

INDEX

कार्य का नाम: एमओईआई और फैन्स, संकल्प भवन, नई दिल्ली (एसएच: ईओडी-7, विजिलेंस यूनिट, के.लो.नि. वि., विद्युत भवन के कार्यालय में डेटा एंट्री ऑपरेटर और एमटीएस की सेवाएँ प्रदान करना)

Name of Work: MOEI & Fans at Sankalp Bhawan, New Delhi [SH: Providing Services of Data Entry Operator & MTS in the Office of EOD-VII, Vigilance Unit, CPWD, Vidyut Bhawan]

<u>Sl. No.</u>	<u>CONTENTS</u>	<u>PAGE No.</u>
1.	INDEX	1-2
2.	Information and instruction for bidder for e-tendering	3-5
3.	Check list for Bidders for submission of Bid	6
4.	CPWD-6	7-10
5.	Format of Receipt of Deposition of Original EMD	11
6.	CPWD-7	12-13
7.	Schedule A to F	14-18
8.	Additional Terms & Conditions	19
9.	Bank Guarantee Performa for PG	20-22
10.	Schedule of Quantity (SOQ)	23-24

एन आई टी नं: **62/EE(E)/VBED/2026-27** रुपये **8,60,364/-** (रुपये आठ लाख साठ हजार तीन सौ चौसठ) मात्र जिसमें पृष्ठ संख्या 1 से 24 है, को एतद् द्वारा अनुमोदित किया जाता है।

NIT No. **62/EE(E)/VBED/2026-27** for Rs. **8,60,364/-** [Rupees Eight Lakhs Sixty Thousand Three Hundred and Sixty Four] only having Pages No. 1 to 24 is hereby approved

In case there's a discrepancy between English & Hindi versions in any line of this NIT, the English version shall prevail.

Assistant Engineer (E)(P)
VBED, CPWD, Jodhpur Hostel
New Delhi-110003

Executive Engineer (E)
VBED, CPWD, Jodhpur Hostel
New Delhi-110003

Blank

ई-टेंडरिंग एवं वेबसाइट पर पोस्ट किए जाने हेतु संविदाकार के लिए जानकारी और निर्देश
INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR e-TENDERING
 (खुली निविदाएं आमंत्रित करने के लिए लागू)
 (Applicable for inviting Bids)

The Executive Engineer (E), Vigyan Bhawan Electrical Division, CPWD, Block-6, Jodhpur Officer Hostel, New Delhi-110003 (e-mail: deleeevbed.cpwd@nic.in) on behalf of the President of India invites online **Percentage Rate** e-tender in **single bid system** from **CPWD registered contractors enlisted in Composite Category of appropriate class / Buildings & Roads** for the following work:

क्रम संख्या/ Sl. No.	एनआईटी नं./NIT No.	कार्य का नाम एवं स्थान Name of Work & Location	अनुमानित लागत /Estimated Cost put to tender	अग्रिम धनराशि/Earnest Money	कार्य अवधि /Period of Completion	प्रेस नोटिस में निर्दिष्ट अनुसार बोली, ईएमडी, ई-टेंडर प्रसंस्करण शुल्क और अन्य दस्तावेज जमा करने की अंतिम तिथि और समय/ Last date & time of submission of bid, EMD, e-tender processing fee and other documents as specified in the press notice	बोली खोलने का समय और तारीख Time and date of opening of Bid
1	2	3	4	5	6	7	8
1	62/EE(E)/BED/2026-27	एमओईआई और फैंस, संकल्प भवन, नई दिल्ली (एसएच: ईओडी-7, विजिलेंस यूनिट, के.लो.नि. वि., विद्युत भवन के कार्यालय में डेटा एंट्री ऑपरेटर और एमटीएस की सेवाएँ प्रदान करना) MOEI & Fans at Sankalp Bhawan, New Delhi [SH: Providing Services of Data Entry Operator & MTS in the Office of EOD-VII, Vigilance Unit, CPWD, Vidhyut Bhawan]	Rs. 8,60,364/-	Rs. 17,207/-	12 Months	03.08.2026 Upto 15:00 hrs	03.08.2026 15:30 hrs

- 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 and to be posted on website.
- 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 website from time to time (till the deadline for 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.

4. Earnest Money in the form of Insurance Surety Bonds, Account Payee Demand Draft or Banker's Cheque or Fixed Deposit Receipt (FDR), or Bank Guarantee including e-Bank Guarantee (for balance amount as prescribed) from any of the Commercial Bank drawn in favor of **Executive Engineer (E), VBED, CPWD, New Delhi** shall be scanned and uploaded to the e-Tendering website within the period of bid submission. The Original EMD should be deposited either in the office of Executive Engineer inviting bids of division office or any Executive Engineer, CPWD within the period of bid submission. The EMD receiving Executive Engineer (including NIT issuing EE/AE) shall issue a receipt of deposition of earnest money deposit to the bidder in a prescribed format (enclosed) uploaded by the tender inviting EE in the NIT. If the EMD is deposited in Subdivision office then it shall not be considered and tender shall be rejected.
5. But 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. The EMD documents shall only be issued from the place in which the office of receiving division office is situated.
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 and downloaded from website www.etender.cpwd.gov.in or www.cpwd.gov.in for free of cost.
7. Those contractors, who are not registered or have not updated their profile on the website mentioned above, are required to get registered / update their profile beforehand. The necessary training materials including the videos with step to step process are available on download section of <https://etender.cpwd.gov.in>
8. The intending bidder must have valid Class-III digital signature certificate with encryption key (combo type) to perform any operations / transactions on the e-tendering portal / website and the bidder should download and install the eMSigner on their system as per instructions available on download section of <https://etender.cpwd.gov.in>.
9. On opening date, the contractor can login and see the bid opening proves. After opening of bids, he will receive the competitor bid sheets.
10. Contractor can upload documents in the form of **JPG** format and **PDF** format.
11. 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.

