

INDIAN BUILDINGS CONGRESS
NOTICE INVITING QUOTATION (NIQ)

SEALED QUOTATION FOR PROCUREMENT OF ONLINE E-VOTING SERVICE PROVIDER

Tender Reference No: IBC/Admn/EFP/1(33)/ 26-27

Date: October 30, 2026

Election of Governing Council members of Indian Buildings Congress (IBC) for the year 2027 & 2028 will be held online through e-voting system w.e.f **22nd December, 2026 to 5th January, 2027**. Sealed quotations are invited from the interested vendors who may like to go through the following details and submit sealed quotations by registered post or courier service or in person to the IBC headquarters to be received latest by 18th November, 2026.

SECTION 1: ELECTION SCHEDULE, GUIDELINES AND COMPOSITION/CATEGORIES

Vendors shall visit the 'Governing Council Election 2027 & 2028' menu bar / dropdown box in the IBC website (www.ibc.org.in) and go through Election Schedule (placed as Annexure – A), Election Guidelines (Annexure – B) and Composition/Categories of Governing Council Members (Annexure – C) to understand the work prior to submission of sealed quotation.

SECTION 2: SCOPE OF WORK & TECHNICAL REQUIREMENTS

- Vendor shall have previous experience in conducting e-voting for atleast one organisation in the past.
- Vendor shall quote rates for each and every category of GC members alongwith base price. However, Vendor shall have no role to play in case(s) of uncontested election of GC member(s) in any category/ different categories.
- E-voting shall be conducted through a much simpler software easily understandable by the voters, even if not technically knowledgeable.
- E-voting shall be conducted by sending OTPs both through email, and or SMS, to safeguard data privacy.
- Vendor shall remain fully responsible for maintaining secrecy of voting.
- Successful vendor shall contact only with the Scrutineers for GC elections- (i) Dr. ISN Raju, Convenor, Mobile:9676686158 (ii) Col (Dr) Anand Mathilagan, Jt. Convenor, Mobile: 9999632889 (iii) Er. Rajeev Kr. Gupta, Member, Mobile: 9868203200 or through email- ibcgcelection2027@gmail.com during the entire period of e-voting till declaration of results. Vendor shall handover election results and all relevant documents after successful conduct and completion of the e-voting process to the aforementioned contact persons only.

SECTION 3: ELIGIBILITY CRITERIA

Vendors must satisfy all the following pre-qualification criteria to be eligible for bid evaluation. Relevant documentary proof must be attached with the quotation.

	Eligibility Parameter	Basic Requirement	Supporting Documents Required
1	Entity Registration	Must be a legal entity registered under relevant corporate laws for at least 1 years.	Certificate of Incorporation / GST / PAN / Tax Registration.

2	Prior Experience	Successful execution of at least 1 e-voting process in the past 5 (five) years for Corporations, Government Bodies, or Associations / registered bodies.	Work Orders / Completion Certificates / Client Certificates.
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SECTION 4: Terms and conditions:

1. The bidder has to submit the copy of GST Registration along with bid.
2. Quotation through e-mail will not be accepted.
3. Quotation shall be submitted as per attached schedule in one sealed envelope. The envelope shall be superscribed "**Quotation for procurement of online e-voting service provider**" shall be addressed to Executive Director, Indian Buildings Congress, New Delhi. An Earnest Money amounting to Rs. 3000/- in the form of Demand Draft (DD) in the name of Indian Buildings Congress payable at New Delhi to be enclosed with the sealed quotations. The Earnest Money of unsuccessful bidders will be refunded after finalization of the quotation without any interest. The Earnest Money of successful bidder will be released after completion of the e-voting services in all respect. Quotations received without Earnest Money shall be summarily rejected.
4. Quotation in sealed cover is to be submitted in IBC office, Kama Koti Marg, Sector 6, R.K. Puram, New Delhi - 110022 **on or before 03:00 PM of 18th November, 2026**. Bidder or their authorized representative may remain present at the time of opening of bid on **19th November, 2026 at 12:00 Noon**.
5. Intended bidder may seek clarification / queries through email ibcgcelection2027@gmail.com up to 9th November, 2026. Reply of all queries and clarification of each and every intended bidder shall be forwarded to all through email as well as shall be published in the website of IBC but their names shall not be indicated to maintain confidentiality of the process only.
6. GST Number of **07 AAAT I1547G1ZV** of Indian Buildings Congress should be printed in the Tax Invoice while preparing bill.
7. The Competent Authority of IBC reserves the right to accept or reject any tender without assigning any reason.
8. In case of any dispute on election process, decision of the Election Committee will be final and binding.
9. **DISPUTES AND ARBITRATION:** All disputes arising out of this quotation / work order shall be mutually discussed to settle amicably else it will be referred to a Sole Arbitrator. The Sole Arbitrator shall be appointed by the President, Indian Buildings Congress (IBC), New Delhi. The Arbitration shall be governed by the Arbitration and Conciliation Act, 1996 as amended from time to time.
10. **TAX DEDUCTION:** Relevant taxes shall be deducted from the bill at the time of payment as per prevailing Government norms.

