

**Request for Proposal
for
Supply, Installation, Testing and Commissioning (SITC) of Top
Load Kiln – 2 nos.
at
National Institute of Design Assam**

RFQ NO.: NIDJ/2023-24/S&P/Bids&RFQ/003/0846 dated 12.11.2025

Subject: Request for Proposal for Supply, Installation, Testing and Commissioning (SITC) of Top Load Kiln – 2 nos. (as per Part-C) 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 Proposals in two bid system (**Technical & Financial Bid separately in master envelope**) from eligible vendors as mentioned in RFP for the Supply, Installation, Testing and Commissioning (SITC) of Top Load Kiln – 2 nos. 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
RFP Publishing Date	:	12-11-2025 at 11:00 AM
Proposal Submission Start Date	:	12-11-2025 from 11:30 AM
Proposal Submission End Date	:	02-12-2025 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.	:	02-12-2025 up-to 02:00 PM
Date & Time of Opening of Quotations	:	02-12-2025 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 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

2. आपूर्ति की गुंजाइश / SCOPE OF SUPPLY

Supply, Installation, Testing and Commissioning (SITC) of Top Load Kiln – 2 nos. (as per Part-C) at National Institute of Design Assam

Bidders are requested to quote their rates as per the format at PART-B. The Purchaser reserves the right to decide upon the exact number/quantity to be ordered at the time of placement of contract based on the actual requirement. Bidders are bound to accept the orders accordingly.

3. पात्रता मानदंड / ELIGIBILITY CRITERIA

The firm participating in the RFQ process must satisfy the following eligibility criteria:

Minimum Average Annual Turnover (For last 3 FY- 2022-23, 2023-24, 2024-25)	03 Lakh (s)
Years of Past Experience Required for same / similar service (For last 3 FY- 2022-23, 2023-24, 2024-25)	3 year (s)
Documentary proof required from seller	CA Certified Average Annual Turnover Certificate with ITR Document for last 3 FY i.e. (2022-23,2023-24,2024-25) Copies of valid (i) Trade License, (ii) PAN (iii) GST Certificate along with last 3-month GST return filling. On-site warranty declaration on bidder's letter head. MAF/OEM Authorization of the offered brand.
Past performance	Proof of at-least executing 3 nos. of Contracts of supplying similar items to any Govt/Semi-Govt / private organization or institutes of repute in the last 3 years. (2022-23,2023-24,2024-25).
Non-Blacklisted Declaration (Notarized/Self Declaration)	The bidder should not be under liquidation, court receivership or similar proceedings, and should not be bankrupt. Bidder to submit undertaking to this effect with the Quotation.

4. डिलीवरी की समयावधि / TIME PERIOD FOR DELIVERY

Delivery period of the Top Load Kiln at National Institute of Design Assam shall be within 45 days from the award of the contract/purchase order.

5. बोली अनुमानित मूल्य / BID ESTIMATED VALUE

Approximately ₹ 6,10,000/- excluding GST and Shipping charges.

6. गारंटी / WARRANTY

3 years on-site warranty at NID Assam. Bidder should provide warranty declaration on bidder's letter head duly signed & stamped. Warranty will be started from the installation of machine at NID Assam, certified by the user department.

7. ईएमडी / EMD

2% of bid value. However, registered MSME / Startups are exempted to submit EMD bidder should submit bid category specific MSME certificate.

8. प्रदर्शन बैंक गारंटी/सुरक्षा जमा / PERFORMANCE BANK GUARANTEE/ SECURITY DEPOSIT

Bidder should submit a security deposit of 3% of contract/Work order value within 10 (Ten) working days from the date of award of contract from any Nationalized/Scheduled Bank in the form of FDR / TDR / DD drawn 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

The security deposit shall be valid upto a period of 3 months from the date of expiry of the on-site warranty period.

9. भुगतान के नियम और शर्तें / PAYMENT TERMS

The total amount shall be directly paid to the selected bidder's bank account by means of NEFT/RTGS or other mode of online transfer after on-door delivery of the product. The payment shall be made against the bills submitted by the firm, subject to:

- (i) The payment shall be made in accordance with the financial bid submitted by the selected bidder and accepted by the Institute. No price variation would be allowed.
- (ii) TDS under Income tax & GST will be deducted at applicable rates.