The quoted rate shall be inclusive of all Taxes, Royalty, Octroi, GST etc. and bonus payable to workers under labour act. No reimbursement shall be made for taxes paid like GST etc. and Bonus payable under relevant Labour Act.

12. 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 bids are received satisfying the laid down criterion.
13. It is mandatory to fill details / upload scanned copies of all the documents as stipulated in the bid document. If such document is not uploaded his bid will become invalid and processing fee shall not be refunded.
14. If the Contractor is found ineligible after opening of bids, his bid shall become invalid.
15. **As per DG Circular No. DG/Enlist. Rules-2023/10 dated 22.04.2024, the enlisted contractor will not be allowed to participate in tendering process without uploading the certificate of compulsory ERP Training.**
16. 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 Contractor, the bid shall become invalid.
17. The contractor has to follow standard operating procedures and guidelines for construction & maintenance site for covid-19 outbreak issued vide OM No. 2/9/2020-WII/DG/169 dated 05.05.2020 with upto date modification available on CPWD website. It will also form as a part of the agreement.

18. The work is to be executed in the building which is proposed to be a part of re-development plan for Central Vista. This building may be dismantled during currency of the contract. The intending bidders shall note that no claims what so ever on account of foreclosure of the contract shall be paid by the Department.
19. The bidders are advised to inspect and examine the site & its surroundings and satisfy themselves before submitting their tender. A bidder shall be deemed to have full knowledge of the site whether be allowed.
20. The minimum wage of labourers to be paid by contractor shall be the higher of the wage notified by the Govt. of India, Ministry of labour and that notified by the local administration for New Delhi/Delhi State.

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

- (i) Insurance Surety Bond, Demand Draft/ Account Payee Banker's Cheque / FDR/ Bank Guarantee of any commercial Bank against EMD.
- (ii) **Copy of receipt for deposition of original EMD issued from division office of any Executive Engineer, CPWD. If the EMD is deposited in Subdivision office then it shall not be considered and tender shall be rejected.**
- (iii) Copy of Enlistment order of the contractor of the composite category in CPWD in appropriate class
- (iv) GST Registration Certificate, if already obtained by the bidder. If the bidder has not obtained GST registration as applicable then he 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, as applicable, within one Months 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."
- (v) Acknowledgement of up to date filed return of GST (Goods & Service Tax) as per NIT stipulation
- (vi) Copy of PAN Card
- (vii) The agency should upload Bank Account Details registered with his firm like Bank name, A/c Number, IFSC Code, A/c name on blank paper/firm letter head with valid email ID and Mobile No. or Bank Pass Book having details of Account
- (viii) Copy of certificate of compulsory ERP Training issued through LMS of ERP obtained by enlisted contractor either himself or his authorized representative
- (ix) Any other Document as specified in the NIT

कार्यपालक अभियंता (वै.)
विज्ञान भवन वैद्युत मंडल
के.लो.नि.वि., नई दिल्ली।

संख्या: 54(12) / वि.भ.वै.मं. / 2026 /

दिनांक

प्रतिलिपि:-

1. कार्यपालक अभियंता, वि.भ.मं., के.लो.नि.वि., जोधपुर ऑफिसर हॉस्टल, नई दिल्ली।
2. सहायक अभियंता (वै.) (यो.), वि.भ.वै.मं., के.लो.नि.वि., नई दिल्ली।
3. सहायक अभियंता (वै.)-3, वि.भ.वै.मं., के.लो.नि.वि., नई दिल्ली।
4. सहायक लेखाधिकारी, वि.भ.वै.मं., के.लो.नि.वि., नई दिल्ली।
5. cpwdnr@gmail.com Through e-mail.
6. सूचना पट्ट कार्यालय अधीक्षक द्वारा।

कार्यपालक अभियंता (वै.)

CHECK LIST FOR BIDDERS FOR SUBMISSION OF BID

1. The bidder should read all the instructions, terms & conditions, contract clauses, nomenclature of items, specifications etc., contained in the bid document very carefully, before quoting the rates.
2. The bidder should also read the General conditions of contract for CPWD works 2023 (Amended up to date) published by D.G., CPWD, Nirman Bhawan, New Delhi-110011 which will be a part of the Agreement.
3. The bidder shall quote his rates keeping in mind the specifications, terms & conditions, additional and special conditions etc. and nothing shall be payable extra whatsoever unless otherwise specified.

“Provision for Labour Camp”: (No.CSQ/C&M/C37(8)/2005/688 dated 07.07.06.”

4. The bidder shall have to make his own arrangement for housing facilities for staff and labour away from site and shall have to transport the labour to and fro between site and labour camp at his own cost. No labour huts will be allowed to be constructed at the site.

भारत सरकार
Government of India
 केंद्रीय लोक निर्माण विभाग
Central Public works Department
 निविदा आमंत्रण सूचना
NOTICE INVITING TENDER
CPWD-6 FOR E-TENDERING

कार्यपालक अभियंता (वै.), वि.भ.वै.मं., के.लो.नि.वि., ब्लॉक-6, जोधपुर अधिकारी हॉस्टल, नई दिल्ली-110003 (ई-मेल: deleeevbed.cpwd@nic.in) भारत के राष्ट्रपति की ओर से निम्नलिखित कार्य के लिए **भवन और सड़कों की उपयुक्त श्रेणी में सीपीडब्ल्यूडी के अनुमोदित और पात्र पंजीकृत ठेकेदारों से ऑनलाईन प्रतिशत दर निविदाएँ आमंत्रित करते हैं:-**

The Executive Engineer (E), Vigyan Bhawan Electrical Division, CPWD, Block-6, Jodhpur Officer Hostel, New Delhi-110003 (e-mail: deleeevbed.cpwd@nic.in) on behalf of the President of India invites online **Percentage rate Composite Bid** e-tender from **CPWD registered contractors enlisted in Composite Category of appropriate class / Buildings & Roads** for the following work:

कार्य का नाम: एमओईआई और फैनस, संकल्प भवन, नई दिल्ली (एसएच: ईओडी-7, विजिलेंस यूनिट, के.लो.नि.वि., विद्युत भवन के कार्यालय में डेटा एंट्री ऑपरेटर और एमटीएस की सेवाएँ प्रदान करना)

