



INDIAN INSTITUTE OF TECHNOLOGY JODHPUR

Karwar, NH-62, Nagour Road, Jodhpur-342030

NOTICE INVITING QUOTATION

1	Name of Work	:	Providing and Fixing Stainless-Steel (304 Grade) Letter Signage Boards at departments/schools/other buildings at IIT Jodhpur.
2	NIQ No.	:	IITJ/OIE/2025-26/25
3	Estimated Cost [Rs.]	:	9,55,000.00
4	Period of Completion	:	45 days
5	EMD Amount	:	19100/-
6	Tender Fee	:	500/-
7	Start date of submission of bid	:	08-12-2025
8	Last date of submission of bid	:	29-12-2025

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Certified that this NIQ contains 1 to 15 pages

Superintending Engineer



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NOTICE INVITING QUOTATION

Dean of Infrastructure Planning Indian Institute of Technology, Jodhpur on behalf of Director invites online **Item Rate** Quotation from Firms/ Contractors for the following work: -

Sr. No.	NIQ No.	Name of work & Location	Estimated Cost put to quotation [INR]	EMD Amount [INR]	Tender Fee [INR]	Period of Completion
1	2	3	4			6
1	IITJ/OIE/ 2025- 26/25	Providing and Fixing Stainless-Steel (304 Grade) Letter Signage Boards at departments/schools/other buildings at IIT Jodhpur.	9,55,000.00	19,100/-	500/-	45 Days

The **item rate** online quotation document can be downloaded from CPP portal and Institute Website <https://www.iitj.ac.in>. The time and date for issue of quotation is **08-12-2025** from 01:00 PM and last date for Submission of quotation is **29-12-2025** up to 01:00 PM.

- **Last date and time of submission of financial & Technical bid:** **29-12-2025** up to 01:00 pm
- Price/Financial bids of eligible bidders as per NIQ shall be opened at a later date after scrutiny of technical bids.
- No manual bids will be accepted. All quotes (both Technical and Financial should be submitted in the E- procurement portal).
- The Financial Bid must be submitted in BOQ/Prize Bid only.
- Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.



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Pre-qualification (PQ)/Eligibility Criteria: -

Followings are the Additional Pre-Qualification (PQ)/ Eligibility Criteria of Bidder/service provider for Technical evaluation of bid(s). The Bidder/service provider must fulfil the following criteria mentioned as below & requisite documents needs to be submitted/attached by the bidder along with proof of compliance for each of the Pre-Qualification (PQ)/eligibility criteria during online submission of bid:-

1. Attested copy of valid GSTIN registration
2. Attested copy of registration certificates to be submitted. Registration of firms/ Contractors must be valid on the last day of issue of Quotation or extended date of issue of Quotation.
3. **Firms / Contractors must have completed satisfactorily one similar work of value not less than Rs. 7,64,000.00/- or Two similar works each of value not less than Rs. 5,73,000.00/- or three similar works each of value not less than Rs. 3,82,000.00/- during the last 7 years ending on last date of submission of bid. Attested Copy of satisfactory work Completion certificate must be attached with NIQ document.**
4. **Similar work means stainless steel signage work executed under Central/ State /Autonomous Bodies/PSU/Reputed private firms.**
5. The bidder should not have been blacklisted or debarred by any Central/ State Government/ agency of Central/ State Government/ Public Sector Undertaking/ Regulatory Authority of India at the time of submission of this bid. **Attach self-declaration by Authorized Signatory on its letter-head duly signed, sealed/ stamped.**
6. Earnest money and Tender fee in the form of Demand Draft or pay order or Banker's Cheque or Deposit at Call Receipt (drawn in favour of Revenue Account IIT Jodhpur,) as specified of any scheduled / Nationalized Bank or through RTGS/NEFT shall be submitted within the period of e-tender submission with UTR details. **No relaxation in EMD will be allowed for MSME and MSEs as per CPWD works manual.**
7. For Online payment through RTGS/NEFT IIT Jodhpur Bank details are as under:

Name of the Bank A/C	:	Revenue Account IIT Jodhpur
Canara Bank A/C No.	:	3399101000631
Name of the Bank	:	Canara Bank IIT Jodhpur
IFSC Code	:	CNRB0003399
MICR Code	:	342015501
8. **EMD of the lowest successful bidder shall be converted into Performance Bank Guarantee and same will be released/refunded after satisfactory completion of defect liability period of 01 Year.**
9. Telegraphic/mailed Quotation are liable to be summarily rejected.
10. Authority of IIT Jodhpur reserves the right to reject any or all the quotations without assigning any reason.



