NATIONAL INSTITUTE OF HYDROLOGY
(A Govt. of India Society under Ministry of Jal Shakti)
JALVIGYAN BHAWAN, ROORKEE

No. 12/NIH-CM/02/2026-27 **Dated: 03.11.2026**

NOTICE INVITING PROPOSALS/QUOTATIONS FOR ENLISTMENT OF NEW CONTRACTORS AND REVALIDATION OF EXISTING CONTRACTORS

1. Sealed proposals/quotations are invited on behalf of the Director, National Institute of Hydrology, Roorkee–247667 (Uttarakhand), from contractors registered with CPWD, State PWD (Buildings), MES, IIT Roorkee, and NIH Roorkee, having experience of working with Central/State Government departments, Public Sector Undertakings/Autonomous Organizations of the Central/State Government, and existing working contractors of NIH Roorkee, who fulfill the PQ criteria for their enlistment to carry out petty and limited civil works at NIH, Roorkee, for a period of one year or more, for inviting Limited Tender Enquiries (LTEs) from time to time as and when required in the Institute.

2. The eligible contractors are required to submit a non-refundable registration fee of Rs. 3,000/- (Rupees Three Thousand only) in the form of a Demand Draft in favour of the National Institute of Hydrology, payable at Roorkee, along with the proposals/quotations, failing which the proposal will not be considered. For contractors already registered with the Institute, there is no requirement for payment of the fee.

3. The eligible contractors are required to submit a refundable security deposit of Rs. 30,000/- (Rupees Thirty Thousand only) in the form of a Fixed Deposit Receipt (FDR) in favour of the National Institute of Hydrology, payable at Roorkee, along with the proposals/quotations, failing which the proposal will not be considered. For contractors already registered with the Institute, there is no requirement for submission of a security deposit; however, if their old FDR validity has expired, they have to revalidate it.

4. The proposals/quotations invited for enlistment of contractors and other detailed terms and conditions are given in Annexure-I. The same can also be downloaded from the NIH website: www.nihroorkee.gov.in.

5. The last date for submission of sealed proposals/quotations is 25.11.2026 up to 15:00 hours in the tender box kept in the office of the Head, Maintenance.

6. The date of opening of proposals/quotations is 25.11.2026 at 16:00 hours in the NIH Society Room.

(Head)
Maintenance Division

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

INVITATION OF PROPOSAL/QUOTATION AND INSTRUCTION TO CONTRACTOR

Subject: **ENLISTING AND REVALIDATION OF CONTRACTORS IN NATIONAL INSTITUTE OF HYDROLOGY, ROORKEE TO CARRY OUT PETTY AND LIMITED CIVIL WORKS IN NIH, ROORKEE.**

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 enlisting and revalidation of the contractor to carry out petty and limited civil work in NIH as and when required from time to time. The detailed terms and conditions of the proposed registration and revalidation of contractor shall be as per **Annexure-I.**

The contractors/firms are required to submit their quotations in a sealed cover, duly superscribed as "QUOTATION FOR ENLISTMENT/REVALIDATION OF CONTRACTORS/FIRMS." The salient terms and conditions governing the submission of quotations/proposals are as under:

1. For new firms, the proposals/quotations shall be submitted along with a non-refundable registration fee of Rs. 3,000/- (Rupees Three Thousand only) in the form of a Demand Draft drawn in favour of the National Institute of Hydrology, payable at Roorkee. The proposal/quotation submitted without the prescribed registration fee shall not be considered. However, **contractors already registered** with the Institute are exempted from payment of the registration fee.

2. The eligible contractors have to submit **refundable security deposit of Rs. 30,000/- in the shape of Fixed Deposit Receipt (FDR)** in favour of National Institute of Hydrology payable at Roorkee with the proposals/quotations, failing which the proposal will not be considered. **For contractors already registered** with the Institute, there is no requirement for submission of a security deposit; however, if their old FDR validity has expired, they have to revalidate it.

3. Late quotations/ proposals received after the stipulated date and time received shall not be entertained.

4. 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.

