



राष्ट्रीय डिज़ाइन संस्थान, असम
टोकलाई, राजाबाड़ी, जोरहाट-785014 असम
NATIONAL INSTITUTE OF DESIGN, ASSAM
Tocklai, Rajabari, Jorhat-785014 Assam

(NIDJ/2026-27/Estate/Electrical/NIQ/ 581)

Notice Inviting Quotation

For

**588 HP VRV/VRF HVAC सिस्टम की वार्षिक वेट सर्विसिंग/ Annual wet
Servicing of 588 HP VRV/VRF HVAC System**

Notice Inviting Quotation

National Institute of Design Assam Tocklai, Rajabari, Jorhat-785014

नेशनल इंस्टीट्यूट ऑफ डिज़ाइन, असम नीचे उल्लिखित कार्य के लिए अधिकृत डीलरों से वित्तीय कोटेशन वाला एकल हस्ताक्षरित एवं मुहरबंद लिफाफा आमंत्रित करता है। सीलबंद कोटेशन के साथ मांगे गए दस्तावेज निर्धारित तिथि और समय से पहले ऑफलाइन मुख्य प्रशासनिक अधिकारी, NID असम, ग्राम- टोकलाई, डाकघर-राजाबारी, जोरहाट, असम-785014 को प्रस्तुत किए जाने हैं।/ National Institute of Design, Assam invites **single signed & sealed envelope containing financial quotation from the Authorized dealers** for the work mentioned below. Sealed quotation along with seeked 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 NIQ:

SL no.	NAME OF ITEM	Estimated cost put to bid (Rs.)	Earnest money deposit (Rs.)	SD	Time of Completion	NIQ Inviting authority
1.	588 HP VRV/VRF सिस्टम की वार्षिक वेट सर्विसिंग / Annual Wet servicing of 588 HP VRV/VRF system	Rs. 498196/- (Including GST)	2%	5%	15 Days	Director

Critical Data sheet

Date & Time For: -	:	Date and time
Date, Time & Venue of Pre-bid Meeting	:	06-10-2025 & 15.30 hrs at Chief Administrative Office National Institute of Design, Assam Vill- Tocklai, PO-Rajabari Jorhat, Assam-785014
NIQ Document Publishing Date	:	01-10-2026
NIQ Submission Start Date	:	01-10-2026
NIQ Submission End Date	:	08-10-2026
Last date of sending query through email related to The NIQ document	:	05-10-2026
Last date of physical submission of documents as specified in NIQ document (Super scribing Name of Work, NIQ No., and Date/Time of Opening) in separate sealed envelope to the TIA with complete postal address.	:	08-10-2026 up to 15.00 hrs
Date of Opening of Technical and Financial Proposal	:	08-10-2026 up to 15.30 hrs
Details of Submission of Hard Copies	:	Chief Administrative Officer National Institute of Design, Assam Vill- Tocklai, PO-Rajabari Jorhat, Assam-785014

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

NID, Assam invites Sealed proposal for Engaging of a firm/agency having competence in this field for VRV/VRF and HVAC System

ELIGIBILITY CRITERIA:

- a. The bidder should be a registered entity i.e. a proprietorship firm/partnership firm/Pvt Company/LLP etc. or original equipment manufacturer.
- b. The bidder should have authorization of OEM. (Daikin Air conditioning India Pvt. Ltd.)
- c. The bidder should have Minimum average turnover of at least **Rs. 4** lakhs in the last 3 financial years.

SCOPE OF WORK

1. The NIQ shall provide services to the National Institute of Design, Assam for 588 HP VRV/VRF System as per below:
 - ✓ Preventive servicing of the identified indoor and outdoor HVAC units.
 - ✓ Wet servicing, as applicable, for maintaining the units in proper operating condition.
 - ✓ Cleaning of filters, coils, drain trays and other relevant components.
 - ✓ Checking electrical connections, controls and operating parameters.
 - ✓ Checking refrigerant pressure and overall system performance.
 - ✓ Identification of refrigerant leakage/low refrigerant conditions, wherever applicable.
 - ✓ Refrigerant gas charging/refilling wherever required.
 - ✓ Testing and commissioning of the HVAC system after servicing.
 - ✓ Submission of a service report indicating the condition of each unit and work carried out.