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NOTE:

- The Bidder must fulfil the above Pre-Qualification (PQ), Eligibility criteria conditions in addition to the bid terms. The bidders not fulfilling the pre-qualification/eligibility conditions as in the bid are liable to be summarily rejected. Undertaking for subsequent submission of any of the documents will not be entertained.
- Bidders must submit self-attested true copy of all supporting documents for each of the PQ/eligibility criteria as in the bid with summary along with relevant page nos. for each criteria(s).
- Bidder have properly indexed each page and should specify relevant page numbers where relevant supporting documents i.e. work orders; completion certificate, other references are attached.
- Bidders to submit filled-in details as per Annexure with necessary supporting documents as proof along with summary of such details along with relevant page nos. for each PQ/Eligibility criterion as per bid for technical evaluation of bid by the competent authority and all such details should be in clear and readable.

Superintending Engineer

Copy to:

- (1) DOIP
- (2) Associate Dean Civil Infrastructure
- (3) Executive Engineer (Civil)
- (4) AEE (Civil -II)
- (5) JE (Civil-I)
- (6) IIT Jodhpur Website



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TERMS AND CONDITIONS

- 1 **The quotations received after the last date and time of submission of bid will not be entertained under any circumstances whatsoever.**
- 2 Quotations must be submitted in prescribed Performa through CPP portal only.
- 3 Becoming L1 will not be the criteria for awarding work order unless the rates are reasonable & justified.
- 4 No T & P would be supplied by the institute and contractor will have to make own arrangement.
- 5 The contractors are advised to get acquainted with the proposed work including specifications & additional conditions carefully before quoting. No claim of any sort shall be entertained on account of any site conditions ignorance of specification & additional conditions. The work shall be carried out as per the availability of site.
- 6 The work shall be carried out as per CPWD DSR 2023 Vol 1 & 2, CPWD specifications 2019 volume I & II with up – to date correction slips & Electrical Up-to Date DSR unless otherwise specified in the nomenclature of individual item or in the specification, additional conditions where specifications are silent, the decision of Engineer –in-Charge shall be final and binding on contractor in terms of latest from 7/8 of IITJ/CPWD.
- 7 The rates quoted by the contractor shall be taken as net and nothing extra shall be paid on any account i.e Royalty, Cartage, GST & Stacking of material required at place etc.
- 8 The rates for different items of work shall apply for all Heights & Depths, Leads & Lifts unless otherwise specified in the agreement or specifications applicable in the agreement
- 9 Any damage done by the contractor to any existing item / any part of the building during the course of execution of work shall be made good by at his own cost.
- 10 Articles manufactured by the reputed firms and approved by Engineer-in –Charge shall only be used. Only articles classified as “First quality” by the manufacturer shall be used unless otherwise specified.
- 11 The contractor shall, at his risk and cost, make all arrangements and shall provide all facilities as the Engineer-in-Charge may require for collecting, and preparing the required number of samples for such tests at such time and to such place or places as may be directed by the Engineer-in-Charge and bear all charges and cost of testing unless specifically provided for otherwise elsewhere in the contract or specifications.
- 12 **Payment Terms:** Payment shall be made only after satisfactory completion of work after deduction of security deposit, income tax, labour cess, GST TDS etc. as per the rules.
- 13 Bill shall be submitted in triplicate to the officer-In charge for verification. PAN No./ TIN No./GSTN should be printed on the invoice with the acceptance letter/work order details.
- 14 **Defect Liability Period:** The defect liability period of the executed work will be of 01 Year from the date of completion of work.
- 15 **Security Deposit @2.5%** of the gross bill value shall be deducted from the bill and it will be released/refunded after satisfactory completion of defect liability period of 01 Year.



