



राष्ट्रीय डिजाइन संस्थान, असम
टोकलाई, राजाबारी, जोरहाट-785014 असम

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

(NIDJ/2025-26/ESTATE/RFP/1035)

प्रस्ताव के लिए अनुरोध (आरएफपी)

“असम के एनआईडी में सिविल (मरम्मत, रखरखाव, आंतरिक कार्य) के लिए ठेकेदारों/विक्रेताओं के पैनल में शामिल करने” के लिए

Request for Proposal (RFP)

For

“Empanelment of Contractors/Vendors for Civil (New works, Repairs Maintenance, Interior works)” at NID, Assam”

Empanelment Notice

1. National Institute of Design Assam is an Autonomous Institution of National Importance under Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce and Industry, Govt. of India established at Jorhat through the NID (Amendment) Act, 2019 passed by the Parliament of India, invites proposals for "**Empanelment of Contractors /Vendors for Civil (New works, Repairs Maintenance, Interior works)**" at **NID, Assam Up to 10 lakh**" from reputed firms for empanelment by NID Assam for a period of initially 2 (Two) years. The empanelment may be extended or reduced for a period decided by NID Assam, at the discretion of NID Assam, based on the firm's performance.
2. Proposal for the empanelment of contractors, are invited from the interested, firms/companies, who are in the business of construction, manufacturing, fabrications, service and maintenance of buildings and all other specified jobs.

The Contractors are requested to Fill up the application forms as prescribed in the tender documents in closed envelope clearly mentioning in the top of the cover "**Empanelment of Contractors /Vendors for Civil (New works, Repairs Maintenance, Interior works)**" at **NID, Assam Up to 10 lakh**" and submit along with all relevant documents during the time to The Director, National institute of Design, Assam, along with empanelment fees of **Rs 10000/- (refundable after Two Years without any interest)** The amount shall be paid by a demand draft drawn in favors of "Director, NID Assam", payable at SBI Garali, Jorhat, Assam.

Proposal Submission: The following set of documents needs to be submitted to qualify for the evaluation process. These documents are:

1. All the documents related to pre-qualification criteria
2. Form 1: Application
3. Form 2: Relevant Project Experience
4. Form 3: Details of responding organization
5. Form 4: Non-Black-listing Declaration.

3. The criteria and actual process of evaluation of the responses to this RFE and subsequent selection of the firm(s) will be as mentioned in this RFE and any modification or changes to the terms and conditions mentioned in this RFE will be entirely at the discretion of NID Assam.
4. No contractual obligation whatsoever shall arise from this Request for Empanelment (RFE) process unless and until a formal contract is signed and executed by a duly authorized official(s) of NID Assam with the selected firm(s). NID Assam reserves the rights/right to empanel more than one firm.
5. The content of this RFE enlists the requirements of the NID Assam. It includes the Empanelment Terms which details out all that may be needed by the firms to understand the terms and the empanelment process and explain the contractual terms that the NID Assam wishes to specify at this stage.
6. Interested agencies are advised to study this RFE document carefully before submitting their proposals in response to the Empanelment notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.
7. Proposal for the empanelment of Vendors, are invited from the interested, firms/companies, who are in the business of construction, manufacturing, fabrications, service and maintenance of buildings, electrical installations, machineries all other specified jobs.
8. Empanelment documents can be downloaded from the institute website i.e. www.nidj.ac.in.

Instruction to Vendor for Registration / Empanelment of Vendors

1. Empanelment Summary

Sl. No.	Description	Details
1.	Addressee and address at which the bid is to be submitted	Chief Administrative Officer National Institute of Design, Assam Vill- Tocklai, PO-Rajabari Jorhat, Assam-785014
2.	Date of issue of the Request for Empanelment (RFE) document	08-01-2026
3.	Last date and time for submission of Applications	20-01-2026 & 14.30 Hrs.
4.	Duration of Empanelment	Initially for 2 years and every year documents will be reviewed (extendable up to 10 years)
5.	Empanelment Processing Fee	10000/- (Rupees Ten thousand)/- (Refund After Two years without any interest if not extend)

Interested service providers may send their applications along with the profile and other details inside a sealed envelope super-scribing for **“Empanelment of Contractors /Vendors for Civil works (New works ,Repairs Maintenance, Interior works)” at NID, Assam Up to 10 lakhs**” to Chief Administrative Officer National Institute of Design, Assam Vill- Tocklai, PO-Rajabari Jorhat, Assam-785014.

2. Scope of Work

NID Assam intends to empanel capable Civil, Repairs, Maintenance, Interiors for various works. The empaneled firms/contractors shall carry out the miscellaneous civil Interiors works like brick /stone masonry, plastering, flooring, Wood work, paving, aluminum works, MS fabrication works, waterproofing, painting, polishing, furnishing, furniture, electrical, sanitary & plumbing works etc. at the Campus of NID Assam located in Jorhat for various jobs that are required for day-to-day smooth operations of NID Assam.