Section -3

INSTRUCTION TO BIDDERS

1. Bids are invited by NID, ASSAM on **single packet** system for **Annual wet servicing of 588 hp VRV/VRF System** to be submitted offline in single sealed envelope superscribed as **[Name of work and bid no] to be dropped in Tender box placed at Main Gate of NID Assam.**
2. Offline mode of Bid submission will be followed for this bid. Bids submitted after prescribed date and time shall not be accepted.

3. Clarification of Bids

- 3.1. Clarification of any doubts of the intending Bid related to Bid document and scope of work can be mailed to tenders@nidj.ac.in. Name of the NIQ with details of the NIQ should be mentioned with the clarification sought without which no response shall be provided to that query.
- 3.2. The response to the query/ clarification raised by any bidder will be uploaded on the website along with queries/clarifications raised or mailed to them. Accordingly, corrigendum shall be published (if required).
- 3.3. No Queries shall be entertained **in-person and after the last date for raising of query.**

4. Format and signing of Bid.

- 4.1. The bidder should submit **sealed and signed 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 NIQ. 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 items (s) shall, accordingly, be considered as Zero and no payment shall be made for the work to be done by the bidder as per item/these items.
- 4.2. Documents to be provided- Signed bid copy, dealer authorization and documents as per eligibility criteria.

The single sealed envelopes indicated in 4.1 superscribed with the name of the work, NIQ no., name and address of the bidder.

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

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

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

5. Contacting NID Assam

- 5.1. Bidder shall NOT contact NID Assam on any matter relating to its Bid, from the time of opening of Bid to the time a communication in writing about its qualification or otherwise received from NID Assam.
- 5.2. Any effort by the Bidder to influence NID Assam in its decisions on Bid evaluation, bid comparison may result in the rejection of the Bid.

6. Award of Contract

NID Assam will award the contract to the successful Bidder, out of the Bidders who have responded to NID Assam's NIQ as referred above, who has been determined to qualify to perform the contract satisfactorily, and whose Bid has been determined to be substantially responsive and is the lowest evaluated Bid. Letter of acceptance (LOA) will be provided to the successful bidder and within 07 days of receipt of the LOA Security deposit must be submitted, failing which the bid shall stand cancelled. On submission of SD, letter of commencement of work shall be issued.

7. The employer reserves the right to postpone the date for presentation and opening of NIQs and will give timely notice of any such postponement to the prospective bidders.
 - i. Acceptance or rejection of any NIQ is left entirely to the discretion of the authority empowered to deal with the matter and no query/ explanation can be demanded by any bidder for the cause of rejection of his NIQ.
 - ii. If the Bidder deliberately gives wrong information in his NIQ or creates circumstances for the acceptance of his NIQ, the NID Assam reserves the right to reject such NIQ at any stage.
 - iii. If a Bidder seeks clarifying his quotations or rates, this should only be done in a separate covering letter. No material modifications to the specifications, item descriptions, contract clause, etc. will however be entertained. Other clarifications may be considered. The contents of a covering letter sent along with the NIQ will be considered as part of the quotation. If any of these conditions admitted for consideration has a financial bearing on the cost quoted, the additional cost arising out of these conditions will be added for comparative evaluation of NIQs.
 - iv. By submitting a NIQ for the work, a Bidder will be deemed to have satisfied himself by actual inspection of the site and locality of the work, that the rates quoted by him in the NIQ will be adequate to complete such work according to the specifications and conditions attached thereto and he has taken into account all conditions and difficulties that may be encountered during its progress and to have quoted labour and material rates which shall include cost of materials with taxes, Octroi and other duties, lead, lift, loading and unloading, freight for materials, and all other charges including the furnishing of all plant, Equipment, tools, scaffolding and other facilities and services, necessary or proper for the completion and maintenance of the work, except such as may be otherwise expressly provided for in the contract documents for the completion and maintenance of the work to the entire satisfaction of the Engineer.
 - v. The successful Bidders shall make their own arrangements for all materials, except as specified in the contract, if any.
 - vi. The quantities shown in the attached schedule are given as a guide and approximate only and are subject to variation according to the needs of the Employer. The Employer accepts no liability for their accuracy. The Employer does not guarantee work under each item of the schedule.
 - vii. Each page of the NIQ shall be signed by the Bidder. NIQ by partnership or joint family firm may be signed in the firm's name by one of the partners or managers as the case may be or any other duly authorized representative followed by the name and designation of the

