

Name of Work :- A/R & M/O Residential and Non-Residential Buildings of LHMC & AH, New Delhi during 2026-27 (SH:-Providing services of Computer Operator for Drawing Branch of Division Office & Sub-Division-III.)

NIT No. :- 20 /AE-III/EE(E)/SSKHED/2026-27.

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Certified that this NIT contains Pages 1-25

सहायक अभियन्ता (वै०)३
श्री०सु०कृ०अ०वै०मं०
के०लो०नि०वि०, नई दिल्ली ।

Correction-Nil

Insertion-Nil

Overwriting-Nil

Deletion-Nil

PART-A

INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR E-TENDERING
FORMING PART OF BID DOCUMENT.

भारत के राष्ट्रपति की ओर से सहायक अभियंता (वै०)३, श्रीमती सुचेता कृपलानी अस्पताल वैद्युत, के०लो०नि०वि०, नई दिल्ली – 110001, **23365067**, ई-मेल delae3sskhed.cpwd@nic.in द्वारा निम्नलिखित कार्य के लिए **Buildings & Roads Category** में के०लो०नि०वि० के पंजीकृत ठेकेदारों से ऑनलाइन प्रतिशत दर पर ई-निविदा आमंत्रित की जाती है।

S. No.	NIT No.	Name of work & Location	Estimated cost put to bid	Earnest Money	Period of completion	Last date & time of submission of Eligibility bid/ Price	Time & date of opening of bid
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	20/AE-III/EE(E)/SSKHED/2026-27.	A/R & M/O Residential and Non-Residential Buildings of LHMC & AH, New Delhi during 2026-27 (SH:-Providing services of Computer Operator for Drawing Branch of Division Office & Sub-Division-III.)	Rs. 5,40,386/-	Rs. 10,808/-	7 Months	20/07/2026 Up to 15:00 Hours	20/07/2026 Up to 15:30 Hours

- The intending bidder must read the terms and conditions of CPWD-6 carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
- Information and Instructions for bidders posted on website shall form part of bid document.
- The bid document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website www.etender.cpwd.gov.in free of cost.

Bidders are advised to keep visiting the above-mentioned web sites from time to time (till the deadline for bid submission or/and extended date of bid submission) for any updates in respect of the tender documents, if any. Failure to do so shall not absolve the applicant of his liabilities to submit the applications complete in all respect including updates thereof, if any. An incomplete application may be liable for rejection.

- The bid can only be submitted after deposition of original EMD either in the office of Executive Engineer inviting bids or division office of any Executive Engineer, CPWD within the period of bid submission and uploading the mandatory scanned documents such as Demand draft or Pay Fixed order or Bankers Cheque or Deposit at call Receipt or Deposit Receipts or Bank

Correction-Nil Insertion-Nil

Overwriting-Nil

Deletion-Nil

Guarantee of any scheduled Bank towards EMD in favour of Executive Engineer as mentioned in NIT, receipt for deposition of original EMD to division office of any Executive Engineer (including NIT issuing EE/ AE), CPWD and other documents as specified.

5. Those contractors not registered on the website mentioned above, are required to get registered before hand. If needed they can be imparted training on online bidding process as per details available on the website.
6. The intending bidder must have valid class-III digital signature to submit the bid.
7. On opening date, the contractor can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
8. Contractor can upload documents in the form of JPG format and PDF format
9. Contractor must ensure to quote rate of each item. The column meant for quoting rate in figures appears in pink colour and the moment rate is entered, it turns sky blue. In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as "0". Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO).
However, If a tenderer quotes nil rates against each item in item rate tender or does not quote any percentage above/below on the total amount of the tender or any section / sub head in percentage rate tender, the tender shall be treated as invalid and will not be considered as lowest tenderer.
10. The department reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified contractors to any number deemed suitable by it, if too many tenders are received satisfying the laid down criterion.
11. SC/ST contractors enlisted under class V category are exempted from processing fee payable to ITI.