The Institute reserves the right to deduct the amount from the bill as may be considered reasonable for unsatisfactory services or delay in providing of services. The decision of the Institute will be final and binding in this regard.

10. LIQUIDATED DAMAGE

For delay in delivery of the product, the institute may charge a penalty @ 0.5% per week up to a maximum of 10% from the vendor.

11. उद्धरण प्रस्तुत करना और उसका मूल्यांकन करना / SUBMISSION AND EVALUATION OF QUOTATION

The interested firms meeting the pre-qualification criteria are required to submit their Quotation in sealed envelopes. The quotation should contain the following documents:

- 1. Pre-qualification Criteria sheet in **PART-A (TECHNICAL)** along with all supporting documents
- 2. Financial Quote as per the format in **PART-B (FINANCIAL)**
- 3. Letter of Quotation (Format attached)
- 4. BOQ specifications – as per **PART-C** with offered make and model.

All the pages of the RFQ documents including the annexure and copy of certificates should be signed by the authorized person of the Firm, along with the seal of the firm. **The envelopes (both technical & financial bid) should be super scribed:**

“QUOTATION FOR SUPPLY, INSTALLATION, TESTING & COMMISSIONING (SITC) OF TOP LOAD KILN – 2 NOS. AT NATIONAL INSTITUTE OF DESIGN ASSAM”

Submitted by: (Name, Address, E-mail and Telephone Number of the Firm)
Submitted to: **The Chief Administrative Officer, NID Assam, Jorhat – 785014**

The Applicant can submit the Quotation by registered post /courier/Speed post or submit the same in person, to reach the designated address by the time and date stipulated. No delay in the submission of the Quotation for any reason will be entertained. Any Quotation received by the Institute after the deadline shall not be opened.

12. स्पष्टीकरण/प्रश्न / CLARIFICATION/QUERIES

Interested Firms may seek clarification on the RFQ document through mail to **tenders@nidj.ac.in**. The Firms may visit the Institute between **10.00 a.m. to 2.00 p.m.** on any working day before **26.11.2025**.

The authorized representatives of the firms (Applicants) may choose to attend the Quotation opening. The authorized representatives must carry an authorization letter if they wish to attend the bid opening.

13. उद्धृत दरों की वैधता / VALIDITY OF QUOTED RATES

The rates quoted by the bidder shall remain valid for a period of 180 days so that for any further requirement within the period, the purchase order may be placed to the selected bidder.

14. स्पष्टीकरण / CLARIFICATION FROM BIDDER :

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.

15. 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.

16. कोटेशन का मूल्यांकन / EVALUATION OF QUOTATION

The quotation will be evaluated by the NID Assam's tender evaluation committee constituted by the Director, NID Assam. The committee shall evaluate and compare the quotations determined to be substantially responsive, i.e. which,

- a) Are properly signed and sealed.
- b) Have submitted the required documents and meet the eligibility criteria specified as indicated above.

- c) An evaluation shall be carried out based on the total cumulative amount (L1) of the items stated in the PART-B. Mere submission of quotation does not entitle a bidder for award of contract.
- d) In the event of a tie, the bidder having the highest average annual turnover for the last three years shall be awarded the purchase order.
- e) The decision of the institute will be final in this regard.

17. अनुबंध का पुरस्कार / AWARD OF CONTRACT

- a) The Institute shall award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- b) Notwithstanding the above, the Institute also reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- c) The bidder whose quotation is accepted will be notified of the award of contract by the Institute prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply order.
- d) The purchaser reserves the right at the time of contract award to increase or decrease the quantity of goods specified in the Scope of supply, without any change in unit price or other terms and conditions. Furthermore, the purchaser does not guarantee procurement of any minimum quantity from the successful bidder during the specified period of the contract.

18. 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.