Sl. No.	Category	Description
1.	Civil	General Repair and repainting, Plumbing, Sanitary and Carpentry, Waterproofing, Road Carpeting, interior works, wooden / aluminum partitions, repair of steel and wooden furniture etc. Building repairs and retrofitting i.e. (Plastering work/Seepage & Leakage treatment/Painting work, pressure guniting, injection grouting etc.), sanitation and plumbing works at offices/residential buildings. Plumbing repairing/repair works /Cleaning works etc. Renovation work i.e., Supply and installation of vitrified tiles/antiskid tiles/ceramic tiles/sanitary fittings after removing existing tiles/ external & internal sewerage pipelines and any other repairing work involving Civil, Sanitary & Plumbing, Repair and making of office furniture viz. Office/ Executive Chairs, Tables, Cup Boards, Bookshelf, Sofa-sets, Podium cum computer stands, side tables, Compactors, cabinet locks, pedestals etc.

While the above-mentioned activities are to give an idea on the nature and type of work, there can be any additional activities of similar nature, which the empaneled firms/companies would be required to undertake, based on the requirements from time to time. The quality of the services is extremely critical and as part of their proposal the bidder/proposer should demonstrate core competencies/strengths on the above key aspects including adherence to quality and timely execution.

3. The following essential documents should accompany with the registration form:

1. Labour License.
2. PAN Card & GST Registration
3. Memorandum and Article of Association, Certificate of Incorporation, Partnership Deed, Registration Certificate issued by the Registrar of Firms etc.
4. A notarized certificate that the vendor hasn't been blacklisted by any institution of the Central/ State government / any PSU, University, Institute etc. in the past three years should be submitted.
5. Annual turnover certificate for last three years duly certified by a CA firm.
6. Certified copies of award letter/ Contract/Work Orders in support of execution of above-mentioned work.
7. Certified copies of Work Completion Certificate or Payment certificate in support of execution of above-mentioned work.
8. Current Banker's Solvency Certificate to the tune of at least 40% of the Rs.10 lakhs, for adequate financial soundness from Nationalized/Scheduled Bank, not older than 06 (Six) months.
9. **Institute may ask the registered vendor/contractor to submit any other certificate from time to time as it may deem fit.**

Pre-Qualification Criteria/ for Vendors
Up to 10 lakh Works
(Supporting documents should be submitted with application)

Sl No	<u>Essential Criteria</u>	Yes/No	Documents to be submitted (✓ / ✗)
	Work Executed		
1.	Should have executed one similar work of 80% of the value of 10 Lakhs during last 3 years OR		
	Should have executed two similar works of 50% of the value of 10 Lakhs during last 3 years OR		
	Should have executed three similar works of 40% of the value of 10 Lakhs during last 3 years		
2.	Financial Capacity/Average turnover for the year shall be 30% of the Rs. 10 Lakh.		
3.	Should have submitted solvency certificate of 40% of the Rs. 10 Lakh (Solvency certificate shall not be older than six months)		
4.	Easy Availability/The firm must have full set up of office in Assam. Preferably at Jorhat.		
5.	PAN Card, GST Registration & Labor License		
6.	The Vendor should not have been blacklisted by any Central or State government agency, PSU, or an autonomous or statutory organization.		
	Desirable Criteria		
7.	Standing/Empanelment with Central Govt./ State Govt. / Autonomous Body of Central or State/PSU. (Preferably in Assam)		
8.	Licenses (relevant statutory licenses from the designated authorities to carry out the stated works)		
9.	EPF registration		
10.	MSME or NSIC Registration		
11.	Service centers, OEM Service Centres. /Authorised dealers Certificate		

General Terms and Conditions

1. The empanelment letter shall not confer any right to engagement. The contractor or its associates/companies who are empaneled with NID Assam as a result of this empanelment process are not allowed to use the name of NID Assam, its logo, service marks or any document for any purpose without the prior written approval of NID Assam.
2. The Contractor must comply with the rules and regulations while registering for EPF, ESI and the Labour license etc. under the Contract Labour Rules and Regulation Act/any other rules or acts applicable for the above purpose.
3. NID Assam reserves the right to
 - a. Reject any / all proposals without assigning any reasons thereof.
 - b. Relax or waive any of the conditions stipulated in this RFP document as deemed necessary in the best interest of NID Assam and the objectives of the project without assigning any reasons thereof and
 - c. Include any other item(s) in the Scope of work at any time after consultation.
 - d. Empanel additional agencies/ contractors at any time during the continuation of the empanelment.
4. **Blacklisting/debarring:** NID Assam reserves the right to cancel the empanelment letter issued and debar the firm, if it is discovered that the firm had produced any false information, on continued delivery of unsatisfactory services, insolvency of the company or any other ethical ground as deemed fit by giving a 7 days prior written notice.
5. **Allocation of work post empanelment:** The allocation of work amongst the selected empaneled agencies will be made either by floating limited tender enquiries/quotations **OR** on nomination basis depending upon the nature of requirements of the institute.
6. During the evaluation, NID Assam may, at its discretion, ask the respondents for clarifications on their proposals. The firms/agencies are required to respond within the time frame prescribed by NID Assam.
7. NID Assam may at its sole discretion and at any time during the evaluation of the proposal, disqualify any respondent, if the firm:
 - i. Submitted the proposal after the response deadline.
 - ii. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
 - iii. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years.
 - iv. Submitted a proposal that is not accompanied by required documentation or is nonresponsive, failed to provide clarifications related thereto, when sought.
 - v. Was declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices.
8. The application is liable to be rejected if:
 - i. Not in prescribed forms and not containing all required details.
 - ii. Not properly sealed and signed as per requirements.
 - iii. Received after the expiry of due date and time.
 - iv. Missing of any supporting document(s) with the Proposal.
9. **Proposal Submission:** The following set of documents needs to be submitted to qualify for the evaluation process. These documents are:
 1. All the documents related to pre-qualification criteria
 2. Form 1: Application
 3. Form 2: Relevant Project Experience
 4. Form 3: Details of responding organization.
 5. Form 4: Non-Black-listing Declaration.

