

**INSTITUTE WORKS DEPARTMENT  
INDIAN INSTITUTE OF TECHNOLOGY ROORKEE**

No.:IWD/DI/2025-26/E-Tender/C-01

Dated: 10.11.2025

**NOTICE INVITING TENDER (NIT)**

**(e-Tender)**

**1. General:**

On behalf of BOG, IIT Roorkee invites open **Percentage Rate e-Tenders in Two Bid system** (1. Technical 2. financial) from vendors/ contractors, having experience of working in Central/State Government, Public Sector undertaking/ Autonomous Organization of the Central/State Government and Working Contractors of IITR who fulfill the PQ criteria for the following works:

Name of the Work	Estimated Cost	Completion Period (months)
<b>Fabrication, supply and installation of Bilingual Sign Boards as per approved design, drawings and specifications at IIT Roorkee.</b>	<b>14.86 Lac</b>	<b>06 Months</b>

**2. Critical Data sheet:**

Approximately Cost	Rs. <b>14.86 Lac</b>
Tender Type (Open / Limited / EOI / Auction/ Single)	Open
Tender Category (Services/Goods/Works)	Works
Type/Form of Contract (Work/Supply/ Auction/Service/ Buy/ Empanelment/ Sell)	Work Contract
Product Category (Civil Works/Electrical Works / Fleet Management/ Computer Systems)	Civil Works
Tender document publish date	10.11.2025 (18:00 Hrs.)
Tender Document available for sale on website	10.11.2025 (18:00 Hrs.) on e-tendering website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> . Tender document can only be obtained after registration of tenderer on the website <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> .
Start Date of Seeking Clarification	11.11.2025 (09:00 Hrs.)
Last Date of Seeking Clarification	17.11.2025 (13:00 Hrs.)
Pre Bid Meeting Date	17.11.2025 (15:30 Hrs.)
Bid Submission Start Date (online)	18.11.2025 (09:00 Hrs)
Bid Submission End Date (online)	01.12.2025 (13:00 Hrs)
Date & time of opening of Tender (Technical Bid) (online)	02.12.2025 (15:30 Hrs)
Date & Time of opening of Financial Bid (online)	<b>Will be informed later on after the evaluation of Technical Bids (Only to the bidders who successfully qualify the Technical Evaluation)</b>
Tender Fee (Non-refundable)	<b>Rs. 1180.00</b> (including GST @18%) Non refundable
EMD (2%)	<b>Rs. 30,000.00</b> (Rs. Thirty Thousand Only)
Mode of Submission of EMD and Tender Fee	By RTGS, NEFT in below mentioned account no.: 1. <b>Name of Bank</b> - State Bank of India 2. <b>Branch</b> - IIT Roorkee 3. <b>Account No.</b> - 43508683377 4. <b>Account Name</b> - IITR EMD AND TENDER FEE ACCOUNT (Account Type – Saving Account) 5. <b>IFS Code</b> - SBIN001069 6. <b>MICR Code</b> – 247002094 The bidders shall be required to upload the scanned copies of transaction of payment of Tender Fee/ EMD including e-receipt (clearly indicating UTR No. & Tender Reference i.e. NIT No. must be entered in the remark at the time of online transaction of payment, failing which payment may not be considered) at the time of online bid submission on e-tendering website.

	<b><u>OR</u></b>
	<p><b>1. Tender Fee:</b> In shape of Demand Draft in favour of <b>Registrar, IIT Roorkee</b> payable at Roorkee.</p> <p><b>2. EMD:</b> In the form of Bankers Cheque / Demand Draft / FDR in the name of <b>Dean Infrastructure, IIT Roorkee.</b></p> <p>Scanned copy of Tender Fee/ EMD to be uploaded in Cover-1 and Tender fee/EMD in original in sealed envelope should reach on or before the last date and time of bid submission to the address mentioned below:  <b>Office of Institute Architect, Institute Works Department</b>  <b>James Thomason Building (Main Building)</b>  <b>IIT Roorkee, Roorkee, Haridwar, Uttarakhand-247667</b></p> <p><b><u>Instructions for submission of Tender Fee &amp; EMD (in case of Bankers Cheque / Demand Draft / FDR).</u></b></p> <p>1. NIT number &amp; Name of the Work should be clearly super scribed on the top of the envelope with firm's/ bidder's name &amp; address. Bids may be rejected if NIT number &amp; Name of the Work is not mentioned on the Envelope.</p> <p>2. Bids shall be considered as UNRESPONSIVE and shall be summarily rejected in the case of non-submission of original EMD and Tender fee as per stipulated date &amp; time OR if any discrepancy is found at any stage.</p>
Performance Guarantee (5%)	5% of awarded value shall be submitted in the form of Bankers Cheque/ DD/ FDR/ Bank Guarantee in the name of Dean Infrastructure, IIT Roorkee after issue of Letter of Acceptance (LOA).
Security Deposit (5%)	5% of awarded value shall be submitted in the form of Bankers Cheque/ DD/ FDR/ Bank Guarantee in the name of Dean Infrastructure, IIT Roorkee after issue of Letter of Acceptance (LOA).
No. of Covers	02 (Cover-1 for Technical Bid + Cover-2 for Financial Bid)
Bid Validity Days	90 days (from last date of opening of Financial Bid)
<b>Price Bid</b>	To be uploaded only on CPP Portal ( <a href="http://eprocure.gov.in/eprocure/app">http://eprocure.gov.in/eprocure/app</a> ) in excel sheet
Address for submission of documents or other communication.	<b>Institute Architect, Institute Works Department, James Thomson Building, IIT Roorkee, Roorkee, Haridwar, Uttarakhand- 247667 (India)</b> <b>Tel. No. 01332- 285197</b>
Email Address	<a href="mailto:ia@iitr.ac.in">ia@iitr.ac.in</a>

