

राष्ट्रीय डिजाइन संस्थान असम में राइनो 8 और कीशॉट सॉफ्टवेयर
की आपूर्ति और स्थापना के लिए कोटेशन का अनुरोध

**Request for Quotation
for
Supply and Installation of Rhino 8 & KeyShot software
at
National Institute of Design Assam**

RFQ NO.: NIDJ/2023-24/S&P/Bids&RFQ/003/1173 dated 17.02.2026

**Request for Quotation
For
Supply and Installation of Rhino 8 & KeyShot softwares
at
National Institute of Design Assam**

राष्ट्रीय डिजाइन संस्थान, असम भारत सरकार के वाणिज्य और उद्योग मंत्रालय के उद्योग और आंतरिक व्यापार संवर्धन विभाग (डीपीआईआईटी) के अधीन राष्ट्रीय महत्व का एक स्वायत्त संस्थान है, जिसकी स्थापना भारत की संसद द्वारा पारित एनआईडी (संशोधन) अधिनियम, 2019 के माध्यम से जोरहाट में की गई थी।

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.

On behalf of Director NID, Assam, applications are invited from Interested and eligible vendor for **“Supply and Installation of Rhino 8 & KeyShot softwares at National Institute of Design Assam.”**

खंड- 1

उद्धरण के लिए अनुरोध

Section- 1

Request for Quotation

National Institute of Design Assam

Tocklai, Rajabari, Jorhat-785014

राष्ट्रीय डिजाइन संस्थान असम ने नीचे उल्लिखित कार्य के लिए योग्य विक्रेताओं से दो प्रकार की बोलियां (तकनीकी और वित्तीय बोली) आमंत्रित की हैं। मुहरबंद दस्तावेज निर्धारित तिथि और समय से पहले मुख्य प्रशासक अधिकारी, एनआईडी असम, ग्राम- टॉकलाई, डाकघर- राजबारी, जोरहाट, असम-785014 को ऑफलाइन जमा किए जाने हैं।

National Institute of Design, Assam invites quotations in two bids system (Technical & Financial Bid) from eligible Vendors as mentioned in RFQ for the software mentioned below. 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.

Brief Details of Tender:

SL no.	NAME OF ITEM	Estimated cost put to bid (Rs.)	Earnest money deposit (Rs.)	PBG	Time of Completion	Tender Inviting authority
1.	Supply and Installation of Rhino 8 Lab (30 users) perpetual license bundle & KeyShot Edu (30 users) annual subscription bundle software at National Institute of Design Assam.	4,69,640/- (Including GST)	₹ 9,393/-	10% of Contract Value	60 days	Director

Critical Dates sheet

Date & Time For: -	: Date and time
Date, Time & Venue of Pre-bid Meeting	: 23-02-2026 & 1530 hrs at Chief Administrative Office National Institute of Design, Assam Vill-Tocklai, PO-Rajabari Jorhat, Assam-785014
Tender Document Publishing Date	: 17-02-2026
Tender Submission Start Date	: 17-02-2026
Tender Submission End Date	: 03-03-2026
Last date of sending query through email related to the Tender document	: 23-02-2026
Last date of physical submission of documents as specified in Tender document (Super scribing Name of Tender, Tender No., and Date/Time of Opening) in separate sealed envelope to the TIA with complete postal address.	: 03-03-2026 up to 1400 hrs
Date of Opening of Pre-Qualification Criteria documents	: 03-03-2026 1530 hrs
Date of Opening of Financial proposal	: Would be informed later to the applicants qualifying in the technical bid.
Details of Submission of Hard Copies	: Chief Administrative Officer National Institute of Design, Assam Vill-Tocklai, PO-Rajabari Jorhat, Assam-785014
Issue of RFQ Forms	: RFQ Documents may be Downloaded from Institute's website www.nidj.ac.in & CPPP portal from 17.02.2025

REQUEST FOR QUOTATION

पृष्ठभूमि / BACKGROUND

National Institute of Design (NID), 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.

National Institute of Design (NID), Assam intends to call for quotations, from the interested and eligible vendors/Firms for **Supply and Installation of Rhino 8 Lab (30 users) perpetual license bundle & KeyShot Edu (30 users) annual subscription bundle software at National Institute of Design Assam.**

आपूर्ति की गुंजाइश / SCOPE OF SUPPLY

Supply and Installation of Rhino 8 Lab (30 users) perpetual license bundle & KeyShot Edu (30 users) annual subscription bundle software 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.