persons so signing. An attested copy of the partnership deed must accompany the NIQ of any partnership firm. NIQs by a company shall be signed with the name of the company by a person authorized on this behalf and Power of Attorney or other satisfactory proof showing that the person signing the NIQ documents on behalf of the company is duly authorized to do so, shall accompany the NIQ. The Employer will not be bound by any Power of Attorney granted by the Bidders or by changes in the composition of the firm, made subsequent to the execution of the contract. It may, however, recognize such Power of Attorney and changes after obtaining proper legal advice, the cost of which may be chargeable to the contractor.

- viii. With their quotations the Bidders shall NIQ document shall also be deemed to be taken as acceptance of all these.
- ix. If a Bidder expires after the submission of his NIQ or after the acceptance of his NIQ the Employer may deem such NIQ as cancelled. If a partner of the firm expires after the submission of their NIQ, the Employer may deem such NIQ as cancelled UNLESS THE FIRM RETAINS its character.
- x. If the Bidder has a relative employed in any capacity in the NID, ASSAM, he shall inform the authority calling for NIQs of the said fact when submitting his NIQ, failing which his contract may be rescinded. If the said fact subsequently comes to light, he shall be liable to make good to the Employer any loss or damage resulting from such cancellation.
- xi. If there be any difference between the description in the specification and drawings and the works items in the NIQ schedule, the work items in the NIQ schedule shall prevail for determining the rates.
- xii. In the event of any discrepancy between the rate quoted in the NIQ in words and these quoted in figures, the rates quoted in words shall control.
- xiii. On completion of the work, contractor will hand over the work to the Employer /NID, ASSAM in approved format and after clearing the site to the entire satisfaction of the Client.

8. The bidder is encouraged to visit and examine the Site of Works and its surroundings and obtain all information that may be necessary for preparing the NIQ. The costs of visiting the site shall be at the agency's own expense.

- 9. Any NIQ received by the Employer after the prescribed deadline will be returned un-opened to the bidder.
- 10. The quantities furnished in this schedule are only approximate and can be increased or decreased at the discretion of NID, Assam.
- 11. In case the agency leaves the work incomplete, NID, Assam shall have the right to have the work completed through any other agency and recover the extra expenditure incurred by NID, Assam in so doing from any money due or to become due to the agency.
- 12. The details of Taxes/GST and other levies legally leviable and intended to be claimed should be clearly indicated in the NIT. Where this is not done, no claim on these accounts would be admissible later.
- 13. Before issuance of the work order, the NIQ Inviting Authority may verify the credential & other Documents of the lowest Bidder if considered necessary. After verification, if it is found that such documents submitted by the lowest Bidder are either manufactured or false in that case, a work order will not be issued in favor of the Bidder under any circumstances.

14. Security Deposit:

- a) The successful Bidder will have to deposit a security deposit of 5 % of the value of contract awarded by way of Demand Draft / Fixed Deposit Receipt (FDR) / from a nationalized bank and hypothecated in favor of “**National Institute of Design, Assam**” with a validity of 60 days beyond completion of work / contract and shall be renewed on extension of contract.
- b) The Security deposit will be discharged by NID, Assam after completion of the Contractor's

obligations including any warranty obligations under the contract.