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- 16 Income Tax, Labour Cess, GST TDS or any other statutory charges etc. as applicable shall be deducted from the bills of contractor.
- 17 **Liquidated Damage:** - If the contractor fails to complete the work within **45 days** after Work order or before the stipulated date, then a penalty at the rate of 0.5 % per week of the total Work Order value shall be levied subject to maximum of 10% of the total work order value.
- 18 Time period for the execution of the work will be **45 days** from the time of issue of the work order.
- 19 The rates quoted must be valid for a minimum of 60 days from the date of opening of the quotation.
- 20 The supplier may be asked to submit a sample of the product(s), which will be evaluated by a technical evaluation committee. The expenditure incurred for demonstrating the items will be borne by the supplier.
- 21 **Disputes:** -In the event of any dispute or disagreement arising between the Supplier and the department of IIT Jodhpur with regards to the interpretation of “Terms & Conditions” of this inquiry, the same shall be referred to the Director, IIT Jodhpur whose decision will be final and binding upon the Supplier.
- 22 Water charges @ 1% and Electricity charges @ 0.5 % of gross work done shall be deducted from bills of contractor if electricity and water provided by IIT Jodhpur for this work.
- 23 IIT Jodhpur reserves the right to increase or decrease quantity and / or amount of items.
- 24 The contractor shall be fully responsible for the safe custody of the material issued or brought at site by him for doing work.
- 25 The contractor shall clean the site thoroughly of scaffolding materials, rubbish, equipment left out of his work & dress the site around the building to the complete satisfaction of the Engineer-in-Charge before the work is treated as completed.
- 26 Deviation up to 30% of QUOTATION value & Extra/ Substituted items up to 30% of QUOTATION value are permissible.
- 27 Incomplete work will be got done at the risk and cost to the contractor.
- 28 IIT Jodhpur reserves the right to reject any quotation or part or the whole of inviting quotation process without assigning any reason. Decision of the IIT, Jodhpur will be final in this regard.
- 29 Price is inclusive of all taxes, freight charges etc. for the above work Nothing extra shall be paid on this account for completion of job.
- 30 Some restrictions may be imposed by the security staff etc. on the working and for movement for labour materials etc. The contractor shall be bound to follow all such restrictions / instructions and nothing extra shall be payable on this account.
- 31 The work will be carried out in the manner complying in all respects with the requirements of relevant bye laws of the local body under the jurisdiction of which the work is to be executed or as directed by the Consignee/Officer in charge and nothing extra will be paid on this account.



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- 32 The contractor shall have to make approaches to the site, if so required and keep them in good condition for transportation of labour and materials as well as inspection of works by the Consignee/Officer-in-Charge. Nothing extra shall be paid on this account.
- 33 Bidders shall inspect and examine the site and its surroundings and satisfy themselves before submitting their tenders as to the nature of the site and shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their tender. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not. Submission of a tender implies that the bidder has read the complete contract documents and is aware of the conditions, specification of the work to be done and of the local conditions and other factors having a bearing on the execution of work. Any claim either for extra amount or for additional time for execution due to ignorance about the site and working condition is not payable.



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Annexure I

Compliance Sheet for Technical Bid Evaluation

Sl. No.	Enclosures to the Bid (Mandatory):	Compliance Y/N
1	Self-Attested NIQ Documents	
2	PAN: The bidder should enclose the self-attested copy of PAN	
3	GST: The bidder should enclose the self-attested copy of GST registration certificate	
4	Registration Certificate (If any)	
5	Details of Satisfactory Work Completion certificates provided by Government Departments/Educational Institute/Universities/ PSUs as per NIQ	
6	Details of EMD and Tender Fee (Online/Offline) Original copy	
7	Quotation ACCEPTANCE LETTER (Annexure – II)	
8	Annexure – III	
9	Annual Turnover (Annexure – IV)	
10	Structure of Organization (Annexure – V)	

Note: All the above documents must be digitally signed & uploaded by the intending bidder(s) online before the last date for submission of bids mentioned in the NIQ document through CPP Portal. Non submission of the above documents will lead to disqualify the bidder for technical evaluation & further tendering process outrightly.

I have also enclosed all relevant documents in support of my claims, (as above) in the following pages.

