



(An Institute of National Importance under DPIIT, Ministry of Commerce and Industry, Govt. of India)

Ref. No. . NIDMP/ 1-90(1)/ Foundation Studies/2020

Dated : 04.09.2020

Sub: Notice Inviting Bid for purchase of Items through Local Purchase Committee

Sir,

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

| S.No. | Name of the Item | Specification | Quantity |
|-------|--------------------------------|--------------------------------|--|
| 1 | Newsprint paper full imperial | | 60 |
| 2 | Cartridge sheets A2 | | 100 |
| 3 | Grade Pencils HB | | 10 |
| 4 | Grade Pencils 2B | | 10 |
| 5 | Grade Pencils 4B | | 5 |
| 6 | Grade Pencils 6B | | 2 |
| 7 | Grade Pencils 8B | | 2 |
| 8 | Grade Pencils H | | 1 |
| 9 | Charcoal Pencils | | 2 |
| 10 | Black ink | 20 ml bottle | 1 |
| 11 | Peg and string | Soft Board pins Piping cord | 1 box of board pins and a roll of cotton twine |
| 12 | Bond Paper A3 Size | A3 Size | 20 |
| 13 | 70 Gsm copier paper-A2 size | A2 Size | 40 sheets |
| 14 | Gateway sheet A2 | | 6 |
| 15 | Parallel bar A2 size | Nalanda | 1 |
| 16 | Parallel bar clamps | Nalanda | 1 set |
| 17 | Nylon String for fixing clamps | | 5 metre |
| 18 | Brown paper standard size | | 2 sheets |
| 19 | Isomars Technical Compass Set | Pentagon/ rotoring | 1 |
| 20 | Set squares with inking edge | Nalanda | 1 set |
| 21 | Steel ruler 30 cm | | 1 |

| | | | |
|----|--|---------------|-----------|
| 22 | Artline drawing Pens, Set of 3 (0.1,0.3,0.5) | Rotoring | 1 |
| 23 | Cutting Mate | A2 Size | 1 |
| 24 | Scotch tape | | 2 roll |
| 25 | Paper cutter(With safety guard) | Small | 1 |
| 26 | Paper cutter blades | Small | 1 |
| 27 | Drawing board wooden | Half imperial | 1 |
| 28 | Drawing board clips | | 4 |
| 29 | colour Pencils | Faber castell | Set of 12 |
| 30 | Isometric grid sheet | A2 | 1 |
| 31 | Orthographic grid sheet | A2 | 1 |
| 32 | Graph Paper | A2 | 1 |

Terms and Conditions

1. The interested Vendor(s) should have its office and service centre in Bhopal.
2. The Vendor should not have been blacklisted by any Central/ State Govt. Department/ PSU.
3. The guarantee/ warranty given on items/ spares by the OEM will be run by the Vendor.
4. 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 and installation at National Institute of Design, Madhya Pradesh, Bhopal. Nothing extra to whatever is written as grand total, shall be paid by NID MP.
5. The bid shall remain valid and open for acceptance for a period of 90 days from the last date fixed for receiving the same.
6. The Vendors, in their own interest, are advised to inspect the site at their own cost before submitting bids. NID MP will not be responsible for unawareness of facts.
7. NID MP reserves the right to reject any bid without assigning any reason. The documentation submitted by the Vendor shall not be returned back. 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.

8. NID MP reserves the right to accept the bid in whole or part with respect to the item quoted by the Vendors mentioned above. The Institute also reserves the right to increase or decrease quantities depending upon prevailing situation.
9. 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.
10. 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.
11. However, where the lowest acceptable bidder, against ad hoc 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. Decision of the NID MP will be final and binding on all Vendors.
12. Work shall be completed within 10 days from the date of issue of Work order/ Purchase order. The work cannot be sublet without express permission of NID MP.
13. No advance payment can be made for supply of the items.
14. In case of failure to complete the work in time, NID MP shall impose a penalty of 2.5% 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.
15. 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.
16. The bills so submitted by the Vendor to Institute will be processed only after supply & installation of items in good condition and/or satisfactory performance of services.
17. Payment to the Vendor will be made through electronic fund transfer only in its designated bank account.

