



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

(NIDJ/2025-26/Estate/Electrical/ 248, dated 02/07/2025)

Request for Proposal

For

“ Engagement of a firm/agency/ OEM(original equipment manufacturer) for taking back up of Siemens make PLC System and troubleshooting including preparing drawing of the system for 1200 A incomer LT breaker panel” at NID, Assam.

Subject: Engagement of a firm/agency/ OEM(original equipment manufacturer) for taking back up of Siemens make PLC System and troubleshooting including preparing drawing of the system for 1200 A incomer LT breaker panel” at NID, 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 Operating the On-campus Cafeteria at National Institute of Design, Assam.

Date & Time For:	Date and Time
Date & Time of Pre-bid Meeting	09-07-2025 at 02:30 PM
RFP Publishing Date	02-07-2025 at 09:00 AM
Proposal Submission Start Date	03-07-2025 from 02:30 PM
Proposal Submission End Date	15-07-2025 till 03:00 PM
Last date of sending query through email related to the RFP document	09-07-2025 till 02:30 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.	15-07-2025 up-to 03:00 PM
Date of Opening of Proposal	15-07-2025 at 03:30 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 proposal for Engaging of a firm/agency having competence in this field for Operating the On-campus Cafeteria 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. or original equipment manufacturer.
- b. The bidder should be experienced in Electrical PLC system, Panel manufacturing and preparing detailed drawing and programming of PLC system.
- c. The bidder should have Minimum average turnover of at least **Rs.5** lakhs in the last 3 financial years.
- d. Bidder should not have been debarred/ blacklisted by any State Government or Central Government Organization or their instrumentalities. And there should not be any criminal case pending before any court of competent jurisdiction.

4. SCOPE OF WORK:

- a) The scope of work will involve taking backup of existing SIEMENS make PLC System.
- b) The scope of work will also involve study of the program and troubleshooting of the faulty PLC System.
- c) After troubleshooting all PLC Backups handover to the NID, Jorhat.
- d) Works need to be completed within minimum 3 days of working to resolve the issues (Minimum 3 days but days may vary depending up on the situation at site in the time of Troubleshooting).
- e) Password protection in the PLC System shall be formatted and new password need to be set and provided to NID, assam.
- f) Identification of physical output points and cables layouts and marking them.
- g) Preparation of as built drawing of Panel and handed over to NID, assam.

Technical details:

Brand : CPU- SIMATIC S7-200 Smart , CPU ST 40 , EM DR 16

I/O Capabilities:

- The S7-200 SMART supports up to 128 digital and analog inputs/outputs.
- It can be expanded with [I/O modules](#) to increase the number of available inputs and outputs.

5. PERIOD OF COMPLETION:

Period of completion shall be 15 days from date of issue of work order. And defect liability period/warranty period shall be for 12 months from date of completion/commissioning.

6. 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/ OEM(original equipment manufacturer) for taking back up of Siemens make PLC System and troubleshooting including preparing drawing of the system for 1200 A incomer LT breaker panel**" at NID, Assam addressed to the **Chief Administrative Officer, NID, Assam** on or before the closing date.

7. CLARIFICATIONS:

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

NIDJ/2025-26/Estate/Electrical/248

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 6 months from the date of opening of the Proposals and may be increased with mutual consent.

10. PERFORMANCE:

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

11. ACCEPTANCE OF PROPOSAL:

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

12. 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.

13. 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.

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 90000/- (Rupees ninety thousand)**- as security deposit within 7 days from the date of issue of letter of intent/ Acceptance in the form of **Pledge FD/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.
- 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.

17. 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.

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.

21. LIQUIDATED DAMAGE:

In the event that the Contractor fails to complete the work or supply the goods/services within the time specified in the contract, or within any extension of time granted by the Owner/Client, the Contractor shall be liable to pay the Owner/Client, as **liquidated damages and not by way of penalty**, a sum of **Rs. 1000/- per day** for each day of delay beyond the stipulated completion date.

