

NATIONAL INSTITUTE OF HYDROLOGY
(A Govt. of India Society under Ministry of Water Resources
River Development & Ganga Rejuvenation)
JALVIGYAN BHAWAN, ROORKEE

NO. 5(VII)/2018-Pur-44

DATED: 15.05.2018

NOTICE INVITING PROPOSALS/QUOTATIONS FOR REGISTERING OF THE CONTRACTORS

Sealed proposals/quotations are invited on behalf of Director, National Institute of Hydrology, Roorkee – 247 667 (Uttarakhand) from the contractors registered with CPWD, PWD, MES, CBRI, Roorkee, IIT Roorkee, other Govt. organizations or Public Sector Undertakings set up by Central or State Government for their registration to carry out petty civil and electrical works in NIH, Roorkee for a period of one year or more for inviting limited tender enquiry from time to time as and when required in the Institute. Last date for submission of sealed proposals/quotations is 29.05.2018 upto 1500 hours. Bidders, who are interested to submit bids, may visit Institute's Website for detailed enquiry: www.nihroorkee.gov.in.

Purchase Officer

NATIONAL INSTITUTE OF HYDROLOGY
ROORKEE (UTTARAKHAND)

No. 5(VII)/2018-Pur-44

Dated: 15.05.2018

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2. The eligible contractors have to submit non-refundable registration fee of Rs. 2,000/- in the shape of Demand Draft in favour of National Institute of Hydrology payable at Roorkee with the proposals/quotations, failing which the proposal will not be considered.
3. The proposals/quotations inviting for registration of contractors and other detailed terms and conditions for registration of contractors are given in Annexure-I and the same can also be downloaded from the NIH website www.nihroorkee.gov.in.
4. Last date for submission of sealed proposals/quotations is 29.05.2018 upto 1500 hours in tender box in the office of Purchase Officer.
5. Date of opening of proposals/quotations is 30.05.2018 at 1600 hours in NIH Society Room.

(Omkar Singh)
Scientist F & Purchase Officer

**NATIONAL INSTITUTE OF HYDROLOGY
ROORKEE**

NOTE: All the communication must be addressed to the Purchase Officer (by designation), National Institute of Hydrology, Roorkee.

INVITATION OF PROPOSAL/QUOTATION AND INSTRUCTION TO CONTRACTOR

Subject: ANNUAL REGISTRATION OF CONTRACTORS IN NATIONAL INSTITUTE OF HYDROLOGY, ROORKEE TO CARRY OUT PETTY CIVIL AND ELECTRICAL WORK IN NIH FROM TIME TO TIME.

Dear Sir(s),

I am directed to refer to the captioned subject and to say that on behalf of the Director, NIH, Roorkee hereby invites proposal/quotation for annual registration of the contractor to carry out petty civil and electrical work in NIH as and when required time to time. The detailed terms and conditions of the proposed registration of contractor shall be as per **Annexure-I**.

The contractors/firms are required to be submitted in a sealed cover which should be superscribed as **QUOTATION FOR REGISTRATION OF CONTRACTORS/FIRMS**. The other silent terms and conditions of the quotation/proposal are as under :

1. The proposals/quotations shall be submitted along with non-refundable registration fee of Rs. 2000/- in the shape of demand draft in favour of National Institute of Hydrology, payable at Roorkee with the proposal/quotation, failing which the proposal will not be considered.
2. The late quotation/proposal received after the stipulated date and time received shall not be entertained.
3. Apart from the quotation/proposal the invitation to contractor along with **Annexure-I** shall be signed by the contractor on each and every page with the rubber stamp of the agency. The entire set of invitation for registration of contractor with **Annexure-I** shall be dropped in the tender box. The contractor/agency may retain a copy of the same set for his use.
4. The NIH reserves the right to accept/reject any or all the quotations/proposals and the decision of Director, NIH, Roorkee in this regard shall be final/binding.

The quotation/proposal may be dropped in the tender box placed in the office of Purchase Officer, National Institute of Hydrology, Jalvigyan Bhawan, Roorkee – 247 6676. The due date and time for submission of the quotations/proposals is 1500 hours on 29.05.2018. The quotations/proposals shall be opened on 30.05.2018 at 1600 hours in the presence of bidder, who may like to be present. It may be specifically noted that the quotations/proposals are required to be submitted with non refundable registration fee and other required necessary documents only.

You may accordingly submit your quotations/proposals, if interested.

Yours faithfully,

(Omkar Singh)
Scientist F & Purchase Officer

TERMS AND CONDITIONS OF THE CONTRACT RELATING TO ANNUAL REGISTRATION OF THE CONTRACTORS TO CARRY PETTY CIVIL AND ELECTRICAL WORKS IN NIH, TIME TO TIME AS AND WHEN REQUIRED.

Eligibility Criteria

The NIH, Roorkee hereby invite sealed proposals/quotations for the registration of contractor for petty job works of maintenance/renovation of buildings and fixtures in NIH from time to time as and when required from the approved/registered contractors of CPWD/PWD/MES/CBRI Roorkee/IIT Roorkee/other Govt. organizations or Public Sector Undertakings set up by the Central or State Government to carry out civil or electrical works. The following information/documents are required to be submitted by the contractor with proposal/quotation:

1. Copy of valid registration of contractor with CPWD, PWD, MES, CBRI Roorkee, IIT Roorkee, other Govt. organizations or Public Sector Undertakings set up by the Central or State Government to carry out civil or electrical works.
2. Copy of PAN No. issued by the concerned income tax department
3. Copy of GST Registration.
4. Minimum turnover of the contractor will be not less than Rs. 5 lakhs per annum. A copy of Income Tax return of last 3 years should also be enclosed with their proposal/quotation.

Other terms and conditions:

- i. The registration of contractors will be valid for a period of one year which can be extended up to three years by the competent authority of the Institute according to the performance of the contractor.
- ii. Non-compliance of above mentioned required information/documents, proposals/quotations will not be considered for registration.
- iii. Proposals/quotations must be received by the Institute at the address specified above not later than the time and date specified in the notice inviting proposals/quotations and the Institute will provide a receipt (inter alia containing time and date of receipt of the same).
- iv. Late proposals/quotations received by the Institute after the dead line for submission of quotation prescribed by the Institute will be rejected and/or returned to the contractor.
- v. The Institute will open proposals/quotations in the presence of bidders, representatives, who choose to attend, at the time, date and place specified in the notice.
- vi. If the specified date of quotation opening is declared as holiday for the Institute, the quotation shall be opened at the appointed time and location on the next working day.
- vii. The Institute reserve the right to accept or reject any quotation and to annul the bidding process and reject all quotations at any time prior to award of registration letter without thereby incurring any liability, what so ever, to the effected bidder/bidders.
- viii. The contractor will be entirely responsible for all taxes, duties, license fees etc. in respect of this registration of the firm, if work contract awarded to him, incurred until delivery of the contracted work.
- ix. The contractor shall be entirely responsible to follow Labour Act for engaging labour on the site of work.
- x. **Submission of proposals/quotations:**

- (a) Address for submission of proposals/quotations to be given on the envelope to Purchase Officer, National Institute of Hydrology, Jal Vigyan Bhawan, Roorkee – 247 667 (Uttarakhand)**
- (b) Last date/time of sale of quotation/document: 29.05.2018 up to 1500 hours.**
- (c) Time and date of quotation opening: 30.05.2018 at 1600 hours**
- (d) Place of quotation opening: Society Room, NIH, Roorkee**

List of enclosures submitted with this proposals/quotations:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Signature of contractor
Name of the firm & address.