List of Documents to be scanned and uploaded within the period of bid submission:-

1. Treasury Challan /Demand Draft/Pay order or Banker's Cheque /Deposit at Call Receipt/FDR / Bank Guarantee of any Scheduled Bank against EMD in **favour of Executive Engineer, SSKHD, CPWD, New Delhi.**
2. Copy of receipt for deposition of original EMD.
3. Copy of Enlistment Order of the Contractor along with upto date amendment.
4. GST Registration Certificate of the State in which the work is to be taken up, if already obtained by the bidder.
If the bidder has not obtained GST registration in the State in which the work is to be taken up, or as required by GST authorities then in such a case the bidder shall scan and upload following under taking along with other bid documents.
"If work is awarded to me, I/we shall obtain GST registration Certificate of the State, in which work is to be taken up, within one month from the date of receipt of award letter or before release of any payment by CPWD, whichever is earlier, failing which I/We shall be responsible for any delay in payments which will be due towards me/us on a/c of the work executed and/or for any action taken by CPWD or GST department in this regard.(OM No. DG/SOP/20 Dt. 13-04-2021)
5. Copy of Valid Electrical Contractor License or undertaking that they will either obtain valid electrical license at the time of execution of electrical work or associate contractor having valid electrical license of appropriate class.
6. Copy of Permanent Account No. (PAN).
7. Email & mobile no. of the firm/ agency on the letter head of firm/ agency (For making correspondence) .

8. Copy of ERP Training Certificate.
9. Undertaking on his/ her letter head is to be uploaded as regard to that I /We have not been debarred suspended for tendering in CPWD till the last date of submission of bid.

Any of the above documents not uploaded on e-tender website, bids may be rejected.

सहायक अभियन्ता (वै०)३
श्री० सु० कृ० अ० वै० मं०
के० लो० नि० वि०, नई दिल्ली ।

Annexure 'A'

INFORMATION AND INSTRUCTION OF EXECUTIVE ENGINEER FOR E-TENDERING

1. The Engineer-in-Charge/DDH of any divisions/projects of CPWD or any other officer designated by CPWD Directorate from time to time, are authorized to receive the EMDs. These authorities should receive the original EMD for their tenders or tenders of any other division/projects
2. The NIT approving authority/Tendering inviting authority at the time of issue of NIT also fills and upload the following prescribed format of receipt of deposition of original along EMD with NIT:-

Receipt of deposition of original EMD (Receipt No./Date)
Name of Work :- A/R & M/O Residential and Non-Residential Buildings of LHMC & AH, New Delhi during 2026-27 (SH:-Providing services of Computer Operator for Drawing Branch of Division Office & Sub-Division-III.)
1. NIT No: 20/AE-III/EE(E)/SSKHED/2026-27.
2. Estimated Cost. Rs. 5,40,386/-
3. Amount of Earnest Money Deposit Rs. 10,808/- (drawn in favour of Executive Engineer, SSKHD, CPWD, New Delhi).
4. Last date of submission of bid: 20/07/2026 at 3:00 pm

1. Name of Contractor: _____ # 2. Form of EMD: _____ # 3. Amount of Earnest Money Deposit: _____ # 4. Date of Submission of EMD: _____ #
Signature, Name and Designation of EMD Receiving officer(EE/AE/AE(P)/AAO) Along with office stamp

3. The Authority receiving EMD in original form examines the EMD deposited by the bidder and issues receipt of deposition of earnest money to the agency in a given format uploaded by tender inviting authority. The receipt can also be issued by any subordinate gazetted authority as authorized by the Engineer-in-Charge/DDH .
4. The authority receiving original EMD also intimates tender inviting authority about deposition of EMD by the agency by email/fax/telephonically
5. The original EMD receiving authority releases the EMD to unsuccessful bidders after the expiry of stipulated bid validity period or immediately after acceptance of the successful Bidder, whichever is earlier, after verification from the e-tendering portal website ([https:// etender.cpwd.gov.in](https://etender.cpwd.gov.in)>closed Tender>all) that the particular contractor is not L-1 tenderer and work is awarded
6. The tender inviting authority calls for original EMD of the L-1 tenderer from EMD receiving authority immediately
7. Information and Instructions for Contractors for e- tendering forming part of NIT and to be posted on website are referred from Annexure -22 for Single bid and Annexure -23 for Two/Three Bid system, as the case may be.

CPWD-6 FOR E-TENDERING

1. The Assistant Engineer (E)-III, SSKHESD-III, CPWD, New Delhi (e-mail id : delace3sskhed.cpwd@nic.in) on behalf of the President of India invites online Percentage rate composite bids from CPWD registered contractors enlisted in **Building and Road Category** of appropriate class for the following work:- **A/R & M/O Residential and Non-Residential Buildings of LHMC & AH, New Delhi during 2026-27 (SH:-Providing services of Computer Operator for Drawing Branch of Division Office & Sub-Division-III.)**

2. The enlistment of the contractors should be valid on the last date of submission of bids.

In case the last date of submission of bid is extended, the enlistment of contractor should be valid on the original date of submission of bids.