Name of Work: **MOEI & Fans at Sankalp Bhawan, New Delhi [SH: Providing Services of Data Entry Operator & MTS in the Office of EOD-VII, Vigilance Unit, CPWD, Vidyut Bhawan]**

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

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

1. The work is estimated to cost for **Providing Services of Data Entry Operator & MTS in the Office of EOD-VII, Vigilance Unit, CPWD, Vidyut Bhawan** is **Rs. 8,60,364/- only**. This estimate, however, is given merely as a rough guide.
2. Agreement shall be drawn with the successful bidders on prescribed Form No. CPWD-7 (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.
3. The time allowed for carrying out the work will be **12 Months** 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 tender documents.
4. The site for the work is available.
5. 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 except Standard General Conditions of Contract Form can be seen from website www.etender.cpwd.gov.in free of cost.
6. After submission of the bid the contractor can re-submit revised bid any number of times or withdraw it before last date and time of submission of bid as notified. No post-tender modification is allowed by the tenderers except through negotiations, if required. In case, any tenderer does so, the tender will be rejected and the tenderer will be debarred for future tendering in CPWD for two years by the concerned enlisting authority (In case of CPWD enlisted contractor) and by the concerned CE/SE (In case of non-enlisted contractor).
7. While submitting the revised bid, bidder 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.
8. When bids are invited in Three stage system and if it is desired to submit revised financial bid then it shall be mandatory to submit revised financial bid. If not submitted, then the bid submitted earlier shall become invalid.

9. Earnest Money in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee (for balance amount as prescribed) from any of the Commercial Banks (drawn in favour of **Executive Engineer (E), VBED, CPWD, New Delhi**) shall be scanned and uploaded on the e-Tendering website within the period of bid submission. The original EMD should be deposited either in the office of Executive Engineer inviting bids or division office of any Executive Engineer, CPWD within the period of bid submission. The EMD receiving Executive Engineer (including NIT issuing EE/AE) shall issue a receipt of deposition of earnest money deposit to the bidder in a prescribed format (enclosed) uploaded by tender inviting EE in the NIT.

A part of earnest money is acceptable in the form of bank guarantee also. In such case, minimum 50% of earnest money or Rs. 20 lac, whichever is less, shall have to be deposited in shape prescribed above, and balance may be deposited in shape of Bank Guarantee of any Commercial bank having validity for a period of 90 days for single bid works and 180 days for two bid system or more from the last date of receipt of bids which is to be scanned and uploaded by the intending bidders.

The earnest money given by all the tenderers except the lowest tenderer shall be refunded immediately after the expiry of stipulated bid validity period or immediately after acceptance of the successful bidder, whichever is earlier. However, in case of two/ three bid system, earnest money deposit of bidders unsuccessful during technical bid evaluation etc. should be returned within 30 days of declaration of result of technical bid evaluation.

Copy of Enlistment Order and certificate of work experience and other documents as specified in the notice inviting e- tender shall be scanned and uploaded on the e-Tendering website within the period of bid submission. However, certified copy of all the scanned and uploaded documents as specified in e- tender notice shall have to be submitted by the lowest bidder within a week physically in the office of tender opening authority. Online bid documents submitted by intending bidders shall be opened only of those bidders, whose original EMD deposited with any division of CPWD and other documents scanned and uploaded are found in order.

The bid submitted shall be opened at **03:30 PM on 03.08.2026**

10. The bid submitted shall become 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 does not quote any percentage above/below on the total amount of the tender or any section/sub head in percentage rate tender, then the tender shall be treated as invalid and will not be considered as lowest tenderer.
11. The contractor whose bid is finally accepted will be required to furnish **performance guarantee of 5% (Five Percent) of the *Estimated Cost Put to Tender (ECPT) or quoted amount (Whichever is higher) 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 be forfeited automatically without any notice to the contractor. The earnest money deposited 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 subcontractors, if any engaged by the contractor for the said work within the period specified in Schedule F.
- 11.1 ***Where the tendered amount is less than eighty percent (80%) of the Estimated Cost Put to Tender (ECPT), the Performance Guarantee, in addition to the requirement under point 11 above, shall be increased by an amount equal to the difference between eighty percent (80%) of the ECPT and the tendered amount***

12. The description of the work is as follows:

एमओईआई और फैन्स, संकल्प भवन, नई दिल्ली (एसएच: ईओडी-7, विजिलेंस यूनिट, के.लो.नि.वि., विद्युत भवन के कार्यालय में डेटा एंट्री ऑपरेटर और एमटीएस की सेवाएँ प्रदान करना)

MOEI & Fans at Sankalp Bhawan, New Delhi [SH: Providing Services of Data Entry

Operator & MTS in the Office of EOD-VII, Vigilance Unit, CPWD, Vidyut Bhawan]

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 bidder 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 bidders 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.

13. 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.
14. 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 to rejection.
15. 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.
16. The contractor shall not be permitted to bid for works in the CPWD Circle (Division in case of contractors of Horticulture/Nursery category) responsible for award and execution of contracts, in which his near relative is posted as Divisional Accountant or as an officer in any capacity between the grades of Superintending Engineer and Junior Engineer (both inclusive). He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any gazetted officer in the Central Public Works Department or in the Ministry of Urban Development. Any breach of this condition by the contractor would render him liable to be removed from the approved list of contractors of this Department.
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 previous 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 bid for the works shall remain open for acceptance for a period of 30 days from the date of opening of bid in case of single bid system.**
 - (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 and time (24 hours basis) 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 and time (24 hours basis) of submission of bids, then the Government shall without 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) Withdrawal of the tender, by the tenderer, shall only be made through e-tender portal. Any other method i.e. through letter/ e-mail etc. shall not be considered.
 - (iv) In case of forfeiture of earnest money as prescribed in para (i) and (ii) above, the bidders shall not be allowed to participate in the rebidding process of the same work.
19. This notice inviting Bid shall form a part of the contract document. The successful bidder/ 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 together with any correspondence leading thereto.

