

**Sub: Notice Inviting Quotation for purchase of Item through Local Purchase Committee.**

Dear Sir/Madam,

Sealed quotations are invited for purchase of following items to be supplied at National Institute of Design, Madhya Pradesh (NID MP) at Bhopal (M.P.) as per the terms and conditions mentioned in this document:

Sl. No.	Item Description	Product Specifications	Qty.
1	16 Field Animation Light Box - for academic purpose	<ul style="list-style-type: none"><li>To be used for 2D animation.</li><li>Comes with two ACME peg bars and a 16' field acrylic disc.</li><li>Materials used: MS, MDF acrylic fastened with SS bolt and nut.</li><li>Accessories: 40 Watts milk white bulb - 02 nos with dimmer. Metal stand tilt 0 degree to 90-degree, Disc lock in built</li></ul>	25 nos.

**Terms and Conditions:**

1. The vendor should not have been blacklisted by any Central/ State Govt. Department/ PSU on any ground, whatsoever.
2. The vendor shall write down technical and financial information in proforma attached at the end of this document both in word and figures. The rates should be quoted in Indian Rupees inclusive of GST, other taxes/ duties, cartage etc. whatsoever payable and free delivery at National Institute of Design, Madhya Pradesh, Bhopal. Nothing extra to whatever is written as grand total, shall be paid by NID MP.
3. The bid shall remain valid and open for acceptance for a period of 45 days from the last date fixed for receiving the same.
4. The vendor, in their own interest, are advised to inspect the document in totality at their own cost before submitting bids. NID MP will not be responsible for unawareness of facts.
5. NID MP reserves the right to reject any bid without assigning any reason. The documentation submitted by the vendor shall not be returned back. The Institute also reserves the right, at its own discretion, not to award any order under the present bid. The decision of NID MP in this regard shall be final and no representation of any kind shall be entertained.

6. NID MP reserves the right to accept the bid in whole or part with respect to the item quoted by the vendor mentioned above. The Institute also reserves the right to increase or decrease quantities depending upon prevailing situation.
7. As a part of the process to evaluate the bids, the Purchase Committee may invite the vendor to make a presentation before it. The vendor may also be asked to produce a sample of each item for inspection at the time of evaluation of bids.
8. Work should ordinarily be awarded to the lowest evaluated bidder on the total value of all items, whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily.
9. However, where the lowest acceptable bidder, against adhoc requirement, is not in a position to supply the full quantity required, the remaining quantity as far as possible, be ordered from the next higher responsive bidder at the rates offered by the lowest responsive bidder. The decision of the NID MP will be final and binding on all vendors.
10. The supply shall be completed within 08 weeks from the date of issue of formal Work Order / Purchase Order. The work cannot be sublet by the successful vendor without express permission of NID MP.
11. No advance payment can be made for supply of the items under any circumstances.
12. In case of failure to complete the work in time, NID MP shall impose a penalty of 0.5% of the value of work order per week without prejudice. In case of sub-standard/ inferior quality work, the Institute shall reject the same and nothing shall be payable to the vendor. NID MP reserves the right to impose a penalty up to 10% of the value of work order in case the work is not found to be fully satisfactory.
13. If the vendor fails to execute the order within the time period, as indicated in the bid/ order for supplies or as mutually agreed to, the order will be cancelled. The vendor will be liable for all damages sustained by NID MP for non-supply including the liability to pay any difference between the prices accepted by the vendor and those ultimately paid by NID MP for the items, otherwise the firm will be black-listed from NID MP purchases in future.
14. The bills so submitted by the vendor to the Institute will be processed only after supply & installation (if applicable) of items in good condition and/or satisfactory performance of services.
15. All payment to the vendor will be made through electronic fund transfer mode only in the designated bank account detail provided by the vendor.
16. Clarifications, if any, may be sought from the NID MP Admin Division on Telephone No 0755-6721003 or may be sought by email to **procurement@nidmp.ac.in**.
17. If a vendor submits wrong or incomplete information in their offer, NID MP reserves the right to reject such offers at any stage or to cancel the P.O./W.O., if awarded and impose penalty/ blacklist the vendor.

18. In case of any dispute arising out of the bid or any breach of contract, NID MP reserves the right to appoint any person as Arbitrator to sort out the dispute under relevant act/ law. All disputes are subject to jurisdiction of Bhopal courts only.
19. The submission of offer by a vendor implies that he / she has read the entire document and has made himself/ herself fully acquainted and aware of the scope and specification of the work to be performed and of local conditions and other factors which have a bearing on the execution of the work.
20. The vendor shall sign on each page this document as mark of unconditional acceptance of the terms and conditions.
21. Offers received after the stipulated date of submission and specified time will also be summarily rejected. Conditional offers shall be summarily rejected.
22. The offers must be addressed to “Registrar, National Institute of Design, Madhya Pradesh” and marked as “**Offer for Supply of 16 Field Light Box at NID Madhya Pradesh**” on top of the cover. Sealed offers shall be submitted by post or put in the bid box kept at Administration Division, National Institute of Design Madhya Pradesh, Acharpura, Eint Khedi, Post Arwaliya, Bhopal (MP) – 462038 on or before **07<sup>th</sup> June 2021 by 01:00 PM** and the same will be opened at 02:30 pm on the same day.

Sd/-  
**Chief Administrative Officer**  
**NID, Madhya Pradesh**

### Technical Details

Sl. No.	Brief Information	Details
1	Name of the firm	
2	Contact Person	
3	Address of the firm	
4	Contact Number	
5	Email id	
6	Bank Account Details	
7	Name of Bank	
8	Address of Bank	
9	IFSC Code	
10	GST Registration Certificate	
11	PAN Card No.	

Signature with seal of vendor

**Price Offer**

(to be printed on letterhead of the vendor/firm)

Date:.....

To,

The Registrar,  
National Institute of Design- Madhya Pradesh  
Acharpura, Eint Khedi, Bhopal-462038.

Subject: Quotation for supply of 16 Field Animation Light Box at NID MP campus,  
Bhopal (M.P.).

Dear Sir,

With reference to the subject matter, we are pleased to hereby submit our most competitive rates for kind consideration:

S. No.	Item Details	Unit	Qty.	Rate	Amount
1	Supply of 16 Field Animation Light Box as per the directions of NID Madhya Pradesh	Each	25 nos.	₹	₹
<b>Add GST @ .....%</b>					₹
<b>Total Amount</b>					₹

Terms & Conditions:

- a. The quoted rates are inclusive of all taxes/ duties and freight charges.
- b. The rates quoted above are firm in nature and nothing extra on any ground/circumstance shall be paid.
- c. The finished material will be supplied at NID MP campus.
- d. Offer shall remain valid for acceptance for 45 days from the date of issuance.

Thanking you,

Yours faithfully,

(Authorized Signatory)  
Signature with seal of vendor