- 1.1 The work is estimated to cost **Rs. 5,40,386** this estimate, however, is given merely as a rough guide.

3. Agreement shall be drawn with the successful bidders on prescribed Form No. **CPWD7/8** (or other Standard Form as mentioned) which is available as a Govt. of India Publication and also available on website www.etender.cpwd.gov.in. Bidders shall quote his rates as per various terms and conditions of the said form which will form part of the agreement.
4. The time allowed for carrying out the work will be 1 month from the date of start as defined in schedule 'F' or from the first date of handing over of the site, whichever is later, in accordance with the phasing, if any, indicated in the bid documents.
5. The site for the work is available.
6. The bid document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen on website www.etender.cpwd.gov.in free of cost.
7. After submission of the bid the contractor can re-submit revised bid any number of times but before last time and date of submission of bid as notified.
8. While submitting the revised bid, contractor can revise the rate of one or more item(s) any number of times (he need not re-enter rate of all the items) but before last time and date of submission of bid as notified.
9. (i) Earnest Money in the form of Treasury Challan or Demand Draft or Pay order or Banker's Cheque or Deposit at Call Receipt or Fixed deposit receipt and Copy of receipt for deposition of original EMD issued from division office of any executive engineer (including / NIT issuing EE/AE) CPWD. shall be scanned and uploaded e-tendering website with in the period of bid submission.

(ii) Copy of Enlistment order as specified in the press notice shall be scanned and upload to the e-tendering website within the period of bid submission. However, certified copy of all the scanned and uploaded documents as specified in press notice shall have to be submitted by the lowest bidder only within a week physically in the office of tender opening authority.
10. Online bid documents submitted by intending bidders shall be opened only of those bidders, whose EMD document & EMD Receipt and other documents scanned and uploaded are found in order.

Correction-Nil

Insertion-Nil

Overwriting-Nil Deletion-Nil

11. The bid submitted shall be come invalid and e-Tender processing fee shall not be refunded if:

- (i) The bidder is found ineligible.
- (ii) The bidder does not upload scanned copies of all the documents stipulated in the bid document.
- (iii) If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted physically by the lowest bidder in the office of bid opening authority.
- (iv) If a tenderer quote similar rate against each item in item rate tender or does not quote any percentage above/below on the total amount of the tender or any section / sub head in percentage rate tender, the tender shall be treated as in valid and will not be considered also west tenderer.

12. The contractor whose bid is accepted will be required to furnish performance guarantee at specified percentage of the tendered amount as mentioned in schedule E and within the period specified in Schedule F. This guarantee shall be in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee from any of the Commercial Banks in accordance with the prescribed form.. In case the contractor fails to deposit the said performance guarantee within the period as indicated in Schedule 'F', including the extended period if any, the Earnest Money deposited by the contractor shall before it read automatically without any notice to the contractor. The earnest money deposite along with bid shall be returned after receiving the aforesaid performance guarantee. The contractor whose bid is accepted will also be required to furnish either copy of applicable licenses/ registrations or proof of applying for obtaining labour licenses, registration with EPFO, ESIC and BOCW Welfare Board including Provident Fund Code No. If applicable and also ensure the compliance of aforesaid provisions by the sub-contractors, if any engaged by the contractor for the said work within the period specified in Schedule F.

13. The description of the work is as follows:

Name of Work: A/R & M/O Residential and Non-Residential Buildings of LHMC & AH, New Delhi during 2026-27 (SH:-Providing services of Computer Operator for Drawing Branch of Division Office & Sub-Division-III.)

Intending Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids as to the nature of the ground and sub-soil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. A bidders shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. The bidders shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required

for executing the work unless otherwise specifically provided for in the contract documents. Submission of a bid by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant, etc. will be issued to him by the Government and local conditions and other factors having a bearing on the execution of the work.

14. The competent authority on behalf of the President of India does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidders shall be summarily rejected.
15. Canvassing whether directly or indirectly, in connection with bidders is strictly prohibited and the bids submitted by the contractors who resort to canvassing will be liable for rejection.
16. The competent authority on behalf of President of India reserves to himself the right of accepting the whole or any part of the bid and the bidders shall be bound to perform the same at the rate quoted.
17. No Engineer of Gazetted Rank or other Gazetted Officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of one year after his retirement from Government service, without the prior permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the bid or engagement in the contractor's service.
18. The bids for the work shall remain open for acceptance for a period of 30 (thirty) days from the date of opening of bids in case of single bid system and 75 (seventy five) days from the date of opening of technical bid incase bids are invited in 2 or 3bid system.