5. The NIH reserves the right to accept/reject any or all the quotations/proposals and the decision of The 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 Head, Maintenance, National Institute of Hydrology, Jalvigyan Bhawan, Roorkee–247667. The due date and time for submission of the quotations/proposals is **15:00 hours on 25.11.2026**. The quotations/proposals shall be opened on **25.11.2026 at 16:00 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,

(Head)
Maintenance Division

Annexure-I

TERMS AND CONDITIONS OF THE CONTRACT PERTAINING TO ANNUAL ENLISTMENT AND REVALIDATION OF THE CONTRACTORS TO CARRY PETTY AND LIMITED CIVIL WORKS IN NIH, TIME TO TIME AS AND WHEN REQUIRED.

Eligibility Criteria

The NIH, Roorkee hereby invites sealed proposals/quotations for the enlisting and revalidation of contractor for petty and limited 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 (State Government), MES, NIH Roorkee to carry out civil works. The following information/documents are required to be submitted by the contractor with proposal/quotation:

A. For New contractor:

1. Copy of valid registration of the contractor with CPWD, State PWD (Buildings), MES, IIT Roorkee, or any other Government Organization for execution of civil works.
2. Copy of PAN Card issued by the Income Tax Department.
3. Copy of GST Registration Certificate.
4. Copy of EPFO Registration Certificate and ESI Registration Certificate (where applicable).
5. Minimum annual turnover of the contractor shall not be less than **₹12.80 lakh**. Copies of audited financial statements/turnover certificates for the last three financial years (FY 2023-24, FY 2024-25, and FY 2025-26) shall be submitted.
6. Copies of Income Tax Returns (ITR) for the last three financial years (FY 2023-24, FY 2024-25, and FY 2025-26).
7. Experience Certificate(s) for successfully completed similar civil works during the last five years, as per the following criteria:
    - Three similar works, each costing not less than **₹4.00 lakh**, or
    - Two similar works, each costing not less than **₹6.00 lakh**, or
    - One similar work costing not less than **₹8.00 lakh**.
8. Duly filled and signed Application Form for Contractor Registration.
9. Affidavit on Non-Judicial Stamp Paper regarding:
    - Non-blacklisting/debarment by any Government Department/PSU/Organization.
    - No pending criminal case related to fraud, corruption, or moral turpitude.
    - Authenticity and correctness of submitted information/documents.
10. Documents related to constitution of the firm, as applicable:

- Proprietorship proof.
- Partnership Deed.
- LLP Registration Certificate & Agreement.
- Company Incorporation Certificate, MOA & AOA, and authorization of signatory.

11. Bank Solvency Certificate issued by a Scheduled Bank.
12. Cancelled Cheque/Bank Account Details of the firm.
13. Undertaking regarding pending litigation, arbitration, or contractual disputes, if any.

14. Details of technical personnel available with the contractor along with qualification and experience.
15. Details of tools, plants, machinery, and equipment available for execution of works.
16. Proof of registered office/business address.
17. Updated contact details (Mobile Number, E-mail ID, and correspondence address).
18. Undertaking for compliance with labour laws, safety regulations, environmental requirements, and other statutory obligations.
19. Labour Department Registration Certificate, wherever applicable.
20. UDYAM/MSME Registration Certificate, if applicable.
21. Performance Certificates from previous clients/Government Departments for executed works.
22. Self-certification that all submitted documents are genuine, valid, and correct, and false information may lead to cancellation of registration.
23. Acceptance of terms and conditions of registration, including validity of registration for one year and renewal subject to satisfactory performance and submission of updated documents.