SECTION 5: BID EVALUATION METHODOLOGY (L1)

Evaluation shall be conducted in single stage:

Evaluation:

(L1 Basis): Among qualified bidders, the bidder offering the lowest total financial cost shall be declared as L1 bidder.

SECTION 6: TERMS OF PAYMENT

- No payment shall be made, if election is not held in any category. Payment shall be made only for the item as per the unit mentioned in Column-3 of Quotation Submission Form and as per actual numbers out of Column-4 of Quotation Submission Form for which election will be held.
- 20% Payment shall be made after issuance of work order,
- 60% Payment shall be made after successful completion of election, and;
- Balance 20% Payment shall be made after completion of election process in all respects.
- Earnest Money of successful quotationers shall be released after completion of total election process including handing over of all relevant documents.

SECTION 7: ANNEXURES & PROFORMA

Annexure A: Election Schedule

Annexure B: Election Guidelines

Annexure C: Composition/Categories of Governing Council Members

Annexure D: Voter List (valid list of voters will be published and uploaded in website of IBC on or after 5th November, 2026.

Annexure E: Quotation Submission Form



(Executive Director)
Indian Buildings Congress

1. Guidelines for Election of GC members of IBC for the session 2027 & 2028

- i) The Election shall be conducted under the supervision of Election Committee/Board of Scrutineers.
- ii) Nominations for Election to the various categories under Rule 10.1.3.1 to 10.1.3.12 will be received by online/E-Mail. The interested members are required to submit the nominations as per schedule. Those desires of withdrawing their names, should do so, as per dates specified in scheduled of election given in the notification. The final list of the Candidates found eligible to contest election in the various categories will be circulated as per schedule.
- iii) Eligible members as per Bye-Laws may submit nominations as per format within the specified date alongwith requisite Earnest money of Rs.3,000/-(Rupees three thousand) only. The Earnest money is refundable if the nomination is cancelled/rejected or Candidate withdrawing his nomination within the specified date.
One Member can submit one nomination only out of 83 seats of GC for Election for the categories of 10.1.3.1 to 10.1.3.12.
Members of GC who have continued for 5(five) consecutive term i.e. consecutive 10(ten) years in any category of GC, cannot contest in the election for GC members.
- iv) The voting will be conducted through E-Voting Procedure. Each eligible voter shall receive Secure voting link through their E-Mail id or by SMS to their registered Mobile no., Unique login credentials / OTP authentication.
Candidates receiving highest votes as per chronology shall be declared elected.
Results shall be announced by Election Committee as per schedule and Results shall be published on IBC communication platforms.
- v) Only those members of IBC who are Life Member as on the date of notification of AGM (14th Oct,2026) or uptodate in their subscription of financial year upto 2025-26 shall be eligible to contest the election as also eligible to cast their vote, who have E-mail id & mobile no registered with IBC HQ.
- vi) Final Valid list of Members, IBC who are eligible to contest & eligible to cast vote will be uploaded in the website within 5th Nov,2026. The list is for Category from 10.1.3.1 to 10.1.3.12

2.Details of members to be elected under Rule 10.1.3

Election of representatives as provided hereafter will be held as per schedule circulated.