Further

- (i) If any tenderer withdraws his tender or makes any modification in the terms & conditions of the tender which is not acceptable to the department within 7 days after last date of submission of bids, then the Government shall without prejudice to any other right or remedy, be at liberty to forfeit 50% of the earnest money absolutely irrespective of letter of acceptance for the work is issued or not.
- (ii) If any tenderer withdraws his tender or makes any modification in the terms & conditions of the tender which is not acceptable to the department after expiry of 7 days after last date of submission of bids, then the Government shall with out prejudice to any other right or remedy, be at liberty to forfeit 100% of the earnest money absolutely irrespective of letter of acceptance for the work is issued or not.

- (iii) In case of forfeiture of earnest money as prescribed in para (i) and (ii) above, the bidders shall not be allowed to participate in there bidding process of the same work.
19. This notice inviting Bid shall form a part of the contract document. The successful bidders/contractor, on acceptance of his bid by the Accepting Authority shall within 15 days from the stipulated date of start of the work, sign the contract consisting of:-
- (a) The Notice Inviting Bid, all the documents including additional conditions, specifications and drawings, if any, forming part of the bid as uploaded at the time of invitation of bid and the rates quoted online at the time of submission of bid and acceptance thereof to get her with any correspondence leading there to.
- (b) Standard C.P.W.D.Form7/8 or other Standard C.P.W.D. Form as applicable.
20. The intending bidders are required to update their profile in CPWD e-tender portal and to upload their bids well in advance of last date of submission of tender. Any issue related to updating profile/ uploading tender can be resolved through the concerned Executive Engineer/ Assistant Engineer (Phone no*.....,e-mail Id*.) or ERP helpline no.18001803286 or e-mail ldcpwd.support@techmahindra.com. The e- tendering bidders are also advised not to wait to raise any issues till the last date of submission of bid in their own.

Assistant Engineer (E)-III
For & on behalf of President of India

Correction-Nil

Insertion-Nil

Overwriting-Nil

Deletion-Nil

(On non-judicial stamp paper of minimum Rs. 100)
(Guarantee offered by Bank to CPWD in connection with the execution of contracts)
Form of Bank Guarantee for Earnest Money Deposit/Performance Guarantee/Security Deposit/Mobilization
Advance

1. Whereas the Executive Engineer (name of division), CPWD on behalf of the President of India (hereinafter called “The Government”) has invited bids under (NIT number) Dated
For..... (name of work) The Government has further agreed to accept irrevocable Bank Guarantee for Rs. (Rupees..... Only) valid upto (date)*as Earnest Money Deposit from (name and address of contractor) (hereinafter called “the contractor”) for compliance of his obligations in accordance with the terms and conditions of the said NIT.

OR**

Whereas the Executive Engineer(name off division), CPWD on behalf of the President of India (hereinafter called “The Government”) has entered into an agreement bearing number ... with (name and address of the contractor) (hereinafter called “the Contractor”) for execution of work..... (name of work)The Government has further agreed to accept an irrevocable Bank Guarantee for Rs..... (Rupees.....only) valid upto(date) as Performance Guarantee/Security Deposit/Mobilization Advance from the said Contractor for compliance of his obligations in accordance with the terms and conditions of the agreement.

2. We, (indicate the name of the bank) (herein after referred to as “the Bank”), hereby undertake to pay to the Government an amount not exceeding Rs..... (Rupees..... only) on demand by the Government within 10 days of the demand.
3. We,(indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the Government stating that the amount claimed as required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.(Rupees.....only)
4. We, (indicate the name of the Bank), further undertake to pay the Government any money so demanded notwithstanding any dispute or disputes raised by the contractor in any suit or proceeding pending before any court or Tribunal, our liability under this Bank Guarantee being absolute and unequivocal. The payment so made by us under this Bank Guarantee shall be a valid discharge of our liability for payment there under and the contractor shall have no claim against us for making such payment.
5. We, (indicate the name of the Bank)... .., further agree that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligation here under to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said contractor and to forbear or enforce any of the terms and

Correction- Nil

Insertion- Nil

Overwriting- Nil Deletion- Nil

conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said contractor or for any forbearance, act of omission on the part of the Government or any indulgence by the Government to the said contractor or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. We, (indicate the name of the Bank), further agree that the Government at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor at the first instance without proceeding against the contractor and notwithstanding any security or other guarantee the Government may have in relation to the Contractor's liabilities.
7. This guarantee will not be discharged due to the change in the constitution of the Bank of the Contractor(s).
8. We,.....(indicate the name of the Bank)....., undertake not to revoke this guarantee except with the consent of the Government in writing.
9. This Bank Guarantee shall be valid up to unless extended on demand by the Government. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. (Rupees only) and unless a claim in writing is lodged with us within the date of expiry or extended date of expiry of this guarantee, all our liabilities under this guarantee shall stand discharged.