- (b) Standard **C.P.W.D. Form 7** or other Standard C.P.W.D. Form as applicable.
- 20.** Integrity Pact: The contractor shall download the Integrity Pact, which is a part of tender documents, affix his signature in the presence of a witness, and upload the same while submitting online bids for all works of estimated cost put to tender equal or more than the threshold value given I Schedule-F. In the event of his failure to sign and upload the Integrity Pact along with other bid documents, his bid shall be rejected.
- 21.** 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 (E)/Assistant Engineer (E) (011-23022227/Fax: 011-23022164 e-mail: deleeevbed.cpwd@nic.in or ERP help line no 18001803286 or E-mail ID cpwd.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 interest.

Executive Engineer (E)
VBED, CPWD, Jodhpur Officer Hostel
New Delhi-110003

FORM – F

FORMAT OF RECEIPT OF DEPOSITION OF ORIGINAL EMD

RECEIPT OF DEPOSITION OF ORIGINAL EMD (RECEIPT NO. / DATE)	
1.	NAME OF WORK: MOEI & FANS AT SANKALP BHAWAN, NEW DELHI [SH: PROVIDING SERVICES OF DATA ENTRY OPERATOR & MTS IN THE OFFICE OF EOD-VII, VIGILANCE UNIT, CPWD, VIDYUT BHAWAN]
2.	NIT NO. : 62/ EE (E)/VBED/2026-27
3.	ESTIMATED COST : RS. 8,60,364/-
4.	AMOUNT OF EARNEST MONEY DEPOSIT : RS. 17,207/-
5.	LAST DATE OF SUBMISSION OF BID : 03.08.2026
(*To be filled by NIT approving authority / EE at the time of issue of NIT and uploaded along with NIT)	
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(P)/AE/AAO) Along with Office Stamp (# To be filled by EMD receiving EE or NIT issuing EE/AE as the case may be)	

1. The Executive Engineer receiving EMD in original form shall examine the EMD deposited by the bidder and shall issue a receipt of deposition of earnest money to the agency in a given format uploaded by tender inviting EE. The receipt may be issued by the AE(P)/AAO.
2. The original EMD receiving Executive Engineer shall release the EMD after verification from the e-tendering portal website (www.tenderwizard.com>tender free view>advance search>awarded tenders) that the particular contractor is not L-1 bidder and work is awarded.
3. The tender inviting Executive Engineer will call for original EMD of the L-1 bidder from EMD receiving Executive Engineer immediately.

भारत सरकार GOVERNMENT OF INDIA
केन्द्रीय लोक निर्माण विभाग CENTRAL PUBLIC WORKS DEPARTMENT

राज्य STATE : **New Delhi**
 शाखा BRANCH : **E & M**
 अंचल ZONE : **ADG (Delhi)**

परिमंडल CIRCLE : **VB**
 मंडल DIVISION : **VBED**
 उपमंडल SUB-DIVISION : **III**

कार्यों के लिए मद दर निविदा एवं संविदा
Percentage Rate Bid & Contract for Works

- (A) कार्य के लिए निविदा : **एमओईआई और फैन्स, संकल्प भवन, नई दिल्ली (एसएच: ईओडी-7, विजिलेंस यूनिट, के.लो.नि.वि., विद्युत भवन के कार्यालय में डेटा एंट्री ऑपरेटर और एमटीएस की सेवाएँ प्रदान करना)**
 Bid for the work of **MOEI & Fans at Sankalp Bhawan, New Delhi [SH: Providing Services of Data Entry Operator & MTS in the Office of EOD-VII, Vigilance Unit, CPWD, Vidyut Bhawan]**

- (i) Bids to be submitted online by **3.00 PM on 03.08.2026**
 (ii) To be opened on line in presence of bidders who may be present at **03.30 PM on 03.08.2026 in the office of Executive Engineer (E), VBED, CPWD, New Delhi**

निविदा / TENDER

मैंने/हमने कार्य के लिए निविदा आमंत्रण सूचना, अनुसूची क,ख,ग,घ, ङ, और च, लागू विनिर्देश, नक्शे एवं डिजाइन, सामान्य नियम एवं निर्देश, ठेके के उपबंध, विशिष्ट शर्तें, दर अनुसूची एवं अन्य कागजात तथा ठेके की शर्तों में दिए गए नियम तथा निविदा कागजात में उल्लिखित अन्य बातों को पढ़ व जांच लिया है।

I/We have read and examined the notice inviting bid, schedule, A,B,C,D,E & F Specifications applicable. Drawings & Designs, General Rules and Directions, Conditions of Contract, clause of contract, Special conditions, Schedule of Rate & other documents and Rules referred to in the conditions of contract and all other contents in the bid documents for the work.

मैं/हम, एतद्वारा भारत के राष्ट्रपति के लिए अनुसूची 'च' में विनिर्दिष्ट समय के भीतर विनिर्दिष्ट कार्य, यथा—मात्राओं की अनुसूची तथा सभी संबंधित विनिर्देशों, डिजाइनों, नक्शों के अनुरूप तथा सामान्य नियमावली के नियम-1 और ठेके की शर्तों के खंड-11 में उल्लिखित लिखित अनुदेशों एवं ऐसी सामग्रियों, जो प्रदान की जाती है और उसके संबंध में, ऐसी शर्तें जो लागू हों, के अनुरूप निष्पादन हेतु निविदा देता हूँ/देते हैं।

I/We hereby bid 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.

We agree to keep the bid open for 30 (Thirty) days from the date of opening of bids in case of single bid system and not to make any modification in its terms and conditions.