डिलीवरी की समयावधि / TIME PERIOD FOR DELIVERY

Delivery period at National Institute of Design Assam shall be within 60 days from the award of the contract/purchase order.

बोली अनुमानित मूल्य / BID ESTIMATED VALUE

Approximately 4,69,640/- (Including GST).

ईएमडी / EMD

₹ 9,393/- (2% of bid value). However, registered MSME / Startups are exempted to submit EMD bidder should submit bid category specific MSME certificate.

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

Bidder should submit a security deposit of 3% of contract 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 14 months from the date of issue of work/supply order.

पूर्व-योग्यता मानदंड / PRE-QUALIFICATION CRITERIA

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

Minimum Average Annual Turnover (For 3 Years – 23-24, 24-25, 25-26)	2 Lakh (s)
Years of Past Experience Required for same / similar service (23-24, 24-25, 25-26)	3 year (s)
Documentary proof required from seller	1. CA Certified Average Annual Turnover (23-24, 24-25, 25-26) Certificate with ITR Document. 2. Copies of valid Trade License, PAN, GST Certificate along with last 3-month GST return filling, MSME (if any).
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 (23-24,24-25,25-26).
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

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:

- 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.
- 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.

बोलियों पर मुहर लगाना और निशान लगाना / SEALING & MARKING OF BIDS

- The bidder shall submit ONE master sealed envelope containing (i) **technical bid and (ii) Financial Bid/Price Bid** in two separate envelopes superscribed with the name of the tender, tender no., name and address of the bidder.
- Cover I (Technical Bid):** Bidder should submit all documents pertaining to Eligibility Criteria mentioned in RFQ, Copy of Credentials/Certificates for qualifying Eligibility Criteria as specified in RFQ. Bidder should submit the signed RFQ Document along with EMD.
- Cover –II (Financial Bid):** The financial Bid format is provided, the rates offered should be entered in the allotted space only. The Financial Bid/BOQ template must not be modified/replaced by the bidder; else the bid submitted is liable to be rejected for this tender.

In the event, no rate has been quoted for any item(s), leaving space in figure(s), words(s) and amount blank, it will be presumed that the bidder has included the cost of this/these item(s) in other items. Rates for such item (s) shall accordingly, be considered as Zero and no payment shall be made for the works to be done by the bidder as per item/these items.

The two sealed envelopes indicated above shall be enclosed inside a separate envelope superscribed with the name of the work, tender no., name and address of the bidder.

The envelope shall be addressed to NID, Assam at the address given below:

**The Chief Administrative Officer
National Institute of Design, Assam
Vill- Tocklai, PO-Rajabari Jorhat, Assam-785014**

IV. If the envelope is not sealed and marked, NID Assam will assume no responsibility for the Bid's misplacement or its premature opening.

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)

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 envelope should be superscribed:

“Quotation for “Supply and Installation of Rhino 8 & KeyShot softwares 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 bidder 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.

क्षति नष्ट / 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.

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 **23.02.2026**.

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.

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 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.

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.

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.

अप्रत्याशित घटना खंड / FORCE MAJEURE

Standard force majeure clauses shall be applicable.

The Director, NID, Assam reserves the right to accept or reject any bids fully or partly or to cancel the tender without assigning any reason thereof.

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/PSU in the last 3 years (23-24, 24-25,25-26). (Provide necessary documentary evidence)	
3.	3 year (s) of Past Experience Required for same / similar service. (Provide necessary documentary evidence)	
4.	Minimum Average Annual Turnover (For 3 Years 23-24, 24-25,25-26) of Rs 2 Lakh (s) duly certified by CA. (Provide necessary documentary evidence)	
5	Non-Blacklisted declaration	

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 Nos.	Unit Rate in INR	GST in INR	Total Amount Inclusive of all taxes in INR
Supply and Installation of Rhino 8 & KeyShot softwares at National Institute of Design Assam.	Rhino 8 Lab (30 users) perpetual license bundle	1 bundle of 30 users			
	KeyShot Edu (30 users) annual subscription bundle	1 bundle of 30 users			
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/003/1173 dated 17.02.2026

Bidder Quotation Reference No.....

Dated.....

To,

**The Director
NID Assam, Jorhat – 785014.**

Sub: Supply and Installation of Rhino 8 & KeyShot softwares 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.

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]*