Date

Witnesses:

1. Signature Authorized Signatory Name and address
Name
Designation Staff code no. Bank seal
2. Signature Name and address
 - *Date to be worked out on the basis of validity period of 90 days where only financial bids are invited and 180 days for two/three bid system from the date of submission of tender.
 - **In paragraph 1, strike out the portion not applicable. Bank Guarantee will be made either for earnest money or for performance guarantee/security deposit/mobilization advance, as the case may be

Correction-Nil

Insertion-Nil

Overwriting-Nil Deletion-Nil

GOVERNMENT OF INDIA
CENTRAL PUBLIC WORKS DEPARTMENT

CPWD-7

STATE :- DELHI
BRANCH :- E&M
ZONE :- SE DC-9

DIVISION :SSKHED
SUB DIVISION-III

PERCENTAGE RATE TENDERS & CONTRACT FOR WORKS

Tender For The: - A/R & M/O Residential and Non-Residential Buildings of LHMC & AH, New Delhi during 2026-27 (SH:-Providing services of Computer Operator for Drawing Branch of Division Office & Sub-Division-III.)

- (i) To be Submitted by **15:00 Hrs. on 20-07-2026** to Assistant Engineer (E), SSKHESD-III, CPWD, New Delhi.
- (ii) To be opened in presence of tenderers who may be present at **15:30 Hrs. on 20-07-2026** in the office of Assistant Engineer (E), SSKHESD-III, CPWD, New Delhi.

T E N D E R

I/We have read and examined the notice inviting tender, schedule, A,B,C,D,E & F Specifications applicable, Drawings & Designs, General rules and Directions, Conditions of Contract 2023 (Maintenance Works) with amendments up to the last date of submission of tenders, clauses of contract, Special conditions, Schedule of Rate & other documents and Rules referred to in the conditionsof contract and all other contents in the tender document for the work.

I/We hereby tender for the execution of the work specified for the President of India within the time specified in Schedule “F”, viz., schedule of quantities and in accordance in all respects with the specifications, designs, drawings and instructions in writing referred to in Rule-1 of General Rules and Directions and in Clause 11 of the Conditions of contract and with such materials as are provided for, by, and in respects in accordance with, such conditions so far as applicable.

I/We agree to keep the tender open for thirty (30) days from the due date of opening of bid and not to make any modifications in its term & conditions.

A sum of **Rs. 10,808/-** is hereby forwarded in Cash/Receipt Treasury Challan/Deposit at call Receipt of a Scheduled Bank/Fixed deposit receipt of scheduled bank/demand draft of a scheduled bank/bank guarantee issued by scheduled bank as earnest money. If I/We fail to commence work as specified, I/We agree that President of India or the successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said performance guarantee absolutely. The said Performance Guarantee shall be a guarantee to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to those in excess of that limit at the rates to be determined in accordance with the provision contained in Clause 12.2 and 12.3 of the tender form.

Correction-Nil

Insertion-Nil

Overwriting-Nil Deletion-Nil

Further, I/We agree that in case of forfeiture of Performance Guarantee as aforesaid, I/We shall be debarred for participation in the re-tendering process of the work. I/We undertake and confirm that eligible similar work(s) has/have not been got executed through another contractor on back-to-back basis. Further that, if such a violation comes to the notice of Department, then I/We shall be debarred for tendering in CPWD in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Performance Guarantee.

I/We hereby declare that I/We shall treat the tender documents drawings and other records connected with the work as secret/confidential documents and shall not communicate information/derived there from to any person other than a person to whom I/We am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

Dated

Signature of Contractor

Witness:

Postal Address

Address:

Occupation:

Correction-Nil

Insertion-Nil

Overwriting-Nil

Deletion-Nil

ACCEPTANCE

The above tender (as modified by you as provided in the letters mentioned hereunder) is accepted by me for and on behalf of the President of India for a sum of Rs.