B. For revalidation of contractor:

1. **Application for Renewal of Registration.**
2. **Affidavit** stating that there has been no change in the firm's constitution, ownership, or other particulars. In case of any change, documentary proof of such change shall be submitted.
3. **GST Registration Certificate** (where applicable) along with the latest GST return/status.
4. **PAN Card**, if there has been any change.
5. **Income Tax Return (ITR)** for the latest financial year.
6. **Firm Registration Certificate / Partnership Deed / Company Incorporation Documents**, if any amendments have been made.
7. **Work Experience / Performance Certificate**, containing details of works executed during the preceding one year along with satisfactory performance certificates.
8. **Affidavit regarding Blacklisting/Debarment**, declaring that the contractor has not been blacklisted or debarred by any Government Department or Government Organization.
9. **Updated Mobile Number, E-mail Address, and Postal Address**, along with supporting documents if any changes have occurred.
10. **EPF/ESI Registration Certificates**, wherever applicable under the relevant rules.
11. **Proof of Payment of Registration Renewal Fee** (challan/receipt), if prescribed under the applicable rules.
12. **Original Registration Certificate**, for recording the renewal endorsement.

Other terms and conditions:

i. The fresh enlisting of contractors will be valid for a period of one year, which can be extended 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 containing, inter alia, the time and date of receipt.

iv. Late proposals/quotations received by the Institute after the deadline 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 reserves 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, whatsoever, to the affected 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. The contractors are expected to bid for works of appropriate magnitude during the enlistment period. Their application for re-validation / fresh enlistment shall be rejected if they fail to bid for any NIH works during the enlistment period.

xi. The contractor shall abide by all the rules of enlistment, and also by the terms and conditions of notice inviting tenders and contract. He shall execute the works with due diligence and strictly as per the contract conditions and specifications. Where the contractor has made himself liable for disciplinary action, the enlisting authority shall have the right to debar the defaulting contractor from participating in tender process for a period not exceeding two years based on the recommendations of Empowered Committee.

xii. **Grounds for Debarment of contractor:-**

The contractor may be debarred if any of the following is established by enquiry:

(a) Fails to execute a contract or executes it unsatisfactorily. If the progress of any work is unsatisfactory then contractor can be debarred from tendering in CPWD for future tenders for minimum six months. If more works are delayed by contractor, then debarment period can be maximum up to two years; or

(b) Violates any conditions of the contract; or

(c) Fails to abide by the conditions of enlistment; or

(d) Is found to have given false particulars at the time of enlistment; or

(e) Has indulged in any type of forgery or falsification of records; or

(f) Changes the constitution of the entity or status without the prior approval of the enlisting authority; or

(g) Changes the name of the entity without the prior approval of the enlisting authority; or

(h) Intimation of change of address should be given within one month of such change along with acknowledgement of noting down such change from Bank, Income Tax, GST authorities, etc.

(i) Is declared or is in the process of being declared bankrupt, insolvent, wound up, dissolved, split or reorganized; or

(j) Violates the labour laws and regulations; or

(k) Is involved in complaints of serious nature received from any source, which have been proved; or

(l) Defaults in settlement of tax dues like income tax, GST, etc.; or

(m) Ceases to fulfill eligibility criteria based on which enlistment was done; or

(n) Is considered as not required to be in list of NIH, Roorkee contractors for any other reason considered fit by the enlisting authority; or

(o) Does not start the work after the same is awarded to him on two occasions; or

(p) Fails to rectify construction/structural defects within a reasonable time not exceeding 2 months, pointed out to him by the engineer-in-charge during the period as mentioned in contract.; or

(q) Converts his individual enlistment into any other status before a period of five years from the date of enlistment.

(r) Breach of code of integrity as per Rule 175 of GFR-2017; or

(s) Supply of sub-standard material, non-supply of material, abandonment of works, substandard quality of works; or

(t) Misbehavior, direct or indirect involvement in threatening, making false complaints, filing legal suits for frivolous reasons, or any behavioral act, omission or commission damaging the reputation of department/officer.

Submission of proposals/quotations:

(a) Address for submission of proposals/quotations to be given on the envelope to Head, Maintenance, National Institute of Hydrology, Jal Vigyan Bhawan, Roorkee–247667 (Uttarakhand).

(b) Last date/time of sale of quotation/document: 25.11.2026 up to 15:00 hours.

(c) Time and date of quotation opening: 25.11.2026 at 16:00 hours

(d) Place of quotation opening: Society Room, NIH, Roorkee.

List of enclosures submitted with this proposals/quotations:

1.
2.
3.
4.
5.
6.
7.

Signature of contractor
Name of the firm & address.