Signature of Bidder

Name: _____

Designation: _____

Organization Name: _____

Contact No. : _____



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Annexure II

QUOTATION ACCEPTANCE LETTER

(To be given by the Service provider /contractors/vendors/firm/agencies on Company Letter Head)

Date: _____

Subject: Acceptance of Terms & Conditions of the NIQ.

NIQ Reference No: _____.

Name of WORK: _____.

Dear Sir,

1. I/We have downloaded / obtained the NIQ document(s) for the above mentioned 'NIQ Reference No'.
2. I/We hereby certify that I / we have read the entire terms and conditions of the NIQ documents (including all documents like annexure(s), Scope of work etc.), we shall abide hereby by the terms / conditions/clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organization too have also been taken into consideration, while submitting this NIQ acceptance letter.
4. I/We hereby unconditionally accept the NIQ terms and conditions of above mentioned NIQ document(s) / corrigendum(s) in its totality / entirety.
5. I/We do hereby declare that our firm has not been blacklisted / debarred / terminated / banned by any Govt. Department / Public Sector Undertaking.
6. I/We certify that all information furnished by me / our firm is true & correct and in the event that the information is found to be incorrect / untrue or found violated, then your department / organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Signature of Bidder

Name: _____

Designation: _____

Organization Name: _____

Contact No. : _____



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Annexure – III

List of Govt. Organization/Department

List of Government Organizations for whom the Service provider /contractors/vendors/firm/agencies has undertaken such work during last Seven years (must be supported with work orders/work completion report)		
Name of the organization	Name & Designation of Contact Person	Contact No.

Signature of Bidder

Name: _____

Designation: _____

Organization Name: _____

Contact No. : _____



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Annexure – IV

<On Organization Letter Head>

Annual Turnover Certificate

The accompanying statement of Annual Turnover for financial years ended 2021-2022, 2022-2023 and 2023-2024 has been prepared by (Firm Name) having its registered office at (Firm address).

Financial Year	Total Turnover (in Rs.)
2022-2023	
2023-2024	
2024-2025	

We further certify that aforesaid facts are true and correct to the best of our knowledge and belief.

Countersigned

By Firm

For (Chartered Accountants firm name)

Name
Member
hip No.



Annexure - V

STRUCTURE & ORGANISATION

1. Name & Address of the bidder
2. Telephone no./ Telex no./ Fax no.
3. Legal status of the bidder (attach copies of original document defining the legal status)
 - a. An Individual
 - b. A proprietary firm
 - c. A firm in partnership
 - d. A limited company or Corporation
4. Particulars of registration with various Government Bodies (attach attested photocopy)

Organization/ Place of registration

Registration No.

- 1.
- 2.
5. Name and Title of Directors & Officers with designation to be concerned with this work.....
6. Designation of individuals authorized to act for the organization.....
7. Has the bidder or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion?
If so, give name of the project and reasons for abandonment.....
8. Has the bidder or any constituent partner in case of partnership firm, ever been debarred/ black listed for tendering in any organization at any time? If so, give details.....
9. Has the bidder, or any constituent partner in case of partnership firm, ever been convicted by the court of law? If so, give details.....

Signature of Bidder(S)



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LIST OF APPROVED MAKES FOR CIVIL WORK

S.No.	Material	Manufacturer
1	Tile and stone adhesive, Grouting Compound	Pidilite, Bal Endura, Fosroc, Ferrouscrete
2	SS Fittings	GODREJ, DORMA, DORSET, HAFELE, KICH, ARCH, KAFF
3	Silicone Sealant / Sealant	G.E, DOW CORNING, WACKER, SIKA, BECKER
4	All kind of Fasteners	HILTI, FISCHER, BOSCH, WURTH
5	Aluminum Section	JINDAL, HINDALCO, INDALCO, HINDUSTAN
6	Stainless Steel Grade 304	Jindal, Sail, TATA
7	Structural Steel	TATA, JINDAL

Note: Dean of Infrastructure Planning, IIT Jodhpur reserves the right to add or delete any material and brands in the list of preferred material/brands on the recommendation of Engineer-In –charge and respective officers.