- a) Only those members of the IBC and authorized nominees of Institutional Members who are on rolls on the date of issue of notification of AGM and paid their dues upto that date, and having registered E-mail id & Mobile No. with IBC HQ will be eligible to contest.
 - b) Under categories 10.1.3.1 to 10.1.3.5 representative will mean authorized nominee of the Institutional Member of IBC.
 - c) The domicile of a member to a particular State will be considered as per the address available in IBC office at the time of issue of AGM notification when elections to Governing Council take place.
 - d) For election of members from the categories of Town Planners, Public Health Engineers, Electrical Engineer, Mechanical Engineer, Consulting Engineer, Architects, the members will have to be registered to one of the categories so that they are eligible to contest elections and cast their vote from that category only.
 - e) One member of IBC can submit one nomination only out of 83 seats of GC for Election.
 - f) Member of IBC can cast their vote in category 10.1.3.10, 10.1.3.11, 10.1.3.12 & any one out of 10.1.3.6 to 10.1.3.9 as per eligibility.
- 10.1.3.1 A total of two representatives from different State Housing Boards who are Institutional Members of IBC, a total of two representatives from Development Authorities, who are Institutional Members of IBC and one representative from public sector undertakings other than housing boards and development authorities who are Institutional Members of IBC and one representative from private sector organisations who are Institutional Member of IBC to be elected by their representatives.
 - 10.1.3.2 One representative of Educational/Research Institutions, Universities, I.I.Ts., Engineering Colleges which are duly recognized and are Institutional Members of IBC, to be elected by their representatives.
 - 10.1.3.3 Two representatives from Zila Parishads/District Panchayats/District Boards who are Institutional Members of IBC, to be elected by their representatives.
 - 10.1.3.4 One representative from Rural/Urban Development Departments and one from Improvement Trust/Cantonment Boards/Municipal Bodies who are Institutional Members of IBC, to be elected by their representatives.
 - 10.1.3.5 Five representatives from (other than Builders Association of India and Builders Federation of India) other Builders Associations which are registered under the Societies Registration Act 1860 and which are Institutional Members of IBC to be elected by their representatives.
 - 10.1.3.6 Two representatives from Architects from Ordinary Members of that category, to be elected by the members of respective category.

Annexure - B

- 10.1.3.7 Two representatives from Consulting Engineers from Ordinary Members of that category, to be elected by the members of respective category.
- 10.1.3.8 One representative each from among the Ordinary Members representing disciplines of Public Health Engineering, Electrical Engineering and Mechanical Engineering, to be elected by the members of respective category.
- 10.1.3.9 One representative of Town Planners from Ordinary Members of that category, to be elected by the members of respective category.
- 10.1.3.10 Ordinary Members of IBC or Representatives of Institutional Members from the States/UT of India as per seats against the States/UT to be elected by the members of respective State/UT.
- 10.1.3.11 Two representatives from life members belong to "Young Professionals" age not more than 35 years to be elected by the members of respective category.
- 10.1.3.12 Four representatives from life members belong to "Ladies" to be elected by the members of the respective category.

Composition/Categories of Governing Council Members

The list of States / UTs and the membership strength and their number of seats are given at Table 1

- (a) One from a State/UT where members on roll from the State/UT are 26 to 100
- (b) Two from a State/UT where members on roll from the State/UT are 101 to 500
- (c) Three from a State/UT where members on roll from the State/UT are 501 & above.

Table 1

S.No.	State/UT	No. of Members	Seat
1	2	3	4
1	Delhi	1186	3
2	Rajasthan	651	3
3	Haryana	569	3
4	West Bengal	266	2
5	Bihar	395	2
6	Odisha	266	2
7	Jharkhand	125	2
8	Tripura	196	2
9	Maharashtra	460	2
10	Madhya Pradesh	431	2
11	Chhattisgarh	449	2
12	Gujarat	216	2
13	Karnataka	220	2
14	Telangana	165	2
15	Tamil Nadu	151	2
16	Uttar Pradesh	483	2
17	Punjab	178	2
18	Chandigarh	224	2
19	Andaman & Nicobar	48	1
20	Assam	76	1
21	Meghalaya	39	1
22	Mizoram	58	1
23	Nagaland	75	1
24	Manipur	28	1
25	Arunachal Pradesh	42	1
26	Sikkim	29	1
27	Goa	41	1
28	Kerala	91	1
29	Andhra Pradesh	80	1
30	Puducherry	27	1
31	Uttarakhand	82	1
32	Himachal Pradesh	67	1
33	Jammu & Kashmir	41	1

The list of various category & number of Seats are given at Table 2

Table 2

	10.1.3.1 to 10.1.3.5	-	Representatives of Authorities Nominee of Institutional Member
(1)	10.1.3.1 Rep. from Inst Member	-	2 from State Housing Board - 2 from Development Authority - 1 from Public Sector Undertakings other than Housing Boards & Development Authorities - 1 from Private Sector
(2)	10.1.3.2 Rep. from Inst Member	-	1 from Educational/Research Institutions, Universities, I.I.T.s., Engineering Colleges
(3)	10.1.3.3 Rep. from Inst Member	-	1 from Zila Parishads/District Panchayats/District Boards
(4)	10.1.3.4 Rep. from Inst. Member	-	1 from Rural/Urban Development Deptt. 1 from Improvement Trust/Cantonment Boards/Municipal Bodies
(5)	10.1.3.5 Rep. from Inst. Member & Registered under Society Regd. Act 1860	-	5 from (other than Builders Association of India and Builders Federation of India) other Builders Association
(6)	10.1.3.6	-	2 from Architects
(7)	10.1.3.7	-	2 from Consulting Engineering
(8)	10.1.3.8 a) b) c)	-	1 from Public Health Engineering 1 from Electrical Engineering 1 from Mechanical Engineering
(9)	10.1.3.9	-	1 from Town Planner
(10)	10.1.3.10 Life Members or Rep. of Inst. Members to be elected from State/UT	-	1 from 26 to 100 - 2 from 101 to 500 - 3 from 501 and above
(11)	10.1.3.11 Life Members belong to Young Professional age not more than 35 years	-	2
(12)	10.1.3.12 Life Members belongs to Ladies	-	4

