



APPLICATION FOR EMPANELMENT WITH NATIONAL INSTITUTE OF DESIGN, PALDI,  
AHMEDABAD.

To

Activity Chairperson  
Integrated Design Services  
National Institute of Design  
Paldi, Ahmedabad – 380 007

**Sub: Registration as Empanelled Designer**

We hereby apply for being registered as an Empanelled Designer of NID for various integrated design projects undertaken by NID, through its division called Integrated Design Services. We agree to all terms and conditions of empanelment set out in the Empanelment Form attached herewith.

A demand draft/pay order No.\_\_\_\_\_ dated\_\_\_\_\_ for Rs.5000/- drawn on National Institute of Design is enclosed herewith as Registration Fee for a period of Eighteen months.

Kindly confirm our registration.

Thanking you,

Yours sincerely,

\_\_\_\_\_  
Name & designation of authorised signatory

(seal of the firm)

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## Registration form for Empanelment

1. Name of the firm/Individual/Company
2. Postal Address with telephone, Fax Nos., E-mail and name of authorized personnel
3. Name of the Contact persons with designations
4. Date of Establishment / ST-CST / PAN No.
5. Nature of Activities with scope and design domain developed
6. Details of past work done and specific experience.
7. Paste your Company profile / resume
8. Annual billing during last three years
9. External References.



TERMS AND CONDITIONS FOR EMPANELMENT

1. Enquiries for various projects can be accessed from NID's official website [www.nid.edu](http://www.nid.edu) or from the IDS office. The Empanelled designer, based on their core-competency can send their quote / proposal. However, such decision of outsourcing the project / task partially or fully shall be at the sole discretion of the Activity Chairperson / Activity Vice-chairperson Integrated Design Services (IDS).
2. The proposal / quotation shall be acknowledged by the NID. However, awarding the work shall be based on evaluation made by NID. For this purpose, whenever required an internal presentation will be required to be made by the Empanelled Designer for which an honorarium based on per day basis as prevailing from time to time shall be paid to those designers whose concept presentation is not accepted.
3. Most competitive and reasonable Proposals / Quotation will be submitted by the Empanelled Designer / Firms based on the enquiry for a minimum validity period of one month.
4. All Proposals / Quotations should be all inclusive with taxes, if any.
5. All Empanelled Designers / firms should have valid ST registration, PANo. and the same shall be quoted in their bills.
6. Proposals should be submitted on or before the due date as specified in the enquiry and quotations / proposal submitted after the due date shall not be considered. All proposals / quotations should be in sealed cover superscribed quotation for \_\_\_\_\_ with enquiry number.
7. The Registration Fee of Rs.5000/- (Rupees five thousand) shall bear no interest and shall be refunded if the registration of the Empanelled Designer / firms is not extended for a further period by the Institute or the Empanelled Designer / Firm seeking withdrawal of the registration at the end of the registration period as a normal case. However, for any reason if the registration is cancelled or the Empanelled Designer withdraws the registration before expiry of the validity period of the registration, the Registration Fee will be forfeited
8. All general conditions as prevalent from time to time will apply to all Empanelled Designer / Firm.
9. Technical and Commercial brochures of the Empanelled Designer shall be regularly furnished to NID.
10. The Registration shall be valid for a period 18 months from 1.02.04
11. The Empanelled Designer should respond to all enquires.



12. The Empanelled Designers shall ensure that the Concept and Detailing offered by them conform to professional ethics and standards and no infringement of any sort on Copy Right, Design Registration, Patent and / or any other Intellectual Property Rights. The Empanelled Designer indemnifies the NID against such events and consequent damages.
13. The Registration Fees of Rs.5000/- shall be treated as EMD and shall be forfeited fully / partially in respect of the following.
- For unprofessional and non-ethical practices.
  - For any act adversely affecting the reputation or goodwill of NID.
  - Non-adherence to quality standards and time schedule.
  - For any impropriety / irregularity in administrative / financial matter affecting NID as a part of the outsourced project work.
  - Not responding to NID enquiries continuously more than 3 times.
  - Non-disclosure of interest in the project or any part thereof.
  - For reasons mentioned at condition 2 and 7.
  - For any other act / omission of the Empanelled Designer which results in pecuniary loss to NID.