



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

(NIDJ/2026-27/Estate/Electrical/219 dated 29-06-2026)

प्रस्ताव के लिए अनुरोध /

Request for Proposal

के लिए / For

NID, असम में "20 HP VRV VRF सिस्टम की मरम्मत" के लिए किसी फर्म/एजेंसी/OEM (ओरिजिनल इक्विपमेंट मैनुफैक्चरर) को नियुक्त करना। / Engagement of a firm/agency/ OEM (original equipment manufacturer) for "Repair of 20 HP VRV VRF System" at NID, Assam.

Subject: NID, असम में "20 HP VRV VRF सिस्टम की मरम्मत" के लिए किसी फर्म/एजेंसी/OEM (ओरिजिनल इक्विपमेंट मैनुफैक्चरर) को नियुक्त करना। / Engagement of firm/agency/ OEM (original equipment manufacturer) for "Repair of 20 HP VRV VRF System" 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.

SL no.	NAME OF ITEM	ESTIMATE (Rs.)	EMD (Rs.)	SD	Time of Completion	Tender Inviting authority
1.	Engagement of firm/agency/ OEM (original equipment manufacturer) for "Repair of 20 HP VRV VRF System" at NID, Assam.	Rs 1,54,000/-	Rs. 3080/- (2% of estimate cost)	Rs.10,000	15 Days	Director

Date & Time For:	Date and time
Date & Time of Pre-bid Meeting	10-07-2026 at 02:30 PM
RFP Publishing Date	29-06-2026 at 09:00 AM
Proposal Submission Start Date	30-06-2026 from 02:30 PM
Proposal Submission End Date	14-07-2026 till 03:00 PM
Last date of sending query through email related to the RFP document	10-07-2026 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.	14-07-2026 up-to 03:00 PM
Date of Opening of Proposal	14-07-2026 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 proformas 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 VRV/VRF and HVAC System

ELIGIBILITY CRITERIA:

- The bidder should be a registered entity i.e. a proprietorship firm/partnership firm/Pvt Company/LLP etc. or original equipment manufacturer.
- The bidder should have authorization of OEM. (Daikin Air conditioning India pvt. ltd.)
- The bidder should have Minimum average turnover of at least **Rs. 1** lakh in the last 3 financial years.
- 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.
- Bidder must Submit Pre Bid site inspection report along with Bid.**

4. SCOPE OF WORK: Cooling issue in academic second floor in VRV/VRF System.

- VRV Supply of Gas and charging of Gas R-410 at 20 HP VRV system
- Rectification of leaks/ Brazing.
- Bidder must ensure nitrogen flushing vaccumanization.
- Insulation repair work wherever necessary.
- Bidder Must Visit the site and inspect the system and quote accordingly.**

Technical details:

Brand: Daikin.

VRV-VRF Details:

Capacity:	Model No.
18 HP-	RXYQ18TRY6
16 HP-	RXYQ18TRY6
18 HP-	RXYQ18TRY6

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 "Repair of VRV VRF System" at NID, Assam.**" addressed to the **Chief Administrative Officer, NID, Assam** on or before the closing date.

7. CLARIFICATIONS:

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

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 NID, Assam, may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the Contractor, terminate this contract in whole or in part.

- a) If the contractor fails to rectify a failure in the performance of their obligations.
- b) If the contractor fails to deliver any or all the services within the time specified in the contract, or any extension thereof granted by the NID, Assam.
- c) If the Contractor, in either of the above circumstances, does not remedy his failure within a period of 15 days (or such longer period as the NID, Assam may authorize in writing) after receiving the default notice from the NID, Assam.
- d) If the contractor fails to comply with any final decision reached because of arbitration proceedings.
- e) If the NID Assam, in its sole discretion and for any reason whatsoever, decides to terminate this contract.
- f) If the contractor, in the judgement of the NID, Assam has engaged in corrupt or fraudulent practices in executing the contract.