रु० 17,207/- की धनराशि, धरोहर राशि के रूप में नकद/देजरी चालान रसीद/अनुसूचित बैंक की माँग जमा रसीद/अनुसूचित बैंक की सावधी जमा रसीद/ अनुसूचित बैंक के डिमांड ड्राफ्ट/अनुसूचित बैंक द्वारा जारी बैंक गारंटी के रूप में एतद्वारा अग्रेषित की जाती है। यदि मैं/ हम निर्धारित निष्पादन गारंटी को निर्धारित समय अवधि में प्रस्तुत करने में असफल रहते हैं तो मैं/हम यह मंजूर करते हैं कि भारत के उक्त राष्ट्रपति या उनके कार्यालय के उत्तराधिकारी किसी अन्य अधिकारी या उपचारी उपाय पर प्रतिकूल प्रभाव डाले बिना उक्त धरोहर राशि जब्त करने के लिए पूर्णतया स्वतंत्र होंगे। इसके अलावा, यदि मैं/हम विनिर्दिष्ट कार्य प्रारम्भ करने के असफल रहते हैं तो मैं/हम यह मंजूर करते हैं कि भारत के राष्ट्रपति या उनके कार्यालय के उत्तराधिकारी कानून में उपलब्ध किसी अन्य अधिकार या उपचारी उपाय पर प्रतिकूल प्रभाव डाले बिना उक्त धरोहर राशि, तथा निष्पादन गारंटी जब्त करने के लिए पूर्णतया स्वतंत्र होंगे अन्यथा उक्त धरोहर राशि निविदा कागजात के अनुसार उसमें निहित शर्तों व निबंधनों के अनुसार कार्यों के निष्पादन एवं आदिष्ट विचलनों को अनुसूची 'च' में वर्णित प्रतिशत से अनधिक व निविदा प्रपत्र के खण्डों 12.2 व 12.3 में निहित प्रावधानों के अनुसार निश्चित की जाने वाली दरों पर उस सीमा से अधिक के विचलनों के करने के लिए उनके द्वारा प्रतिभूति-निक्षेप के रूप में रोक ली जायेगी। इसके अतिरिक्त मैं/हम सहमत हैं कि बयाना राशि या बयाना राशि तथा उपर्युक्त निष्पादन गारंटी जब्त हो जाने के मामले में मुझे/हमें कार्य की पुनः निविदा प्रक्रिया में भाग लेने से रोक दिया जाएगा।

If I/we, fail to furnish the prescribed performance guarantee within prescribed period. I/we agree that the said President of India or his successors in office shall without prejudice to any other right or remedy. Further, if I/we fail to commence work as specified, I/we agree that President of India or his 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 and debarred for participation in the re-tendering process of the work.

A sum of **Rs. 17,207/-** is here by forwarded in Receipt Treasury Challan /Deposit at call Receipt of a Scheduled Bank /fixed deposit receipt of schedule bank/demand draft of a Scheduled bank/Bank Guarantee issued by a schedule bank, as earnest money. If I/we, fail to furnish the prescribed performance guarantee within prescribed period. I/we agree that the said President of India or his successors in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if I/we fail to commence work as specified, I/we agree that President of India or his successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said earnest money and the performance guarantee absolutely, otherwise the said earnest money shall be retained by him towards security deposit to execute all the works referred to in the bid documents upon the terms and conditions contained or referred to therein and to carry out such deviations as may be ordered, upto maximum of the percentage mentioned in schedule 'F' and 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 bid form. Further I/we agree that in case of forfeiture of Earnest money or both earnest money & 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 bidding 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 Earnest Money Deposit/Performance Guarantee.

मैं/हम एतद्वारा घोषणा करते हैं कि मैं/हम निविदा कागजातों, नक्शों और कार्य से संबंधित अन्य अभिलेखा को गुप्त/गोपनीय कागजात के रूप में रखेंगे और उनसे प्राप्त/ली गई जानकारी किसी अन्य को, जिन्हें मैं/हम सूचित करने के लिए प्राधिकृत हो, से भिन्न किसी को, नहीं बताएंगे या जानकारी को किसी ऐसे रूप में प्रयोग नहीं करेंगे जो राज्य की सुरक्षा के लिए प्रतिकूल हो।

I/We hereby declare that I/we shall treat the bid 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.

तारीख Dated:

ठेकेदार के हस्ताक्षर Signature of Contractor
डाक पता Postal Address

साक्षी Witness : #

पता Address: #

उपजीविका Occupation : #

स्वीकृति /ACCEPTANCE

मैं भारत के राष्ट्रपति की ओर से तथा उनके लिए रु0:- '.....' (रुपये '.....') की राशि के लिए उपर्युक्त निविदा

(अधोलिखित पत्रों के अनुसार परिवर्तित) स्वीकार करता हूँ।

The above bid (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*.....).

नीचे दिए गए पत्र इस ठेका करार का हिस्सा होंगे।

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

i) *

ii) *

iii) *

भारत के राष्ट्रपति की ओर से तथा उनके लिए
For & on behalf of the President of India
हस्ताक्षर Signature
पदनाम Designation

तारीख Dated *.....