Quotation Submission Form

Annexure E

To
The Executive Director
Indian Buildings Congress
Kama Koti Marg, Sector - VIR. K. Puram,
New Delhi - 110022
Date: _____

Sub: Submission of Quotation for Online E-voting Service provider.

Ref: IBC/Admn/EFP/1(33)/26-27 dated **30-10-2026**

Sir,

Having examined the related documents, I/We hereby offer to execute/provide online E-voting Services for the Election of Governing Council Members of IBC **for the year 2027 & 2028** to be held **w.e.f. 22-12-2026 to 05-01-2027** as per the scope of work mentioned in the NIQ.

Item No	Description of services	Unit	Quantity	Rate (INR)	Amount	Applicable GST	Total Amount (INR)
1	2	3	4	5	6	7	8= 6+7
1	Setting up & Configuration fee for e-voting platform (for all Categories)	Lump Sum (LS)/ Job	1 job				
2	Conducting election of GC members of 33 State and Union Territories as per Table-1 of Guidelines For Elections	Per State & UT	33 nos				
3	Conducting election of GC members of 8 other Category as per Table-2 of Guidelines For Elections	Per Category	8 nos.				
4	Conducting election of GC members of 9 Institutions as per Table-2 of Guidelines For Election	Per Organisation	9 nos.				
	Total						

Total Amount in words. Rupees

List of Documents enclosed:

Signature of **Quotationer**

Name: _____

Address:

Email id:

Mobile:

SCHEDULE OF ELECTION of GC of IBC FOR 2027 & 2028

1. Notification of AGM : 14th Oct,2026

The IBC Secretariat shall prepare the final electoral roll as on the date of notification of AGM of IBC .

2. Circulation of Voters List within 17th Oct,2026

(Members can update E-Mail/Mobile no within 30th Oct,2026 & updated information will further be circulated within 5th Nov,2026 which will be treated as FINAL VOTER LIST)

3. Nomination for GC election to be started : from 10.00 am of 16th Nov,2026

(Nomination to be submitted online/by E mail as per format along with Earnest money of Rs.3,000/-(Rupees Three thousand) only)

4. Last date of receipt of Nomination : upto 5.30 pm of 30th Nov,2026

5. Scrutiny of Nomination : 3rd Dec,2026

6. Intimation(by E-Mail) for Withdrawal of Nomination : 5th Dec,2026

7. Last date of withdrawal of Nomination : 5.30 pm of 12th Dec,2026

8. Commencing of E-Voting : from 10.00 am of 19th Dec,2026

9. Closing of E-Voting : upto 5.30 pm of 5th Jan,2027

10. Counting and Publication of Result : 12.00 noon of 7th Jan,2027

11. AGM of IBC : 4.00 pm of 6th Feb,2027

1. Guidelines for Election of GC members of IBC for the session 2027 & 2028

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Annexure - B

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15	Tamil Nadu	151	2
16	Uttar Pradesh	483	2
17	Punjab	178	2
18	Chandigarh	224	2
19	Andaman & Nicobar	48	1
20	Assam	76	1
21	Meghalaya	39	1
22	Mizoram	58	1
23	Nagaland	75	1
24	Manipur	28	1
25	Arunachal Pradesh	42	1
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28	Kerala	91	1
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The list of various category & number of Seats are given at Table 2

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Quotation Submission Form**Annexure E**

To
The Executive Director
Indian Buildings Congress
Kama Koti Marg, Sector - VIR. K. Puram,
New Delhi - 110022
Date: _____

Sub: Submission of Quotation for Online E-voting Service provider.

Ref: IBC/Admn/EFP/1(33)/26-27 dated 30-10-2026

Sir,

Having examined the related documents, I/We hereby offer to execute/provide online E-voting Services for the Election of Governing Council Members of IBC for the year 2027 & 2028 to be held w.e.f. 22-12-2026 to 05-01-2027 as per the scope of work mentioned in the NIQ.

Item No	Description of services	Unit	Quantity	Rate (INR)	Amount	Applicable GST	Total Amount (INR)
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	Total						

Total Amount in words. Rupees

List of Documents enclosed:

Signature of Quotationer

Name: _____

Address:

Email id:

Mobile: