

Tender Notice No:

NIDJ/2025-26/S&P/BIDS & RFQ/003/OS1-BSC/0711



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

(NIDJ/2025-26/S&P/BIDS & RFQ/003/OS1-BSC/0711)

राष्ट्रीय डिजाइन संस्थान असम में सीवेज ट्रीटमेंट प्लांट के लिए 100 लीटर ओएस1 बैक्टीरिया बीज कल्चर की आपूर्ति के लिए कोटेशन का अनुरोध।

Request for Quotation

For

“Supply of OS1 Bacteria Seed Culture for Sewage Treatment Plant at National Institute of Design Assam”

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Subject: राष्ट्रीय डिजाइन संस्थान असम में सीवेज ट्रीटमेंट प्लांट के लिए 100 लीटर ओएस1 बैक्टीरिया बीज कल्चर की आपूर्ति के लिए कोटेशन का अनुरोध।Request for Quotation for Supply of 100 liters OS1 Bacteria Seed Culture for Sewage Treatment Plant at National Institute of Design Assam.

1. परिचय / 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.

National Institute of Design, Assam invites closed Request for Quotation in single bid system **(Technical & Financial Bid in one envelope)** from eligible vendors as mentioned in RFQ for the supply of above-mentioned product. Sealed Documents are to be submitted Offline to Chief Administrator Officer, NID Assam, Vill- Tocklai, PO-Rajabari, Jorhat, Assam-785014 before the prescribed date and time.

Date & Time For:	:	Date and Time
RFQ Publishing Date	:	21-10-2025 at 12:00 PM
Proposal Submission Start Date	:	21-10-2025 from 12:30 PM
Proposal Submission End Date	:	04-11-2025 till 02:00 PM
Last date of physical submission of documents as specified in the RFQ document (Super scribing Name of Proposal, RFQ No., and Date/Time of Opening) in a sealed envelope with a complete postal address.	:	04-11-2025 up-to 02:00 PM
Date & Time of Opening of Quotations	:	04-11-2025 at 03:30 PM
Address for submission of Hard Copies	:	Chief Administrative Officer National Institute of Design, Assam Vill Tocklai, PO-Rajabari Jorhat, Assam-785014

Detailed Terms and conditions , various formats, and proforma for submitting the proposal are described in this RFQ document and its Annexures. For any query, please send an email to tenders@nidj.ac.in or contact on Phone No. 0376-231-0108

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2. पात्रता मानदंड / ELIGIBILITY CRITERIA

- The bidder should be a registered entity i.e. a proprietorship firm/partnership firm/Pvt company/LLP etc.
- The bidder should have similar nature of supply experience in the last 3 years. (Submit Documents to establish experience)
- The bidder should have valid GST Registration, PAN, MSME (if available) & Trade License.
- 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.

3. आरएफक्यू अनुमानित राशि / RFQ Estimated amount:

RFQ estimated value is ₹ 1,25,400/- incl. of all taxes and charges.

4. कार्य का दायरा / SCOPE OF WORK:

Supply of 100 liters OS1 Bacteria Seed Culture for Sewage Treatment Plant at National Institute of Design Assam.

5. प्रस्ताव प्रस्तुत करना / SUBMISSION OF QUOTATIONS:

The quotations shall be submitted through Offline mode. Hard Copy of quotations must also be submitted in sealed envelope clearly super-scribed with the following words: " **Quotation for Supply of OS1 Bacteria Seed Culture for Sewage Treatment Plant at National Institute of Design Assam**" addressed to the **Chief Administrative Officer, NID, Assam** on or before the closing date.

6. प्रस्ताव का मूल्यांकन / EVALUATION OF PROPOSAL:

Selection Procedure:

- The Proposals fulfilling all eligibility criteria as above will only be further evaluated. The bidders are required to submit all necessary documents in support of their eligibility criteria to participate in this selection process.
- The Proposal with the lowest financial quote will be selected as the **L1** successful bidder.
- National Institute of Design, Assam reserves all the right to reject or accept any/all Proposal without assigning any reason, whatsoever. NIDJ takes no responsibility for the delay, loss or non-receipt of any submission or letter sent by post, within the prescribed period.
- The Standstill period 2 (two) working days after the date on which Letter of Intent is sent to the selected bidder.

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7. स्पष्टीकरण / CLARIFICATIONS :

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

8. छुट्टियाँ / 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.

9. ऑफ़र की वैधता / VALIDITY OF OFFERS:

Offers shall be kept valid for acceptance for a period of 3 months from the date of opening of the Proposals and may be increased with mutual consent.

10. प्रदर्शन / 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. प्रस्ताव की स्वीकृति / ACCEPTANCE OF PROPOSAL:

The acceptance of offer shall be communicated to the successful L1 bidder through a Purchase order.

12. रद्दीकरण का अधिकार / 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.

13. परमिट और लाइसेंस / PERMIT AND LICENSES:

The firm must have licenses and permits to supply of above mentioned item to comply fully with any applicable laws, ordinances, and regulations.

14. डिलीवरी का पता / Delivery Address:

Delivery should be made to the following address:
National Institute of Design Assam
Tocklai, Rajabari, Jorhat,
Assam-785014

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ANNEXURE I
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	Tender documents signed on all pages and stamped	
12	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

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ANNEXURE II

CHECKLIST

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

Mention YES/NO with the details required

Sl.No	Documents	Yes/No
1	RFP document signed in all the pages	
2	Trade License/ Company Registration Certificate etc	
3	GST Registration	
4	PAN Card of the Firm/Company	
5	Notarized Self-Declaration in original in Indian Non-Judicial Paper of Rs.100.00 that the firm/company is not blacklisted/debarred by any Institute/Department/PSU/University/Organization etc for this deficiency in service in complying with the orders entrusted to the firm/company.	
6	Proof of Past experience in supply of similar items in the last 3 years	
7	Filled Annexure-V (A)	

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ANNEXURE III

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 RFQ, and we will lose our claim to participate in the RFQ enquiry automatically and our Proposal will be liable to be rejected.

Signature of Authorized Person:

Name of the Authorized Person:

Seal of the Company/firm

ANNEXURE-IV

(COVERING LETTER) (on BIDDER'S letterhead)

To

Director, NID Assam

Sub: Quotation for Supply of OS1 Bacteria Seed Culture for Sewage Treatment Plant at National Institute of Design Assam.

Sir/Ma'am,

I submit herewith the Quotation for Supply of OS1 Bacteria Seed Culture for Sewage Treatment Plant 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 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

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ANNEXURE V-A

Financial Quote

Sl	Particulars	Rate in ₹ (incl. of all taxes & charges)
1	Supply of 100 liters of OS1 Bacteria Seed Culture for Sewage Treatment Plant at National Institute of Design Assam, Jorhat	

Amount in words

Signature: _____

(In the capacity of):

Authorized signature for and on behalf of the agency