15. UNSATISFACTORY WORK:

- a) In the event of Contractor's failure to execute the contract to the satisfaction of the NID, Assam, the NID, Assam reserves the right: to reject any part of the Contract executed and withhold payment for such portion of the Contract till such time the defects are rectified to the satisfaction of the NID, Assam.
- b) In the event of Contractor's failure to execute the contract to the satisfaction of the NID, Assam, NID, Assam reserves the right to terminate the Contract by giving 1 months' notice in writing without assigning any reason and to get the Contract executed by other agency at the risk and cost of the Contractor.

16. PAYMENT TERMS:

After successful completion of work duly certified by Engineer In-charges.

17. Liquidated Damages:

Liquidated damages (LD) clause shall be applicable as 0.50% (1/2 Percent) per week of the Contract Value. The LD shall be deducted if the Vendor does not attend the breakdown within stipulated time & AMC visit beyond reasonable period. The maximum amount of the LD shall be 5% (Five Percent) of the Contract Value.

Financial Bid

NIDJ/2026-27/ESTATE/Electrical/NIQ/.....

BILL OF QUANTITY (BOQ) AND PRICE BID SCHEDULE

Sl. No	Description	Qty	UOM	Rate	Total
1	Periodic servicing of outdoor units, cleaning of outdoor fins with chemicals, parameter checks, Gas check, and do preventive maintenance of all kinds as per OEM guidelines	36	no's		
2	Periodic servicing of indoor highwall units, cleaning of indoor filters with parameter checks, and do preventive maintenance of all kinds as per OEM guidelines (Hi wall units)	34	no's		
3	Periodic servicing of indoor cassette units, cleaning of indoor filters with parameter checks, and do preventive maintenance of all kinds as per OEM guidelines	18	no's		
4	Periodic servicing of indoor ducts cleaning of indoor filters, cleaning of ducts and parameter checks, and do preventive maintenance of all kinds as per OEM guidelines	43	no's		
5	Periodic servicing of FCU's Air handling units and treated fresh air units	24	no's		
6	Split AC Unit	4	no's		
7	Gas refilling R 410	50	KG		
				Total	
				GST @ 18 %	
				Grand total	

Amount in words Including GST

(Rs.....
.....)

(Signature of the bidder with seal).

Annexure-A (List of equipment's)

Outdoor Units			
Sl.No	Capacity (HP)	Sl. No	Model No
1	18	0006422	RXYQ18TRY6
2	18	6441	RXYQ18TRY6
3	18	6231	RXYQ18TRY6
4	18	6420	RXYQ18TRY6
5	12	7620	RXYQ12TRY6
6	16	4177	RXYQ16TRY6
7	8	3824	RXYQ8TRY6
8	14	2897	RXYQ14TRY6
9	20	6735	RXYQ20TRY6
10	20	6734	RXYQ20TRY6
11	14	2901	RXYQ14TRY6
12	20	6789	RXYQ20TRY6
13	20	6737	RXYQ20TRY6
14	18	6931	RXYQ18TRY6
15	8	4358	RXYQ8TRY6
16	12	7535	RXYQ12TRY6
17	18	6932	RXYQ18TRY6
18	20	6657	RXYQ20TRY6
19	20	6650	RXYQ20TRY6
20	20	6654	RXYQ20TRY6
21	20	6655	RXYQ20TRY6
22	20	6646	RXYQ20TRY6
23	12	7507	RXYQ12TRY6
24	12	7508	RXYQ12TRY6
25	20	6644	RXYQ20TRY6
26	12	7506	RXYQ12TRY6
27	12	7509	RXYQ12TRY6
28	20	6645	RXYQ20TRY6
29	12	7510	RXYQ12TRY6
30	12	7504	RXYQ12TRY6
31	18	6895	RXYQ18TRY6
32	16	4437	RXYQ16TRY6
33	18	6921	RXYQ18TRY6
34	18	6930	RXYQ18TRY6
35	16	4440	RXYQ16TRY6
36	18	6920	RXYQ18TRY6
High wall Units			
Sl.No	Capacity	Sr. No	Model no.
1	High Wall UNit	E017913	FXAQ50PVE6
2	High Wall UNit	EO19399	FXAQ63PVE6
3	High Wall UNit	EO11848	FXAQ32PVE6
4	High Wall UNit	EO11845	FXAQ36PVE6
5	High Wall UNit	EO17846	FXAQ50PVE6
6	High Wall UNit	E012815	FXAQ32PVE6

