reserves the right to accept or reject any quotations/quotations fully or partly or to cancel the enquiry without assigning any reason thereof.
18. **Jurisdiction:** The contract shall be governed by the laws of India for the time being in force. The Courts of Jorhat shall only have jurisdiction to deal with and decide any legal or dispute arising out of this Contract/Purchase Order.

Sd/-
Chief Administrative Officer

QUOTATION FORMAT

(To be submitted in Bidder's Letter head)

To,
 The Director
 National Institute of Design, Assam
 Tocklai, Rajabari
 Jorhat-785014
 Assam.

Sir/Madam,

Sl. No	Description	Qty	UOM	Rate	GST rate	GST %	Rate unit including GST	Total (INR)
1	Refilling of 4 KG ABC type fire extinguisher with 5 years of validity, along with hydraulic testing/ leak testing and certificate.	58	No's					
2	Refilling of 4.5 KG CO2 type fire extinguisher with 5 years of validity, along with leak testing or as per IS standards.	40	No's					
4	Refilling of 9 Litre. Water type fire extinguishers	8	No's					
6	Refilling of 25 KG Dry chemical powder, along with hydraulic testing/ leak testing and certificate.	3	No's					
				Total				

I have carefully gone through the ENQUIRY No. NIDJ/ENQUIRY/2024-25/.....
 Dated..... and have quoted the following rates against my offer:

I further certify that I am an authorized signatory of my company / firm /establishment, and I am, therefore competent to quote the rates.

(Bidders name with seal and signature)

PBG FORMAT

PERFORMANCE BANK GUARANTEE

To: _____ [name of Employer]
_____ [address of Employer]

WHEREAS _____ [name and address of Contractor] (hereinafter called "the Contractor") has undertaken, in pursuance of Contract No. _____ dated _____ to execute _____ [name of Contract and brief description of Works] (hereinafter called "the Contract");

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Contractor such a Bank Guarantee.

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of _____ [amount of guarantee] / _____ [in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of _____ [amount of guarantee]¹ as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed thereunder or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until 28 days after the date of issue of the Certificate of Completion.

Signature and seal of the guarantor _____
Name of Bank _____
Address _____
Date _____