19. प्रस्ताव की स्वीकृति / ACCEPTANCE OF PROPOSAL:

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

20. 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.

21. डिलीवरी का पता / Delivery Address:

Delivery should be made to the following address:

National Institute of Design Assam

Tocklai, Rajabari, Jorhat,

Assam-785014

22. अप्रत्याशित घटना खंड / FORCE MAJEURE

Standard force majeure clauses shall be applicable.

23. अधिकार क्षेत्र / JURISDICTION

The contract shall be governed by the Laws of India for the time being in force. The Courts of Jorhat only shall have jurisdiction to deal with and decide any legal dispute arising out of this Contract/Purchase Order.

Part A (TECHNICAL)**PRE-QUALIFICATION-CRITERIA SHEET**

Sl. No	Criterion	Particulars
1.	Copies of valid (i) Trade License (ii) PAN (iii) GST Certificate with last 3 months' return filling proof	
2.	Proof of at-least executing 3 nos. of Contracts of supplying similar items to any Govt/Semi-Govt/private organization or institutes of repute in the last 3 years. (FY- 2022-23, 2023-24, 2024-25) (Provide necessary documentary evidence)	
3.	3 year (s) of Past Experience Required for same / similar service. (FY- 2022-23, 2023-24, 2024-25) (Provide necessary documentary evidence)	
4.	Minimum Average Annual Turnover (For 3 Years) of Rs 3 Lakh (s) (FY - 2022-23, 2023-24, 2024-25) (Provide necessary documentary evidence)	
5	Non-Blacklisted declaration RFP specific MAF / OEM Authorization	

Certified that the above particulars are correct. In the event of any information found to be incorrect the Institute is at liberty to reject the bid.

Date:

Signature:

SEAL

Name & Designation:

Part B (FINANCIAL)**FINANCIAL QUOTE**

Item	Specifications	Quantity in No.	Unit Rate in INR	GST in INR	Total Amount Inclusive of All taxes in INR
Supply, Installation, Testing and Commissioning (SITC) of Top Load Kiln – 2 nos. at National Institute of Design Assam.	1. Top Loading Kiln (3.5 Cu ft, 7 KW) with B500 Controller *Installation & commissioning at ground level bringing the machine into the workshop and online support as required at NID Assam	01			
	2. Top Loading Kiln (1.5 Cu ft, 3.6 KW) with C540 Controller *Installation & commissioning at ground level bringing the machine into the workshop and online support as required at NID Assam.	01			
Cumulative Amount (Inclusive of All charges) in INR					

Total amount (in words)

(Note: Lowest bidder shall be decided on the total **Cumulative Amount** inclusive of GST and other charges as applicable)

**The quoted price should be inclusive of all taxes & expenses i.e., logistics, packaging, transportation, etc.

***Alteration needed, if any will be done by the vendor without any additional cost within seven days of receiving the products by the institute.

N.B. Tax deductions shall be made by the Institute as per statutory rates & norms wherever applicable.

We undertake that the rates quoted above by us will not change and accept the payment terms as described above.

SEAL:

Signature

Date:

Name & Designation:

Letter of Quotation-(Format)

(This form must be submitted only using the official letterhead of the Firm/Agency).

RFQ No.: NIDJ/2023-24/S&P/Bids&RFQ/003/0846 dated 12.11.2025

Bidder Quotation Reference No.....

Dated.....

To,

The Director

NID Assam, Jorhat – 785014.

Sub: Supply, Installation, Testing and Commissioning (SITC) of Top Load Kiln – 2 nos. at National Institute of Design Assam.

Sir,

1. We, the undersigned, hereby submit our Quotation:
2. In submitting our Quotation, we make the following declarations:
 - (a) **No reservations:** We have examined and have no reservations to the RFQ document.
 - (b) **Validity of Rates:** Our rates shall be valid for the period of 180 days, from the deadline fixed for the Quotation submission.
 - (c) **Fraud and Corruption:** We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in any type of corrupt, fraudulent, collusive, coercive, or obstructive practices, and we will strictly observe all the laws against fraud and corruption in force in India including the "Prevention of Corruption Act 1988."
 - (d) I/We have read and understood the detailed terms & conditions mentioned in the quotation and shall abide by it in case of being invited for the award of contract.
 - (e) It is hereby declared that particulars furnished herewith are true and correct as per my/our knowledge and belief. In the event of any particulars are found to be false, I/We shall be liable to such consequences/lawful actions as **NID Assam** wish to take.