7	High Wall UNit	E011734	FXQ32PVE6
8	High Wall UNit	E018810	FXAQ63PVE6
9	High Wall UNit	E018097	FXAQ50PVE6
10	High Wall UNit	E022080	FXAQ50PVE6
11	High Wall UNit	E020792	FXAQ50PVE6
12	High Wall UNit	E023304	FXAQ50PVE6
13	High Wall UNit	E023938	FXAQ50PVE6
14	High Wall UNit	EO12045	FXAQ32PVE6
15	High Wall UNit	E012691	FXAQ32PVE6
16	High Wall UNit	E012096	FXAQ32PVE6
17	High Wall UNit	E022078	FXAQ50PVE6
18	High Wall UNit	E023629	FXAQ63PVE6
19	High Wall UNit	E023223	FXAQ63PVE6
20	High Wall UNit	E023941	FXAQ63PVE6
21	High Wall UNit	E023300	FXAQ63PVE6
22	High Wall UNit	E023299	FXAQ63PVE6
23	High Wall UNit	E023944	FXAQ63PVE6
24	High Wall UNit	E023934	FXAQ63PVE6
25	High Wall UNit	E023749	FXAQ63PVE6
26	High Wall UNit	E023292	FXAQ63PVE6
27	High Wall UNit	E023947	FXAQ63PVE6
28	High Wall UNit	E023224	FXAQ63PVE6
29	High Wall UNit	E023631	FXAQ63PVE6
30	High Wall UNit	E023939	FQAQ63PVE6
31	High Wall UNit	E023294	FQAQ63PVE6
32	High Wall UNit	E023936	FQAQ63PVE6
33	High Wall UNit	E023943	FQAQ63PVE6
34	High Wall UNit	E0239938	FXAQ63PVE6

SL.No	Capacity	Sr. No	Model no.
1	Cassette type HVAC unit	E006896	FXFQ501V16
2	Cassette type HVAC unit	E011192	FXFQ801V16
3	Cassette type HVAC unit	E012941	FXFQ501V17
4	Cassette type HVAC unit	E009491	FXFQ801V17
5	Cassette type HVAC unit	E011248	FXFQ501V18
6	Cassette type HVAC unit	E012910	FXFQ801V18
7	Cassette type HVAC unit	E014037	FXFQ501V19
8	Cassette type HVAC unit	E011186	FXFQ801V19
9	Cassette type HVAC unit	E012939	FXFQ501V20
10	Cassette type HVAC unit	E006913	FXFQ801V20
11	Cassette type HVAC unit	E006792	FXFQ501V21
12	Cassette type HVAC unit	E011171	FXFQ801V21
13	Cassette type HVAC unit	E014003	FXFQ501V22
14	Cassette type HVAC unit	E000215	FXFQ801V22
15	Cassette type HVAC unit	E000367	FXFQ501V23
16	Cassette type HVAC unit	E000364	FXFQ801V23
17	Cassette type HVAC unit	E000112	FXFQ501V24
18	Cassette type HVAC unit	E000363	FXFQ801V24