22. GENERAL TERMS & CONDITIONS

1. The successful bidder shall take at his/her own cost, if required, necessary insurance cover in respect of staff and other personnel to be employed or engaged by him in connection with the afore- mentioned services provided to NID Assam and shall indemnify NID Assam against all acts of omissions, fault, breaches and or any claim or demand, loss injury and expenses to which NID Assam may be a party or involved as a result of the agency's failure to comply with.
2. The contractor will make his own arrangement for cooking gas, crockery, cutlery, and any other kitchen equipment.
3. Free drinking water should be available in the cafeteria during operational hours.
4. The contractor shall be responsible for ensuring safety and maintenance of all the equipment / fixtures installed / provided by the Institute, during the entire period of the contract. If any damage / loss of equipment / fixtures is found, then the same will be recovered from the agency or equivalent amount of the Security Deposit may be forfeited. The contractor shall take adequate fire safety measures and train their staff on the same.
5. All legal and Electrical safety compliance will be the responsibility of the Bidder.

ANNEXURE-A**PROPOSAL PROFORMA COMPANY****PROFILE**

Sl.No	Firm Details	Particulars/Details
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	GST Registration details	
10	Trade License/Shop & Establishment License details	
11	Details of gross income of the firm as evident from the Audited Statement of last Three financial year, ITR & CA Certified Annual Turnover Certificate	
13	Name and Addresses of List of operational in the NE Region	
14	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-B**CHECKLIST**

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

Mention YES/NO with the details required i.e page nos.

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 as a proof of valid registered entity.	
4	GST Registration with last three-month GST return	
5	Documentary Proof of Past experience, work orders, completion certificates etc.	
6	Declaration of compliance to the all Terms and conditions of the RFP by the bidder	

ANNEXURE-C

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

ANNEXURE-D

(COVERING LETTER) (on BIDDER'S letterhead)

To

Director, NID Assam

Sub: Proposal for Engagement of a firm/agency for

Sir/Ma'am,

I submit herewith the Proposal for Engagement of a firm/agency for Engagement of a firm/agency/OEM(original equipment manufacturer) for Study of PLC system of Siemens make including preparing drawing of the system for 1200 Amp incomer LT breaker panel” at NID, Assam. NIDJ 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

Tender Notice No:

NIDJ/2025-26/Estate/Electrical/248

ANNEXURE III

Financial Quote

Sl.	Particulars	Quoted Percentage/Rate
1	Offered Price	

Signature: _____

(In the capacity of):

Authorized signature for and on behalf of the agency

Tender Notice No:

NIDJ/2025-26/Estate/Electrical/248

CONTRACT AGREEMENT

THIS AGREEMENT made the(Date) day of
(Month) 2025. Between **National Institute of Design Assam**, Address- Shankarpur, Rajabari, Toklai, Jorhat
– 785014 (hereinafter called “First Party”) of the one part and
M/S....., Adress.....of
(
Hereinafter called “Second party”) of the other part .

WHEREAS the First Party is desirous that the service of “**Engagement of a firm/agency/ OEM(original equipment manufacturer) for Study of PLC Back up system of Siemens make and preparing drawing of the system for 1200 Amp incomer LT breaker panel**” at NID, Assam.by Second Party and has accepted the proposal by the Second party for the rendering service of “**Engagement of a firm/agency/ OEM(original equipment manufacturer) for Study of PLC Back up system of Siemens make and preparing drawing of the system for 1200 Amp incomer LT breaker panel**”

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

- 1) In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to
- 2) The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
 - a) The Proposal and the Price Schedule Annexure-III submitted by the Bidder
 - b) The Scope of work as Stated in the Published RFP
 - c) The RFP Document (Ref: NIDJ/2025-26/Estate/Electrical/..... dated 01th July 2025); and
 - d) NID Asam’s Letter of Acceptance no: NIDJ/2025-26/.....
- 3) In consideration of the payments to be made by the Second party to the First Party as hereinafter mentioned, the Second party hereby covenants with the First Party to provide the services therein in conformity in all respects with the provisions of the Contract.
- 4) The Second party hereby covenants to pay the First Party in consideration of the provision of the agreed space for the store therein, the Monthly Space rent and any other sum as may become payable under the provisions of the Contract Agreement at the times and in the manner prescribed by the RFP.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the

Signed, Sealed and Delivered by the

Tender Notice No:

NIDJ/2025-26/Estate/Electrical/248



Registrar, National Institute of Design Assam

M/S.....

.....

(For First Party)

(For Second Party)

In the presence of.....

In the presence of