कार्यों की अनुसूचियां SCHEDULES FOR WORK

- अनुसूची 'क' SCHEDULE 'A'** :
- मात्राओं की अनुसूची (संलग्न) : **As attached herewith**
 Schedule of quantities (Enclosed)
- अनुसूची 'घ' SCHEDULE 'D'** :
- कार्य के लिए विशिष्ट आवश्यकताओं/दस्तावेज के लिए : **NIL**
 अतिरिक्त अनुसूची, यदि कोई हो
 Extra schedule for specification requirements/
 document for the work, if any
- अनुसूची 'ड' SCHEDULE 'E'**
- 1 ठेके की सामान्य शर्तों का संदर्भ : **General Conditions of Contract for maintenance Works – 2023 with upto date correction slip issued upto the previous day to last date of submission of the tender**
 Reference to General Conditions of contract.
- (i) **कार्य का नाम:** : **एमओईआई और फैनस, संकल्प भवन, नई दिल्ली (एसएच: ईओडी-7, विजिलेंस यूनिट, के.लो.नि. वि., विद्युत भवन के कार्यालय में डेटा एंट्री ऑपरेटर और एमटीएस की सेवाएँ प्रदान करना) MOEI & Fans at Sankalp Bhawan, New Delhi [SH: Providing Services of Data Entry Operator & MTS in the Office of EOD-VII, Vigilance Unit, CPWD, Vidyut Bhawan]**
Name of Work:-
- (ii) कार्य की अनुमानित लागत : **Rs. 8,60,364/-**
 Estimated cost of work:
- (iii) धरोहर राशि : **Rs. 17,207/-**
 Earnest money:
- (iv) निष्पादन गारंटी : **(a) 5% of Tender Value or Estimated Cost Put to Tender (ECPT) (Whichever is higher)**
Performance Guarantee :
(b) Where the tendered amount is less than eighty percent (80%) of the Estimated Cost Put to Tender (ECPT), the Performance Guarantee, in addition to the requirement under (a) above, shall be increased by an amount equal to the difference between eighty percent (80%) of the ECPT and the tendered amount
- (v) प्रतिभूति निक्षेप: **2.5% of Tender Value**
Security Deposit:
- अनुसूची 'च' SCHEDULE 'F'**
सामान्य नियम एवं दिशानिर्देश:
General Rules & Directions.
 निविदा आमंत्रण करने वाला प्राधिकारी : **Executive Engineer (E) VBED, CPWD, New Delhi or his successor thereof**
 Officer inviting tender
- परिभाषाएँ:— Definitions:**
- 2(v) भारसाधक इंजीनियर : **Executive Engineer (E) VBED, CPWD, New Delhi or his successor thereof**
 Engineer-in-Charge
- 2(viii) स्वीकार कर्ता प्राधिकारी : **Executive Engineer (E) VBED, CPWD, New Delhi or his successor**
 Accepting Authority

thereof

- 2(x) अतिरिक्त और लाभों को पूरा करने के लिए : **15%**
सामग्रियों की लागत पर प्रतिशतता
Percentage on cost of materials and labour
to cover all overheads and profits.
- 2(xi) दरों की मानक अनुसूची : **DSR-2025 E&M & AOR (with amendments /
Standard Schedule of Rates correction slip upto last date of receipt of
bids)**
- 2(xii) विभाग : **Central Public Works Department**
Department
- 9(ii) मानक के.लो.नि.वि. ठेका फार्म, संशोधित और : **CPWD form 7, GCC 2023 (Maint. Work) as
शोधित के.लो.नि.वि. फार्म modified and corrected upto the previous
Standard CPWD contract form day to last date of submission of the tender**

खण्ड—1**Clause 1**

- (i) स्वीकृति पत्र जारी होने की तारीख से निष्पादन : **07 Days**
गारंटी के प्रस्तुतीकरण के लिए अनुमत समय,
दिनों में।
Time allowed for submission of
Performance Guarantee from the date of
issue of letter of acceptance, in days
- (ii) ,क्सटेंशन, दिनों में : **03 Days on written request of contractor
Maximum allowable extension with late fee stating the reason of delay in procuring
@ 0.1% per day of performance guarantee performance guarantee to the satisfaction of
amount beyond the period provided in (i) Engineer-in-Charge.**
above

खण्ड—2**Clause 2**

- खण्ड 2 के तहत प्रतिकर निश्चित करने वाला : **Superintending Engineer
प्राधिकारी Vigyan Bhawan, CPWD,
Authority for fixing compensation under New Delhi or his successor thereof
Clause 2**

खण्ड—2ए**Clause 2A**

- क्या खण्ड 2। क लागू होगा। : **No**
Whether Clause 2A shall be applicable

खण्ड—5**Clause 5**

- कार्य आरम्भ करने की तारीख की गणना के : **10 Days**
लिए स्वीकृति पत्र जारी होने की तारीख से दिनों
की संख्या
Number of days from the date of issue of
letter of acceptance for reckoning date of
start

लक्ष्य मील-पत्थर। सारणी: लक्ष्य नीचे दी गई सारणी अनुसार

Table of Milestones: --As per Table given below

Sl. No.	Description of Milestone (Physical)	Time Allowed in Days (from date of start)	Amount to be withheld in case of non-achievement of milestone (Percentage of bid amount)

- कार्य निष्पादित करने के लिए अनुमत्य समय : **12 Months**
Time allowed for execution of work

निर्णायक प्राधिकारी**Authority to Decide :**

- i. Authority to convey the decision of shifting of milestone and extension of time : **Executive Engineer (E) VBED, CPWD, New Delhi or his successor thereof**
- ii. Authority to decide rescheduling of milestone and extension of time : **Superintending Engineer, Vigyan Bhawan I.P. Bhawan, New Delhi**
- iii. Shifting of data of start in case of delay in handling over of site : **Superintending Engineer, Vigyan Bhawan I.P. Bhawan, New Delhi**

Clause 5

Clause applicable – (5 or 5A) : **Clause 5**

Proforma of Schedule Clause 5 Schedule of handing over of site

Part	Portion of site	Description	Time Period for handing over reckoned from date of issue of letter of intent
Part A	Portion without any hindrance	All	As and when required
Part B	Portions with encumbrances	Nil	N.A.
Part C	Portions dependent on work of other agencies	Nil	N.A.