_____/ (Rupees _____
_____)

The letters referred to below shall form part of this contract Agreement:-

- (a). _____
- (b). _____
- (c). _____

For & on behalf of the President of
India

Dated _____

Signature _____

Designation _____

PROFORMA OF SCHEDULES

SCHEDULE 'A'

Schedule of quantities

As per Schedule of Work attached in NIT.

SCHEDULE 'B'

Schedule of materials to be issued to the contractor.

Sr. No.	Description of item	Quantity	Rates at Which material will be charged to the contractor	The place of issue
1	2	3	4	5
____NIL____				
(Material required for the work shall be arranged by the Contractor)				

SCHEDULE 'C'

Tools and plants to be hired to the contractor

Sr. No.	Description	Hire Charges per day	Place of issue
1	2	3	4
____NIL____			

SCHEDULE 'D'

Extra schedule for specific requirements /document for the work, if any – As per sheet attached.

SCHEDULE 'E'

Reference to General Conditions of contract – GCC 2023 (Maintenance works), CPWD form-7 as modified and corrected upto date.

Name of Work	A/R & M/O Residential and Non-Residential Buildings of LHMC & AH, New Delhi during 2026-27 (SH:-Providing services of Computer Operator for Drawing Branch of Division Office & Sub-Division-III.)
Estimated cost of work	Rs. 5,40,386/-
i) Earnest Money (To be returned after receiving Performance Guarantee)	Rs. 10,808/-
ii) Performance Guarantee	5 % of the Estimated cost put to tender (ECPT) or contract amount whichever is higher. (As per OM No.- DG/Manual-2024/20, Dated- 27/02/2026.
iii) Security Deposit	2.5% of tendered value

Correction-Nil

Insertion-Nil

Overwriting-Nil Deletion-Nil

SCHEDULE 'F'

(GENERAL RULES & DIRECTIONS) : CPWD General specifications for maintenance work GCC 2023 & Amended upto date.

Officer inviting tender: AE(E), SSKHESD-III, CPWD, New Delhi.

Maximum percentage for quantity of items of work to be executed beyond which rates are to determined in accordance with Clauses 12.2 & 12.3: **See below**

Definitions:

1	Engineer-in-Charge	AE(E), SSKHESD-III, CPWD, New Delhi.
2	Accepting Authority	As per competent authority.
3	Percentage on cost of materials and Labour coverall to overheads and profits	15%
4	Standard Schedule of Rates	DSR E&M 2025 & Market rate, Minimum wages as per Govt. of Delhi or Central Government whichever is higher.
5	Department	Central Public works Department
6	Standard CPWD Contract Form	CPWD Form-7

Clause 1

1	Time allowed for submission of Performance Guarantee, programme chart (Time and progress) and applicable labour license, registration with EPFO, ESIC and BOCW welfare board or proof of applying thereof from the date of issue of letter of acceptance	7 Days
2	Maximum allowable extension with late fee @ 0.1% per day of Performance Guarantee amount beyond the period provided in (i) above.....	3 Days

Clause 2

(i)	Authority for fixing compensation under clause 2	SE, DC-IX, CPWD, I.P. Bhawan, New Delhi.
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Clause 2A

(i)	Whether clause 2A shall be applicable	No
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Correction- Nil

Insertion- Nil

Overwriting- Nil Deletion- Nil

Clause 5

(i)	Number of days from the date of issue of letter of acceptance for reckoning date of start Mile stone(s) as per table given below :-	10 Days
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Sl. No.	Description of Mile Stone (Physical)	Time Allowed in days (From date of Start)	Amount to be with-held in case of non achievement of milestone
-Nil-			

Time allowed for execution of work:

7 Months

Authority to decide:

(i)	Extension of time:-	AE(E), SSKHESD, CPWD, New Delhi.
(ii)	Rescheduling of mile stones:-	N.A.
(iii)	Shifting of date of start in case of delay in handing over of site:	EE(E), SSKHED, CPWD, New Delhi.

Clause 6 Measurement type

EMB (Electronic Measurement Book) through ERP

Clause 7	Gross work to be done together with net payment/Adjustment of advances for material collected, if any, since the last such payment for being eligible to interim payment	N.A.
Clause 7 A	Whether clause 7A shall be applicable	Yes
Clause 10A	List of testing equipments to be provided by the contractor at site lab.	N.A.
Clause 10 B (i)	Whether clause 10-B (i) shall be applicable.	N.A.
Clause 10 C	Component of labour expressed as percent of value of work	N.A.
Clause 10 CA	Not Applicable	
Clause 10CA Materials Covered under this clause :	Nearest Materials (other than cement, Reinforcement bars and Structural Steel) for which All India Wholesale Price Index to be followed:	Base Price of all the materials covered under clause 10CA :
NIL		
Clause 10 CC	Clause 10CC to be applicable in contracts with stipulated period of completion exceeding the period shown in next column	N.A.