Item	Specifications	Quantity in Nos.	Unit Rate in INR	GST in INR	Total Amount Inclusive of All taxes in INR
Supply, Installation, Testing and Commissioning (SITC) of Top Load Kiln – 2 nos. at National Institute of Design Assam.	1. Top Loading Kiln (3.5 Cu ft, 7 KW) with B500 Controller	01			
	*Installation & commissioning at ground level bringing the machine into the workshop and online support as required at NID Assam				
	2. Top Loading Kiln (1.5 Cu ft, 3.6 KW) with C540 Controller	01			
	*Installation & commissioning at ground level bringing the machine into the workshop and online support as required at NID Assam.				
Cumulative Amount (Inclusive of All charges) in INR					

Total amount (in Rs.).....

Total amount (in words).....

(Note: Lowest bidder shall be decided on the total amount quoted inclusive of GST, other taxes, & expenses i.e., logistics, packaging, transportation, etc. as applicable)

Yours faithfully,

(Authorized Signature)

Name & Title of Signatory _____ In the capacity of *[insert legal capacity of person signing the Letter of Quotation]*

Name of the Bidder _____

Telephone no. _____ email id _____

Address _____

Dated on _____ day of _____, _____ *[insert date of signing]*

Part – C (BOQ Specifications)

1. Top Loading Kiln (3.5 Cu ft, 7 KW) with B500 Controller – 1 No.

<u>Specifications</u>		Offered Make & Model Details	Compliance Yes/No
Phase	Three		
Cubic Feet	3.5		
Power	7KW		
Voltage	230V		
Cone Rating	Cone 10 or better		
Max Temperature	1320 C for 100 or better		
Inner Dimension (width X Length X Height)	18.8 X 18.8 X 22.4 inches approx.		
Exterior Dimension (width X Length X Height)	25.9 X 37.7 X 40.5 inches approx.		
Controller	Basic controller B500, 5 programs /4 segments, Wi-Fi-Capable - Connection, Precise and accurate temperature control, Easy Programming, Graphic representation of firing process, Documentation of firing curves on USB storage		
Attachments include	4 round shelves of dimension 16.5 inches 9 number cones/post of height 1.8 inches 6 number cones/post of height 3.5 inches 2kg Kiln wash 4 number casters (wheels)		
Weight (kg)	97 kg Approx.		
Installation & Support	Free installation for NID Assam and online support as required.		
Warranty	3 years on-site warranty		

2. Top Loading Kiln (1.5 Cu ft, 3.6 KW) with C540 Controller – 1 No.

Specifications		Offered Make & Model Details	Compliance Yes/No
Phase	Single		
Cubic Feet	1.5		
Power	3.6KW		
Voltage	230V		
Cone Rating	Cone 10 or better		
Max Temperature	1320 C for 45 or better		
Inner Dimension (width X Length X Height)	16.1 X 16.1 X 13.3 inches approx.		
Exterior Dimension (width X Length X Height)	23.6 X 35 X 31.1 inches approx.		
Controller	Basic controller C540, 10 programs /20 steps, Wi-Fi-Capable- Connection, Precise and accurate temperature control, Easy Programming, Graphic representation of firing process, Documentation of firing curves on USB storage		
Attachments include	3 round shelves of dimension 13.8 inches 6 number cones/post of height 1.8 inches 6 number cones/post of height 3.5 inches 1kg Kiln wash 4 number casters (wheels)		
Weight (kg)	66 kg Approx.		
Installation & Support	Free installation for NID Assam and online support as required.		
Warranty	3 years on-site warranty		

Note: Bidder should submit compliance of BOQ on bidder's letter head duly signed and stamped and submit make & model offered along with full technical specifications