Clause 6

(Mode of measurement) : **EMB (Electronic Measurement Book) through ERP (As per circular DG/CON-Maintenance-2020/338 dt. 13.04.2023)**

खण्ड-7**Clause 7**

अंतरिम भुगतान के लिए पात्र होने के लिए : **Rs. 75,000/-**
 अंतिम ऐसे भुगतान के बाद कुल भुगतान
 एकत्रित सामग्रियों के अग्रिमों के समायोजन
 सहित किया जाने वाला कुल कार्य
 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

खण्ड-7ए**Clause 7A (Modified)**

No Running Account Bill shall be paid for the work till the applicable labour licenses, registration with EPFO, ESIC and BOCW Welfare Board, whatever applicable, are submitted by the contractor to the Engineer-in-charge.
 Whether Clause 7A shall be applicable. : **Yes, Applicable**

खण्ड-8**Clause 8**

The competent authority to inspect and issue of completion certificate : **Executive Engineer (E), VBED, CPWD or his successor or thereof.**

खण्ड-10(क)**Clause 10A**

कार्यस्थल प्रयोगशाला में ठेकेदार द्वारा उलब्ध कराये जाने परीक्षण उपकरण की सूची : **As amended upto date**
 List of testing equipment to be provided by the contractor at site lab

खण्ड-10(ख)(ii)**Clause 10B(ii)**

क्या खण्ड 10(ख)(ii) लागू होगा। : **Not Applicable**

Whether Clause 10 B(ii) shall be applicable:

खण्ड-10(ग)

Clause 10C

श्रम घटक को कार्य के मूल्य के प्रतिशत के : **100%**

रूप में अभिव्यक्त किया गया है।

Component of labour expressed as percent of value of work

खण्ड.10 गग

Clause 10CC

खण्ड 10गग उन संविदाओं पर लागू होगा : **Not Applicable**

जिसमें कार्य समापन की अवधि, अगले कालम में दर्शायी गई अवधि से अधिक अनुबंधित है।

Clause 10CC to be applicable in contracts with stipulated period of completion exceeding the period shown in the next column

मूल्य वृद्धि के लिए अन्य सामग्री, श्रम, पी.ओ.एल आदि के घटकों की अनुसूची।

Schedule of component of other Materials, Labour, POL etc. for price escalation.

निर्माण कार्य सामग्री के लिए सिविल घटक (खंड 10 ग के अन्तर्गत शामिल सामग्रियों को छोड़कर)/वैद्युत कार्य में कुल मूल्य के प्रतिशत के रूप में प्रदर्शित

खण्ड- 11

Clause 11

कार्य निष्पादन के लिए अनुपालन किए जाने वाले विनिर्देश : **CPWD General Specifications**

Specifications to be followed:

खण्ड-12 Clause 12	The completion cost shall in no case exceed 1.5 times the contract amount	
Authority to decide deviation of contract amount	Upto 1.25 times the contract amount	Executive Engineer (E), VBED, CPWD or his successor
	Beyond 1.25 times upto 1.50 times of contract amount	Superintending Engineer, Vigyan Bhawan, CPWD or his successor
Type of work	Maintenance work	

The completion cost shall, in no case exceed 1.5 times the contract amount. Contractor will devise a system to keep a watch on quantum of work taken up vis-à-vis balance items required to complete defined scope of work and will give the alerts to Engineer-in-charge before taking up extra item(s), deviations(s) so that completion cost does not exceed above limit. Work executed beyond above limit with neither be recorded nor be paid. The Contractor will not have any claim(s) whatsoever on this amount.

खण्ड-16

Clause 16

घटी हुई दरे निर्धारित करने की लिए सक्षम प्राधिकारी : **Superintending Engineer, Vigyan Bhawan for 5% of contract Value, ADG(RD), beyond 5% of contract value**

Competent Authority for Deciding Reduced Rates

खण्ड-18

Clause 18

कार्यस्थल पर ठेकेदार द्वारा लगाये जाने वाली : **As per site requirement**

अनिवार्य मशीनरी, औजार एवं सयंत्रों की सूची:
List of mandatory machinery, tools & plants to be deployed by the contractor at site:

Clause 19C : Executive Engineer (E), VBED, CPWD or his successor (Penalty of Rs. 200/- for each default)

- Clause 19D : Executive Engineer (E), VBED, CPWD or his successor (Penalty of Rs. 200/- for each default) In case of fa
- Clause 19G : Executive Engineer (E), VBED, CPWD or his successor (Penalty of Rs. 100/- per day for each default and defaulting continuously the Penalty may be enhanced to Rs.200/- per day for each day fault subject way maximum of 5% of the estimated cost of the work put to tender) In case of fa
- Clause 19K : Executive Engineer (E), VBED, CPWD or his successor (Penalty of Rs. 200/- per tradesman per day) Not applicab

खण्ड-25**Clause 25**

S.No.	Designations	
1	Conciliator	ADG(Delhi)
2	Arbitrator Appointing Authority	SE, Vigyan Bhawan
3	Place of Arbitration	New Delhi

खण्ड-32**Clause 32(i)****Requirement of Technical Representative(s) and Recovery Rate**

Cost of work	Requirement of Technical		Minimum experience (Years)	Designation Technical staff	Rate at which recovery shall be made from the contractor in the event of not fulfilling
	Qualification	Number (of Major + Minor component)			

NOTE: Assistant Engineer retired from Govt. services that are holding Diploma will be treated at par with Graduate Engineer.

Diploma holder with minimum 10 years' relevant experience with a reputed construction co. can be treated at par with Graduate Engineers for the purpose of such deployment subject to condition that such diploma should not exceed of 50% of requirement of degree engineers.

खण्ड-38**Clause 38**

- (i) Schedule/Statement for determining theoretical quantity of cement and bitumen on the basis of Delhi schedule of Rate 2023 printed by C.P.W.D. : **Applicable**
- (ii) Variations permissible on theoretical quantities as per GCC 2023 : **Applicable**