Correction-Nil

Insertion-Nil

Overwriting-Nil

Deletion-Nil

Clause 11

Specifications to be followed for execution of work :- C.P.W.D. General Specifications for Electrical, amended upto date & as per terms & condition attached.

Clause 12	Authority to Decide deviation of contract amount	Upto 1.25 times the contract amount	As per competent authority.	
		Beyond 1.25 times upto 1.50 times of contract amount.	As per competent authority.	
Type of Work			Maintenance works	
12.2 & 12.3	(i) Deviation limit beyond which clause 12.2 & 12.3 shall apply for building work.		No limit	
12.5	i) Deviation limit beyond which clause 12.2 & 12.3 shall apply for foundation work		No limit	

Clause 16:

Competent Authority for deciding reduce rates:-

As per applicable.

Clause 18:

List of mandatory machinery, tools & plants to bedeployed by the contractor at site.	As per direction of Engineer-In-charge
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Clause 19C: Authority to decide penalty for each default : Engineer-in-charge

Clause 19D: Authority to decide penalty for each default : Engineer-in-charge

Clause 19G: Authority to decide penalty for each default : Engineer-in-charge

Clause 19K: Authority to decide penalty for each default : Engineer-in-charge

Clause 25 Settlement of Disputes by Conciliation and Arbitration

(a)	Conciliator	ADG (Delhi Region)
(b)	Arbitrator appointing	Superintending Engineer (DC-IX)
(c)	Place of Arbitration	New Delhi

Correction- Nil

Insertion- Nil

Overwriting- Nil Deletion- Nil

Clause 32

Sl. No.	Minimum Qualification of Technical Representative	Disipline	Designation (Principal Technical/ Technical Representative)	Minimum Experience	Number	Rate at which recovery shall be made from the contractor in the event of not fulfilling provision of clause 32(i)	
						Figures	Words
N.A.							

Clause 38				
	i)	a)	Schedule/ statement for determining theoretical quantity of cement & bitumen on the basis of Delhi Schedule of Rates 2022 printed by CPWD	N.A.
	ii)		Variations permissible on theoretical quantities	
		a)	Cement for works with estimated cost put to tender not more than Rs. 5 lakhs.	N.A.
		(b)	For works with estimated cost put to Tender is more than Rs. 5 lakhs	N.A.
		(c)	Bitumen all works	N.A.
		(d)	All other materials	Nil

सहायक अभियन्ता (वै०)३
श्री० सु० कृ० अ० वै० मं०
के० लो० नि० वि०, नई दिल्ली ।

Correction-Nil Insertion-Nil Overwriting-Nil Deletion-Nil

PART-B (ELECTRICAL WORK)

Correction-Nil

Insertion-Nil

Overwriting-Nil

Deletion-Nil

TERMS & CONDITIONS

(Providing Services of Computer Operator for Sub Div-III & Drawing Branch of Division Office)

1. The work shall be carried out as per instruction of Engineer-in-Charge /Officer-in-charge.
2. Incase, any operator wants to take leave, it shall be the responsibility of the contractor to arrange another operator for the same. Nothing extra shall be paid to the contractor for this.
3. Computer operator should have minimum typing speed 40 words per minute in English & 30 words per minute in Hindi.
4. The computer operator must have knowledge of preparing NIT, Uploading tender and downloading tender through E-Tender, preparing of Electronic Measurement Book through PFMS (The Public Financial Management System) and operate Gem portal.
5. Computer operator must have minimum-5 years working experience in C.P.W.D.
6. Contractor has to submit the detail of worker who will execute the work containing photo copy of Identity and Address Proof before execution of work. It is for compliance of security instructions in Govt. building.
7. The workers deployed at site shall be on the rolls of the contractor and the department shall not be responsible for any court case / regularization of these workers. The contractor shall be responsible for any legal complication/court case.
8. Payment shall be released as per RFI condition & as per availability of Budget and LOC by the competent Authorities on the submission of all the documents e.g. Attendance, Wages proof.
9. Duty chart of workers shall be displayed at site office/service centre. In case of absence of any staff, recovery shall make at the following rates:-
 - (a) Computer [operator@Rs.2200/-per](#) day
10. The Contractor will observe all the relevant rules and regulations in force regarding contract labour and the workers of the Contractor shall be his liabilities & they shall have no claim for Governments services,
in any form, in the department.
11. Wherever applicable to obtain license under Contract Labour Act (incase of 20 or more workers in security and man power supply work etc.) and Registration under Building & Construction (RACS Act 1996) (in case of 10 or more for construction, maintenance, cable laying etc.)
12. Payment of minimum wages as notified by the Central Govt. and Delhi Govt. (whichever is higher)