SLNo	Capacity	Sr. No	Model no.
1	Indoor unit Duct	3386	FXMQ140PAVE6
2	Indoor unit Duct	3385	FXMQ140PAVE7
3	Indoor unit Duct	3384	FXMQ140PAVE8
4	Indoor unit Duct	5776	FXMQ10QPAVE6
5	Indoor unit Duct	5792	FXMQ10QPAVE6
6	Indoor unit Duct	3758	FXMQ10QPAVE6
7	Indoor unit (duct)	462	FXMQ140PBV36
8	Indoor unit (duct)	469	FXMQ140PBV36
9	Indoor unit (duct)	469	FXMQ140PBV36
10	Indoor unit (duct)	461	FXMQ140PBV36
11	Indoor unit (duct)	467	FXMQ140PBV36
12	Indoor unit (duct)	468	FXMQ140PBV36
13	Indoor unit (duct)	618	FXMQ125PBV36
14	Indoor Duct Unit	363	FXMQ125PBV36
15	Indoor Duct Unit	620	FXMQ125PBV36
16	Indoor Duct Unit	630	FXMQ125PBV36
17	Indoor unit (duct)	466	FXMQ140PBV36
18	Indoor unit (duct)	464	FXMQ140PBV36
19	Indoor Duct Unit	463	FXMQ140PBV36
20	Indoor Duct Unit	1335	FXMQ200NVE6
21	Indoor Duct Unit	470	NA
22	Indoor unit (duct)	6231	FXMQ100PAVE6
23	Indoor unit (duct)	6280	FXMQ100PAVE6
24	Indoor unit (duct)	6249	FXMQ100PAVE6
25	Indoor unit (duct)	6256	FXMQ100PAVE6
26	Indoor unit (duct)	5861	FXMQ125PAVE6
27	Indoor unit (duct)	5864	FXMQ125PAVE6
28	Indoor unit (duct)	5865	FXMQ125PAVE6
29	Indoor unit (duct)	5871	FXMQ125PAVE6
30	Indoor unit (duct type)	O000371	FXMQ125PBV36
31	Indoor unit (duct type)	370	FXMQ125PBV36
32	Indoor unit (duct type)	4894	FXMQ125PAVE6
33	Indoor unit (duct type)	3701	FXMQ125PAVE6
34	Indoor unit (duct type)	621	FXMQ125PBV36
35	Indoor unit (duct type)	619	FXMQ125PBV36
36	Indoor unit (duct type)	622	FXMQ125PBV36
37	Indoor unit (duct type)	617	FXMQ125PBV36
38	Indoor unit (duct)	5863	FXMQ125PAVE6
39	Indoor unit (duct)	4292	FXMQ140PAVE6
40	Indoor unit (duct)	4307	FXMQ140PAVE6
41		5862	
42	Indoor unit (duct)	4322	FXMQ140PAVE6
43	Indoor unit (duct)	5873	FXMQ125PAVE6

SLNo	Capacity	Sr. No	Model no.
1	AHU	1896801-2	ZDS-60

2	AHU	1896801-4	ZDS-61
3	AHU	1896801-3	ZDS-62
4	AHU	1896801-1	ZDS-63

Sl.No	Capacity	Sr. No	Model no.
1	TFA	A008477	FXMQ125MFV1
2	TFA	A008259	FXMQ125MFV1
3	TFA	A008217	FXMQ125MFV1
4	TFA	A008476	FXMQ125MFV1
5	TFA	A008624	FXMQ125MFV1
6	TFA	A0008627	FXMQ125MFV1
7	TFA	A0008255	FXMQ125MFV1
8	TFA	A006160	FXMQ200MFV1
9	TFA	A006156	FXMQ260MFV1
10	TFA	A008260	FXMQ125MFV1
11	TFA	A0008321	FXMQ125MFV1
12	TFA	A008264	FXMQ125MFV1
13	TFA	A005817	FXMQ200MFV1
14	TFA	A0008474	FXMQ125MFV1
15	TFA	A006163	FXMQ200MFV1
16	TFA	A006162	FXMQ200MFV1
17	TFA	A008461	FXMQ125MFV1
18	TFA	A008269	FXMQ125MFV1
19	TFA	A008261	FXMQ125MFV1
20	TFA	A008335	FXMQ125MFV1