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 10000/-(Rupees ten 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 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 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 contract, 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/ decision will be final & binding on both 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 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 all Terms and conditions of the RFP by the bidder	
7.	Site Visit Report/ Pre Bid Inspection checklist	

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) forat 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

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ANNEXURE III

Financial Quote

Sl.	Particulars	Amount
1	Repair of VRV system comprising of 3 no's of outdoor unit, Leak testing, nitrogen flushing, vaccumization, gas refilling R-410.	
GST % and Rate		
Total		

Signature: _____

(In the capacity of):

Authorized signature for and on behalf of the agency

Tender Notice No:

NIDJ/2025-26/Estate/Electrical/.....

PRE-BID SITE INSPECTION REPORT

Name of Work: Repair, Rectification, Leak Detection, Testing, and Recommissioning of VRV/VRF Air Conditioning System

Location: _____

Date of Inspection: _____

Inspection Conducted By: _____

Purpose of Inspection

A pre-bid site inspection was conducted to familiarize prospective bidders with the existing condition of the VRV/VRF air-conditioning system and to assess the nature and extent of work involved in leak detection, rectification, refrigerant charging, testing, and recommissioning of the system.

Existing System Details

- Type of System: VRV/VRF Air Conditioning System

- OEM/Make: _____

- Number of Outdoor Units: _____

- Number of Indoor Units: _____

- Refrigerant Type: _____

- Installation Year (if known): _____

Observations

1. The VRV/VRF system is presently operational; however, cooling performance is inadequate in several areas.
2. Preliminary inspection indicates loss of refrigerant gas from the system.
3. Refrigerant pressure readings observed during inspection indicate low gas charge conditions.
4. The exact location of the refrigerant leak could not be identified through routine visual inspection.
5. The leak may exist in refrigerant piping, flare joints, brazed joints, indoor units, outdoor units, branch selector units, headers, or any other component of the refrigeration circuit.
6. Detailed leak detection using appropriate equipment and methodology will be required to identify the source(s) of leakage.
7. Multiple leak points, if any, shall also be attended by the successful bidder.
8. Access to certain piping routes and equipment locations may require dismantling and reinstatement of insulation, cladding, false ceiling panels, or other associated works.

Scope of Work for Successful Bidder

The successful bidder shall be responsible for:

1. Complete inspection and diagnosis of the VRV/VRF system.
2. Identification of all refrigerant leak points using suitable leak detection methods and instruments.
3. Rectification of identified leak points, including repair or replacement of defective components, fittings, piping, flare joints, valves, coils, or other accessories as required.
4. Nitrogen pressure testing of the complete refrigerant circuit after repairs.
5. Vacuuming/dehydration of the system as per OEM recommendations.
6. Supply and charging of refrigerant gas required for complete restoration of the system.

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- 7. Commissioning, testing, and balancing of the system.
- 8. Verification of operating parameters and cooling performance.
- 9. Submission of test reports and commissioning reports.
- 10. Restoration of insulation and any dismantled portions associated with the repair work.

Important Note to Bidders

- 1. Bidders are advised to thoroughly inspect the site and satisfy themselves regarding the nature, extent, and complexity of the work before submitting their bids.
- 2. Since the exact leak location has not been identified, bidders shall consider all associated activities required for leak detection, repair, pressure testing, vacuuming, refrigerant charging, commissioning, and restoration while preparing their quotation.
- 3. No additional claim on account of difficulty in locating the leak, multiple leak points, refrigerant quantity requirement, or associated repair activities shall be entertained after award of work.
- 4. The bidder shall ensure that the system is restored to normal operating condition with satisfactory cooling performance upon completion of the work.

Conclusion

The prospective bidders were briefed regarding the existing condition of the VRV/VRF system. The leak source could not be conclusively identified during the inspection, and therefore the successful bidder shall undertake complete leak detection, rectification, refrigerant charging, testing, and recommissioning of the entire system to restore normal operation.

Inspection Team Representative

Name: _____

Signature: _____

Bidder's Representative

Name: _____

Company: _____

Signature: _____

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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....., Address.....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 “Repair of VRV VRF System” at NID, Assam.”** 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 “Repair of VRV VRF System” at NID, Assam.”**”

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/.....



Registrar, National Institute of Design Assam

M/S.....

.....

(For First Party)

(For Second Party)

In the presence of.....

In the presence of