Correction-Nil

Insertion-Nil

Overwriting-Nil Deletion-Nil

13. Deduction of statutory EPF and ESI contribution and deposit the same to concerned authority in time.
14. Issue employment card, wages slips and experience certificate to the contract worker.
15. Make the payment by 7th day of next month in the presence of authorized representative of principal employer.
16. Provide weekly off to the contract worker and make the payment at the overtime rate if called for work on weekly off.
17. Provide welfare amenities as per the law.
18. Comply the Terms and Condition provided in the license.
19. The contractor should visit the site before quoted their rates.
20. The Bidders are advised for visiting website (<https://etender.cpwd.gov.in>) upto last date & time of submission of tender for checking amendment/ corrigendum etc.
21. The firm must depute operator having Graduation as minimum qualification.

सहायक अभियन्ता (वै०)३
श्री० सु० कृ० अ० वै० मं०
के० लो० नि० वि०, नई दिल्ली।

Schedule of work

Name of Work:- A/R & M/O Residential and Non-Residential Buildings of LHMC & AH, New Delhi during 2026-27 (SH:-Providing services of Computer Operator for Drawing Branch of Division Office & Sub-Division-III.)

S. No.	Description of item	Qty		Rate	Unit	Amount
1	Providing necessary high skilled Computer Operators for handling of office documentation and other Misc. activities and operation and general up keep of computer system for preparing of various documentation related to correspondence financial and Technical matters during the office hours on all working days & as per terms & conditions are attached.					
	(a) SSKHED in Sub Div III - 1 No.	1 Job for 7 Months		38599.00	Per Job Per Month	270193.00
	(b) Drawing Branch of Division office - 1 No.	1 Job for 7 Months		38599.00	Per Job Per Month	270193.00
		Total				540386.00

सहायक अभियन्ता (वै०)३
श्री० सु० कृ० अ० वै० मं०
के० लो० नि० वि०, नई दिल्ली।

Correction-Nil Insertion-Nil Overwriting-Nil Deletion-Nil

केंद्रीय लोक निर्माण विभाग Central Public Works Department					
नाइट नं। N.I.T. No:	20/AE-III/EE(E)/SSKHED/2026-27.				
लाइन नं। Line No	1				
कार्य का नाम Name of Work/Description	A/R & M/O Residential and Non-Residential Buildings of LHMC & AH, New Delhi during 2026-27 (SH:-Providing services of Computer Operator for Drawing Branch of Division Office & Sub-Division-III.)				
मात्रा की अनुसूची SCHEDULE OF QUANTITY					
ठेकेदार का नाम Name of the Contractor					
क्रम संख्या Sl.No.	घटक का नाम Name of Component	अनुमानित लागत Estimated cost	अनुमानित लागत से ऊपर या नीचे का प्रतिशत Percentage above or below the estimated cost	% अंकों में % in Figures	कुल लागत Total Cost
1	As per Schedule of Work attached	5,40,386.00			-
	Grand Total	कुल योग			-
NOTE: If any cells (Rates) left Blank, then the same will be treated as "Zero".					
Note to CPWD Department / User : DO's 1.User can Add / Delete Multiple Rows in this Schedule Template, as required for additional decryption / items. 2. If User Add Multiple Rows, User must Ensure to fill in all the required descriptions & required amount calculation's					
DON'T's 1. Department user should not change the Structure / Format / Adding Columns of the Sample Schedule Template. (Any Assistance May contact E-Procurement Helpdesk) 2 .Department user should not protect the Financial Schedule Template (BOQ/SOQ). E-Procurement portal will protect the files and necessary cells automatically.					
Note To Contractors /Vendors: DO's 1. Contractor / Vendor has to mandatorily fill in their Firm Name under "Name of the Contractor".					
DON'T's 1. Contractor / Vendor should fill in the rate and then upload the same file without changing the Schedule / BOQ File Name 2. Only 2 Decimal Points are supposed to be entered					

Correction-Nil

Insertion-Nil

Overwriting-Nil Deletion-Nil