ADDITIONAL TERMS & CONDITIONS OF CONTRACT

1. The Data Entry Operator should be graduate & well trained and full working knowledge of software such as MS office, MS excel, MS paint brush, MS publisher, MS power point, Estimate, Pay package, e-tendering and e-payment with minimum 2 years experience of similar work executed in Central Government/ State Government/ PSU and public Undertaking.
2. The work shall be carried out as per CPWD general specifications of Electrical works (Part I & II) as amended up to date.
3. Contractor will have of submitted bank statement of salary of each worker in sub-division (to AE/JE) office before 10th of each month otherwise Rs.1000/- per day/ per person after 10th of each month will be recovered from contractor bill.
4. No running bill will be paid to the contractor unless he produces the Following Documents to A.E/J.E Office with C.M.B
 - (i) Receipt of ESI and EPF contribution of each worker of each month.
 - (ii) Copy of EPF Account Pass book of each worker of each month.
 - (iii) Bank Account Statement of Each Worker of each month.
 - (iv) Attendance Register of each month.
5. The Agency will submit following documents to A.E, Sub-division office before taking over the site and before deployment of their workers at site without submitting following documents, site will be not handover to the Agency.
 - (i) List of their qualified & experience staff.
 - (ii) Photograph, local & permanent address of each worker.
 - (iii) Copy of Aadhar card of each worker.
 - (iv) Copy of experience certificate of each worker.
 - (v) Copy of certificate as required as per individual qualification of category and class etc.
6. No TA/DA, liveries, Medical allowance or any other allowances shall be give.
7. The work has to be performed during the office hours on all working days 09.30 A.M. to 5.30 P.M. or as per direction of Engineer-in-Charge.
8. The contractor has to depute alternative staff during the absence of staff otherwise a recovery will be made from the contractor's bill as per following:
 - i) Data Entry Operator @ 1800/- per day
 - ii) MTS @ 1500/- per day
9. The Data Entry Operator should be graduate, well trained and having working Knowledge of computer system and software with minimum five years experience in Govt. department.
10. The system shall be kept neat and clean on all days and maintenance of computer will be in the scope of work and nothing extra shall be paid by deptt.
11. If any damages in the existing computer system due to negligence's shall make good by the firm within scope of work and nothing extra shall be paid on this account.
12. The computer operator will have to give the test of all the experience and qualification sought after passing the test and satisfaction of A.E in-charge the computer operator will be placed.
13. No T & P shall be issued by the department.
14. The intending agency must have registration under E.S.I & EPF as per EPF&MP Act 1952. The rates quoted shall inclusive all taxes such as GST etc. Statutory deduction of contract tax at source shall be made while releasing payment through running/ final bills.
15. **The contractor shall comply with all the provisions of the Minimum Wages Act, 1948, Contract Labour (Regulation and Abolition) Act 1970 & Bonus Act 1965, as amended from time to time. Hence, accordingly contractor should provide all such benefits to their employees as per rule, failing which no payment shall be made to contractor. However in respect of payment on account of ESI, EPF and Bonus, the same shall be paid by the contractor to the concerned staff and it will be reimbursed to him by the Engineer-in-charge after satisfying that it has been actually and genuinely paid by the contractor.**

16. The contractor is bound to distribute the salary/ wages to his worker by 7th of each month, positively, by direct by contractor through bank or ECS or online transfer to his bank account.
17. Police verification is required before coming to the job.
18. The payment, will not be less than the minimum wages as specified by the Central Govt and the same has to be made through Bank or ECS or online transfer to his bank account by the 7th of every month and have to be got certified from the concerned AE/JE by the Contractor in the each bill before its submission in the Division Office along with the photocopy of the same. Failing which Rs.500/- per day will deducted from the payment of the Contractor beyond this delayed period after the 7th of every month.
19. It's responsibility of the agency to provide UAN No. and ESI Registration Card to each worker with in 1 month after take over the site.
20. Department shall in no way be involved in any dispute of whatever kind, between the contractor and the staff engaged by him.
21. The department reserves the right to close the contract anytime without assigning any reason, No claim whatsoever shall be entertained due to foreclosure of the contract.
22. Wages due of worker shall be paid to him direct by contractor through Bank or online transfer.
23. It shall be duty of the contractor to ensure the disbursement of wages through bank account of labour.
24. Payments to the Agency will be made by the department on quarterly basis.
25. If any worker goes to court for any reasonable or unreasonable issue, which is actually the sole responsibility of the contractor only, the department shall enforce complete recovery of amount incurred to fight the case in court from any bill current or otherwise.
26. Due to unavailability of funds payment may be delayed; in this condition contractor can not stop the service.
27. 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.
28. The contractor will be the principle employer of the staff engaged on the work. There will be no legal or other binding on the department to permanently employee the staff engaged by the contractor. However the Engineer-in-charge and AE/JE shall have full rights to get the worker removed from the job in case of misbehavior, non-obedience of security rules etc.
29. The Engineer-in-charge or A.E /J.E reserve the right to ask the contractor to remove any of the staff without assigning any reasons what so ever. The decision of the Engineer-in-charge or A.E/J.E shall be final and binding on the part of the contractor.
30. The contractor shall provide mobile phone in each location, failing which recovery shall be made @ Rs. 50/- per day.
31. The department reserves the right to reject any or all the price bids and call for fresh prices/ tendres as the case may be without assigning any reasons.

32. **For MTS**

The following tasks will be done by the MTS.

- (i) Transfer of Files/Correspondence
 - (ii) Dak to division office and at different site.
 - (iii) Cleaning and dusting in office.
 - (iv) Filling and binding of official papers.
 - (v) Diary and dispatch.
 - (vi) Any other work as per direction given by the A.E in-charge
33. Qualification of MTS
- (i) 12th Pass with govt. or Govt. affiliated schools
 - (ii) Good health
 - (iii) Good Knowledge of Hindi.

न्यूनतम रु. के गैर-न्यायिक स्टाम्प पेपर पर. 100
(अनुबंधों के निष्पादन के संबंध में बैंक द्वारा सीपीडब्ल्यूडी को दी गई गारंटी)

On non-judicial stamp paper of minimum Rs. 100

(Guarantee offered by Bank to CPWD in connection with the execution of contracts)

बयाना राशि जमा/प्रदर्शन गारंटी/सुरक्षा जमा/मोबिलाइजेशन अग्रिम के लिए बैंक गारंटी का फॉर्म
Form of Bank Guarantee for Earnest Money Deposit/ Performance Guarantee/Security
Deposit/Mobilization Advance

- 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 of 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.

- 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.
- We, (indicate the name of the Bank), do here by undertake to pay the amount due and payable under this guarantee without any demur, merely on a demand from the Government stating that the amount claimed is required to meet the recoveries due or likely to be due from the said Contractor. 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)
- 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.
- 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 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.
- 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.
- This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor.

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.

2. Signature

Bank seal

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.