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SCHEDULE OF QUANTITIES

Name of Work: Providing and Fixing Stainless-Steel (304 Grade) Letter Signage Boards at departments/schools/other buildings at IIT Jodhpur.					
Sr. No.	Description of Item	Unit	Quantity	Rate	Amount
1	<p>Providing and fixing of Stainless-steel grade 304 letters in English at main entrance of various departments/schools/other buildings at IIT Jodhpur made from laser cut shape in required design and font including buffing, polishing and fixing by sufficient number of fasteners all complete as per architectural drawing and direction of Engineer In-charge. The size of letters (in height) varies from 150mm to 500 mm depending upon the proper visibility and availability of space for fixing the letters with appropriate width and of 50mm raised box type. The thickness of Stainless steel used for the fabrication of letter shall be 1.20 mm. The letters shall be fixed with the help of stainless-steel studs on existing wall which shall not be visible from the front. The stainless-steel studs shall be properly grouted with suitable sealant. The work shall have warranty/defect liability period of 12 months as per NIQ. Test report for conformality of material with respect to specifications shall be provided by the contractor at his own cost. The work shall be executed to the satisfaction of Engineer- in-charge. After award of work, contractor shall provide a Design of signage for approval of Institute before implementation at site.</p> <p>The rate shall be inclusive of all materials, taxes, labour charges, scaffolding, tools and plants, transportation, fabrication, polishing, and installation, and all other incidental works required for the successful completion of the work complete as per the direction of the Engineer-in-Charge.(Nothing extra shall be paid on this account)</p>	Per letter per mm height	524.00		
				Total (Rs.)	

JE (Civil-I)

AEE (Civil-II)

EE (Civil)

Superintending Engineer



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Tentative Matter for Naming of Departments/Schools/Other buildings

Sr. No	Name of the Building	Total Letters (Nos.)	Height of letters (In mm)	Approx. height available (In mm)	Length to be used with spacing of letters(In mm)
1	DEPARTMENT OF ELECTRICAL ENGINEERING	33.00	200.00	300.00	3,290.00
2	DEPARTMENT OF MECHANICAL ENGINEERING	23.00	180.00	280.00	3,290.00
3	DEPARTMENT OF PHYSICS	19.00	190.00	200.00	3,440.00
4	DEPARTMENT OF MATERIALS ENGINEERING	32.00	165.00	180.00	3,470.00
5	SCHOOL OF MANAGEMENT & ENTREPRENEURSHIP	35.00	140.00	150.00	2,280.00
6	DEPARTMENT OF COMPUTER SCIENCE & ENGINEERING	39.00	150.00	240.00	3,320.00
7	DEPARTMENT OF MATHEMATICS	23.00	380.00	610.00	6,700.00
8	DEPARTMENT OF BIOSCIENCE & BIOENGINEERING	37.00	150.00	185.00	3,620.00
9	DEPARTMENT OF CHEMISTRY	21.00	200.00	240.00	3,270.00
10	DEPARTMENT OF CIVIL AND INFRASTRUCTURE ENGINEERING	40.00	450.00	640.00	9,050.00
11	SCHOOL OF LIBERAL ARTS	19.00	450.00	610.00	6,700.00
12	CENTRAL RESEARCH FACILITY	23.00	165.00	178.00	3,270.00
13	LIBRARY	7.00	250.00	290.00	3,400.00
14	COMPUTER CANTRE	14.00	280.00	300.00	3,480.00
15	ANIMAL HOUSE	11.00	150.00	165.00	5,860.00
16	ADMIN BUILDING (WEST)	19.00	500.00	685.00	5,480.00
17	ADMIN BUILDING (EAST)	19.00	500.00	685.00	5,480.00
18	DEPARTMENT OF CHEMICAL ENGINEERING	31.00	250.00	300.00	6,100.00
19	BASIC LABORATORY	15.00	250.00	300.00	3,040.00
20	TECHNOLOGY INNOVATION AND STARTUP CENTER	36.00	250.00	300.00	7,240.00
21	AAKASH BUILDING	14.00	250.00	300.00	2,790.00
22	SCHOOL OF DESIGN	14.00	250.00	300.00	2,920.00

524.00