18. Clarifications, if any, may be sought from the NID MP Admin Division on Telephone No 0755-6721129 or may be sought by email to **procurement@nidmp.ac.in**.

19. If a Vendor gives wrong or incomplete information in their bid, NID MP reserves the right to reject such bid at any stage or to cancel the contract, if awarded and impose penalty/ blacklist the vendor.

20. 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.

21. The submission of bid by a Vendor implies that he/ she has read the entire bid document and has made himself/ herself 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.

22. The Vendor shall sign on each page the document as mark of acceptance of these terms and conditions.

23. Bids received after the below mentioned due date and specified time will also be summarily rejected. Conditional bids shall be summarily rejected.

24. The bids must be addressed to “Registrar, National Institute of Design, Madhya Pradesh” and marked as “**Bid for Purchase of Items for NIDMP**” on top of the cover. Sealed bids 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 **8th September 2020 by 3:00 PM** and the same will be opened at 3:30 pm on the same day.

**Chief Administrative Officer
National Institute of Design MP**

Technical Details

| Sl. No. | Documents | Details |
|---------|-------------------------------|---|
| 1. | Name of your Firm | |
| 2. | Address of your Firm | Address: Contact person's name: Mobile No.: E-mail: |
| 3. | Banker's information | Name & Address of your Bankers: Your Bank Account no: Bank NEFT / RTGS IFSC code: |
| 4. | GST Registration No. (If any) | |
| 5. | PAN No. (If any) | |

Financial Bid

| Sl. No | Nomenclature | Per Unit Rate (Both in words and figures) (Rs.) | GST (Rs.) | Qty. | Amount |
|--------|-------------------------------|---|-----------|--|--------|
| | | | | | (Rs.) |
| 1 | Newsprint paper full imperial | | | 60 | |
| 2 | Cartridge sheets A2 | | | 100 | |
| 3 | Grade Pencils HB | | | 10 | |
| 4 | Grade Pencils 2B | | | 10 | |
| 5 | Grade Pencils 4B | | | 5 | |
| 6 | Grade Pencils 6B | | | 2 | |
| 7 | Grade Pencils 8B | | | 2 | |
| 8 | Grade Pencils H | | | 1 | |
| 9 | Charcoal Pencils | | | 2 | |
| 10 | Black ink | | | 1 | |
| 11 | Peg and string | | | 1 box of board pins and a roll of cotton twine | |
| 12 | Bond Paper A3 Size | | | 20 | |
| 13 | 70 Gsm copier paper-A2 size | | | 40 sheets | |
| 14 | Gateway sheet A2 | | | 6 | |
| 15 | Parallel bar A2 size | | | 1 | |
| 16 | Parallel bar clamps | | | 1 set | |

| | | | | | |
|-------------------|--|--|--|-----------|--|
| 17 | Nylon String for fixing clamps | | | 5 metre | |
| 18 | Brown paper standard size | | | 2 sheets | |
| 19 | Isomars Technical Compass Set | | | 1 | |
| 20 | Set suares with inking edge | | | 1 set | |
| 21 | Steel ruler 30 cm | | | 1 | |
| 22 | Artline drawing Pens,Set of 3(0.1,0.3,0.5) | | | 1 | |
| 23 | Cutting Mate | | | 1 | |
| 24 | Scotch tape | | | 2 roll | |
| 25 | Paper cutter(With safety guard) | | | 1 | |
| 26 | Paper cutter blades | | | 1 | |
| 27 | Drawing board wooden | | | 1 | |
| 28 | Drawing board clips | | | 4 | |
| 29 | colour Pencils | | | Set of 12 | |
| 30 | Isometric grid sheet | | | 1 | |
| 31 | Orthographic grid sheet | | | 1 | |
| 32 | Graph Paper | | | 1 | |
| Grand Total (Rs.) | | | | | |

Signature and seal of vendor