### 3. Eligibility Criteria for submission of bid documents:

- a. Intending bidder should not be a joint venture (Copy of relevant documents clearly establishing the status of bidder to be uploaded in Cover-1).
- b. **Experience of having successfully completed similar work individually costing not less than as stated below during the last 7 years ending previous day of last date of submission of bids.**
  - (i) Three similar works, each of value not less than 40% of the estimated cost,  
OR
  - (ii) Two similar works, each of value not less than 60% of the estimated cost,  
OR
  - (iii) One similar works of value not less than 80% of the estimated cost,

Completion certificate issued by Competent Authority will only be considered. Competent Authority means Officer of not below the Rank of Executive Engineer/ Equivalent would be acceptable.

The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to last date of receipt of applications for this tender. (Copy of work completion certificate to be uploaded as proof of eligibility criteria in Cover-1).

**c. Similar Work:**

Similar Work means “Execution of works involving fabrication, supply, and installation of sign boards, display boards, name plates, direction signage, or other similar structures made of metal, acrylic, ACP or other durable materials in Government buildings, educational institutions, commercial complexes, industrial establishments, or public infrastructure projects etc.”.

**d. Turnover:** The Average Annual Turnover should be at least **50%** of the estimated cost during the last 3 (Three) consecutive Financial Years (2022-23, 2023-24, 2024-25) –Balance Sheet duly audited by Chartered Accountant. (Scanned copy of Certificate from CA preferably with UDIN Number to be uploaded). The year in which no turnover is shown would also be considered for working out the average.

4. The Institute reserves the right to cancel any or all tenders without assigning any reason.
5. **No exemption in tender fee and EMD shall be applicable for firms registered under MSE/NSIC/ Udyog Aadhaar. Therefore, all the bidders are required to submit the EMD and Tender fee as mentioned in the Tender documents.**
6. **List of Documents to be scanned and uploaded under Cover-1 (Technical Bid) on e-tendering website to the last date and time mentioned in Critical data sheet:**

- 1) Documents regarding legal status of the firm and written power of attorney of the signatory.
- 2) Tender Fee & EMD.
- 3) Copy of Work Completion/ Similar Work Experience Certificate to be uploaded as proof of eligibility criteria.
- 4) Notarized Undertaking as per the tender document.
- 5) Balance Sheet/ the Average Annual Turnover (CA Certificate preferably with UDIN) should be at least 50% of the estimated cost during the last 03 (Three) consecutive Financial Years (2022-23, 2023-24, 2024-25).
- 6) GST registration certificate.
- 7) PAN card.
- 8) Bank Solvency Certificate: Bidder should have to submit valid solvency certificate of the amount at least 40% of the estimated cost of the work issued by a scheduled bank which is not more than one year old from the last date of tender submission (including extension time). Certified copy of original solvency certificate to be uploaded under Cover-1.

**Note:** Physical submission of the documents is not required (except Tender fee and EMD) at the time of uploading of tender by bidders; however, these documents should be submitted by the bidder if asked by the Institute during the subsequent verification of documents.

**7. List of Documents to be uploaded up to the last date and time mentioned above in Cover-2 (Financial Bid):**

- 1) Duly filled-in priced BOQ.

**Note:** Physical submission of the duly filled-in priced BOQ is not required and it is to be uploaded only on the e-tendering website.

**-Sd/-  
Dean Infrastructure  
IIT Roorkee**