Form 1: Application
(To be submitted in Bidder's Letter head)

To,
The Chief Administrative Officer
National Institute of Design, Assam
Tocklai, Rajabari
Jorhat-785014
Assam.

Subject: Empanelment as contractor for Civil works (New works, Repairs Maintenance, Interior works) at NID, Assam Up to 10 lakhs

Dear Sir/Madam,

Having examined the pre-qualification document indicating scope of works, I/We hereby submit our proposal together with all the necessary information and relevant documents for empaneling us with NID Assam.

The proposal is made by me/us on behalf of..... (Company/Firm/Association of individuals) authorized to submit the proposal.

I/We understand that NID Assam reserves the right to reject any proposal without assigning any reasons thereof. I/We undertake that all the information furnished by me/us in the proposal is true to the best of me/our knowledge and belief. If any of the information is found to be false on subsequent verification, I/We undertake that I/We may be excluded from the list of empaneled Firms.

AUTHORISED SIGNATORY (Name and Designation)

Name of Firm:

Address:

E-mail ID:

Contact details:

Date:

Form 2: Relevant Project Experience
(To be submitted in Bidder's Letter head)

SL. No	Name of the Work/nature of the Work	Client name	Duration (Period)	Contract Value

AUTHORISED SIGNATORY (Name and Designation)

Name of Firm:

Address:

E-mail ID:

Contact details:

Date:

Form 3: Details of Responding Organization
(To be submitted in Bidder's Letter head)

Section	SL. No	Particular	Detail
I	COMPANY PROFILE:		
	1.	Name of the Organization (Appearing on PAN Card):	
	2.	Name of the owner/ proprietor:	
	3.	Registered Office Address:	
	4.	Address for Billing Office & Address:	
		Name of Contact Person:	
		Contact No:	
		E mail ID:	
II	STATUTORY DETAILS:		
	1.	GST Details: (Yes or No)	
		GSTIN Number:	
	2.	MSME: (Yes or No)	
		MSME Registration No. and validity date:	
	3.	NSIC: (Yes or No)	
		NSIC Registration No. and validity date:	
	4.	PAN No:	
	5.	Nature Of Entity: Proprietor/Partnership/ Lpp /Private Limited /Public Limited/Government	
III	BANK DETAILS: -		
	1.	Name Of the Bank & Branch:	
	2.	Address of Bank:	
	3.	Bank Account No.	
	4.	IFSC Code	
IV	DETAILS OF RESPONDING COMPANY:		
	1.	Current Year Turnover (Rs in Lakh);	
	2.	Company Experience: (in Years)	
	3.	Company Profitable: (Yes/No):	

Declaration by Director/ Proprietor/ Partner:

I/We declare that the information furnished above are correct to the best of my/our knowledge /belief. I/We undertake to inform you of any change in above particulars at the earliest.

AUTHORISED SIGNATORY (Name and Designation)

Name of Firm:

Address:

E-mail ID:

Contact details:

Date:

Form-4: Format for Non-Blacklisting Undertaking
(To be submitted in A notarized certificate)

To,
The Chief Administrative Officer
National Institute of Design, Assam
Tocklai, Rajabari
Jorhat-785014
Assam.

Subject: Non-Blacklisting declaration in connection with RFE Ref. No. _____ dated ____ for _____.

Dear Sir/Madam,

This is to notify you that our Firm/Company/Organisation _____ intends to submit proposal in response to invitation for RFP Ref. No. _____ for . In accordance with the above, we declare that:

1. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of Services/Works as required under this agreement.
2. We are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India / Public Sector Undertaking/ any Regulatory Authorities in India for any kind of fraudulent activities.

AUTHORISED SIGNATORY (Name and Designation)

Name of Firm:

Address:

E-mail ID:

Contact details:

Date: