



भारत सरकार

**Government of India**

केन्द्रीय लोक निर्माण विभाग

**Central Public Works Department**

## Notice Inviting Tender

FOR

**Name of Work:** Comprehensive Maintenance of CGO Building at Kamla Nehru Nagar, Ghaziabad through outsourcing dg. 2026-27 and 2027-28, for 24 months. (SH: Housekeeping of services for CGO - I & II Complex Building at Kamla Nehru Nagar, Ghaziabad).

**Estimated Cost:** Rs. 1,54,04,474/-



**Executive Engineer,  
Ghaziabad Division - II,  
CGO - I, CPWD, Ghaziabad**

Phone: 0120-2985775, Email: [gzb-ecgpd@cpwd.gov.in](mailto:gzb-ecgpd@cpwd.gov.in)

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**Name of Work: - Comprehensive Maintenance of CGO Building at Kamla Nehru Nagar, Ghaziabad through outsourcing dg. 2026-27 and 2027-28, for 24 months. (SH: Housekeeping of services for CGO - I & II Complex Building at Kamla Nehru Nagar, Ghaziabad)**

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**Executive Engineer,  
Ghaziabad Division - II,  
CGO - I, CPWD, Ghaziabad**

Phone: 0120-2985775, Email: [gzb-ecgpd@cpwd.gov.in](mailto:gzb-ecgpd@cpwd.gov.in)

|                               |
|-------------------------------|
| <b>NOTICE INVITING TENDER</b> |
|-------------------------------|

|                              |                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>N.I.T. No.</b>            | <b>15/CE(GZB)/NIT/2026-27/<br/>23/EE/GD-II/2026-27</b>                                                                                                                                                                                                                                                                                                                                                             |
| <b>Name of work</b>          | <b>Comprehensive Maintenance of CGO Building at Kamla Nehru Nagar, Ghaziabad through outsourcing dg. 2026-27 and 2027-28, for 24 months. (SH: Housekeeping of services for CGO - I &amp; II Complex Building at Kamla Nehru Nagar, Ghaziabad)</b>                                                                                                                                                                  |
| <b>Estimated Cost</b>        | <b>Rs. 1,54,04,474/-</b>                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Earnest Money</b>         | <b>Rs. 3,08,089/- in favour of Executive Engineer, Ghaziabad Central Division, CPWD, AF Station, Hindon, Ghaziabad.</b>                                                                                                                                                                                                                                                                                            |
| <b>Performance Guarantee</b> | <b>(a) 5% of tendered value or Estimated Cost Put to Tender (ECPT) (whichever is higher).<br/>(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.</b> |
| <b>Security Deposit</b>      | <b>2.5% of tendered value</b>                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Time Allowed</b>          | <b>24 (Twenty Four) Months</b>                                                                                                                                                                                                                                                                                                                                                                                     |

**This NIT for the above work amounting to Rs. 1,54,04,474/- (Rupees One Crore Fifty-Four Lakh Four Thousand Four Hundred Seventy-Four only) is hereby put up for approval.**

Assistant Engineer(P)  
Ghaziabad Zone, CPWD  
Ghaziabad

Executive Engineer (P)  
Ghaziabad Zone, CPWD  
Ghaziabad

**Approved**

**Chief Engineer  
Ghaziabad, CPWD  
Ghaziabad**

## PRESS NOTICE



## CENTRAL PUBLIC WORKS DEPARTMENT

## NOTICE INVITING e-Bid

The Executive Engineer(C), Ghaziabad Division - II, CPWD, CGO - I, Ghaziabad invites on behalf of President of India online percentage rate bids from approved and eligible CPWD enlisted contractors of appropriate class for following work:

**NIT No : 15/CE(GZB)/NIT/2026-27/  
23/EE/GD-II/2026-27**

**Name of Work:** Comprehensive Maintenance of CGO Building at Kamla Nehru Nagar, Ghaziabad through outsourcing dg. 2026-27 and 2027-28, for 24 months. (SH: Housekeeping of services for CGO - I & II Complex Building at Kamla Nehru Nagar, Ghaziabad)

**Estimated Cost:** Rs. 1,54,04,474/-

**Earnest Money Deposit:** ₹ 3,08,089/- (to be refunded after receiving the performance guarantee) in favour of Executive Engineer, Ghaziabad Central Division, CPWD, AF Station, Hindon, Ghaziabad.

**Performance Guarantee:** (a) 5% of tendered value or Estimated Cost Put to Tender (ECPT) whichever is higher).

(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.

**Period of Completion:** 24 (Twenty-Four) Months

**Last date & time of online submission of Bids:** 15:00 Hrs. on 18.08.2026

The bid forms and other details can be obtained from the website [www.etender.cpwd.gov.in](http://www.etender.cpwd.gov.in). or [www.eprocure.gov.in](http://www.eprocure.gov.in) . All corrigendum/addendum shall only be available on this website and shall not be published anywhere else.

Executive Engineer,  
Ghaziabad Division - II,  
CPWD, CGO-I, Ghaziabad

## INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR e-TENDERING

The *Executive Engineer(C), Ghaziabad Division - II, CPWD, CGO - I, Ghaziabad* on behalf of President of India invites online percentage rate bids from approved and eligible CPWD enlisted contractors of appropriate class in for the following work:

|                                                                                                                                                               |                                                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>NIT No.</b>                                                                                                                                                | <b>15/CE(GZB)/NIT/2026-27/<br/>23/EE/GD-II/2026-27</b>                                                                                                                                                                                            |
| <b>Name of Work &amp; Location</b>                                                                                                                            | <b>Comprehensive Maintenance of CGO Building at Kamla Nehru Nagar, Ghaziabad through outsourcing dg. 2026-27 and 2027-28, for 24 months. (SH: Housekeeping of services for CGO - I &amp; II Complex Building at Kamla Nehru Nagar, Ghaziabad)</b> |
| <b>Estimated Cost put to Tender</b>                                                                                                                           | <b>Rs. 1,54,04,474/-</b>                                                                                                                                                                                                                          |
| <b>Earnest Money</b>                                                                                                                                          | <b>Rs. 3,08,089/-</b> in favour of Executive Engineer, Ghaziabad Central Division, CPWD, AF Station, Hindon, Ghaziabad.                                                                                                                           |
| <b>Stipulated Period of Completion</b>                                                                                                                        | <b>24 (Twenty-Four) Months</b>                                                                                                                                                                                                                    |
| <b>Last Date &amp; Time of Online Submission of Bids copy of Receipt of deposition of original EMD &amp; Other Documents as specified in the Bid Document</b> | <b>Up to 15:00 Hrs on 18.08.2026</b>                                                                                                                                                                                                              |
| <b>Date &amp; Time of Opening of Bid</b>                                                                                                                      | <b>At 15:30 Hrs on 18.08.2026</b>                                                                                                                                                                                                                 |

1. 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.
  - 1.1. The Bidder or associate agency should have satisfactorily completed Similar works during the last 7 (seven) years ending last date of month previous to the one in which bids are invited as below. This should be certified by an officer not below the rank of Executive Engineer/Project Manager or equivalent.

One similar completed work of Mechanized/Automated Housekeeping works of Either  
**Rs. 1,23,23,579/-**

OR

Two similar completed work of Mechanized/Automated Housekeeping works Either  
**Rs. 92,42,684/-**

OR

Three similar completed work of Mechanized/Automated Housekeeping works Either  
**Rs. 61,61,790/-**

Similar work shall mean “**Mechanized/Automated Housekeeping work of Central/State Government Offices, PSU, five star and above category Hotel in India**”.

The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum; calculated from the date of completion to previous day of last date of submission of bids. For works completed in Private Sector TDS in support shall be uploaded for verification of work.

2. Information and instructions for bidders posted on website shall form part of bid document.
3. The bid document consisting of plans, specifications, schedule of quantities of various types of items to be executed and the set of terms & conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website <https://etender.cpwd.gov.in> or [www.cpwd.gov.in](http://www.cpwd.gov.in) free of cost.

4. 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 with in the period of bid submission and uploading the mandatory scanned documents such as Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt or Banker's Cheque or/and Bank Guarantee (for the balance amount as prescribed) from any of Commercial Banks 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 inviting EE), CPWD and other documents as specified.
5. Those Bidders who are not registered or have not updated their profile on the website mentioned above, are required to get registered / update their profile before hand. The necessary training materials including the videos with step-to-step process are available on download section of <https://etender.cpwd.gov.in>
6. 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 instruction available on download section of <https://etender.cpwd.gov.in>.
7. On opening date, the Bidder can login and see the bid opening process. After opening of bids, he will receive the competitor bid sheets.
8. Tenderer can upload documents in the form of **JPG** format and **PDF** format.
9. Tenderer must ensure to quote rate of each item. The column meant for quoting rate in figures appears in yellow 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 lowest 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.

**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. Receipt for deposition of original EMD to division office of any EE, CPWD in prescribed Proforma along with scanned copy of original EMD.
- iii. Enlistment Order of Contractors.
- iv. Certificate of ERP training issued through LMS, CPWD.
- v. PAN card.
- vi. Certificate of registration with EPFO & ESIC, if available.
- vii. GST registration Certificate *as applicable*, if already obtained by the bidder.  
If the bidder has not obtained GST registration *as applicable*, then he shall scan and upload following undertaking along with other bid documents:  
“If work is awarded to me, I/we shall obtain GST registration Certificate, *as applicable*, 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.”

**The qualified bidder shall submit the following documents within 7days after award of work. If the bidder fails to submit the same his tender shall be cancelled and entire amount of EMD/PG shall be forfeited without any notice.**

1. MoU with associate agency having experience of similar work. **(Annexure A)**. If the bidder not have similar work.
2. Proposal for associate Agency **(Annexure B)** and consent letter from associate agency **(Annexure C)**. If the bidder not have similar work.
3. Bidder has to submit Similar work experience certificate of associate agency / bidder for services of Housekeeping works as per criteria set in this NIT along with list of work as per proforma, (Annexure D) given in the **Para 2, Page No. 24** of NIT.
4. Performance report of similar works as per **(Annexure E)** of associate agency or bidder.

(Similar work means “**Mechanized/Automated Housekeeping work of Central/State Government Offices, PSU, five star and above category Hotel in India.**”

### RECEIPT OF DEPOSITION OF ORIGINAL EMD

|     |                                                                                               |                                                                                                                                                                                                                                                   |
|-----|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | Receipt No                                                                                    | : .....** ...../ date .....** .....                                                                                                                                                                                                               |
| 2.  | Name of work                                                                                  | <b>Comprehensive Maintenance of CGO Building at Kamla Nehru Nagar, Ghaziabad through outsourcing dg. 2026-27 and 2027-28, for 24 months. (SH: Housekeeping of services for CGO - I &amp; II Complex Building at Kamla Nehru Nagar, Ghaziabad)</b> |
| 3.  | NIT No.                                                                                       | <b>15/CE(GZB)/NIT/2026-27/<br/>23/EE/GD-II/2026-27</b>                                                                                                                                                                                            |
| 4.  | Estimated Cost                                                                                | <b>Rs. 1,54,04,474/-</b>                                                                                                                                                                                                                          |
| 5.  | Amount of Earnest Money Deposit                                                               | <b>Rs. 3,08,089/-</b> in favour of Executive Engineer, Ghaziabad Central Division, CPWD, AF Station, Hindon, Ghaziabad.                                                                                                                           |
| 6.  | Last date of submission of Bid                                                                | <b>: 15:00 Hrs. on 18.08.2026</b>                                                                                                                                                                                                                 |
| 7.  | Name of Contractor                                                                            | : .....** .....                                                                                                                                                                                                                                   |
| 8.  | Form of EMD                                                                                   | : .....** .....                                                                                                                                                                                                                                   |
| 9.  | Amount of Earnest Money Deposited                                                             | : .....** .....                                                                                                                                                                                                                                   |
| 10. | Date of submission of EMD                                                                     | : .....** .....                                                                                                                                                                                                                                   |
| 11. | Signature, Name and Designation of EMD receiving officer<br>{EE/AAO/AE(P)} with officer stamp | :                                                                                                                                                                                                                                                 |

..\*\*..To be filled by Executive Engineer

# to be filled by EMD receiving EE/AAO /AE(P) as the case may be.



# **PART-A**

# **GENERAL**

### CPWD-6 FOR e-TENDERING

1. **Percentage Rate Bids** are invited on behalf of President of India from approved and eligible CPWD Enlisted Contractors of appropriate class for the work of “**Comprehensive Maintenance of CGO Building at Kamla Nehru Nagar, Ghaziabad through outsourcing dg. 2026-27 and 2027-28, for 24 months. (SH: Housekeeping of services for CGO - I & II Complex Building at Kamla Nehru Nagar, Ghaziabad)**”

The enlistment of the CPWD Contractors 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.*

- 1.1 The work is estimated to cost **Rs. 1,54,04,474/-** This estimate, however, is given merely as a rough guide.
2. Agreement shall be drawn with the successful bidder 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.cpwd.gov.in](http://www.cpwd.gov.in). Bidder 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 **24 (Twenty-Four) 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 bid documents.
4. (i) The site for the work is available. However, site may be made available in parts as per approved work program and progress of work thereof and no claim of damages for handing over site in parts shall be admissible.  
(ii) The Architectural and Structural drawings shall be made available in phased manner, as per requirement of the same as per approved programme of completion submitted by the contractor after award of work and progress of work thereof and no claim of damages for issue of drawings in phased manner shall be admissible.
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 <https://etender.cpwd.gov.in> or [www.cpwd.gov.in](http://www.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, 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.
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 the balance amount as prescribed) from any of Commercial Banks (drawn in favour of **Executive Engineer, Ghaziabad Central division, CPWD, Air**

**Force Station, Hindon. Ghaziabad)** 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 or division office of any Executive Engineer, CPWD within the period of bid submission. The EMD receiving Executive Engineer (including NIT issuing EE) 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 lacs, 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 **6 (six) months** or more from 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 bid of the successful bidder, whichever is earlier. However, in case of two/three bid system, earnest money deposit of bidders unsuccessful during technical/eligibility bid evaluation etc. shall be returned within 30 days of declaration of result of technical/eligibility bid evaluation.

Copy of Enlistment Order and other documents as specified in the bid document shall be scanned and uploaded to the e-tendering website within the period of bid submission. However, certified copy of all the scanned and uploaded documents as specified in the bid document shall have to be submitted by *the lowest bidder* only along with physical EMD of the scanned copy of EMD uploaded within a week physically in the office of tender inviting 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 **15:30 Hrs. on 18.08.2026**

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 copy 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 quotes nil rates against each item-on-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.
11. 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 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 sub-contractors, if any engaged by the contractor for the said work within the period specified in Schedule F.

12. The description of the work is as follows:

**The work of “Comprehensive Maintenance of CGO Building at Kamla Nehru Nagar, Ghaziabad through outsourcing dg. 2026-27 and 2027-28, for 24 months. (SH: Housekeeping of services for CGO - I & II Complex Building at Kamla Nehru Nagar, Ghaziabad)”**

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 bidder 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.

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 bidder 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 a 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 bids for the work shall remain open for acceptance for a period of **30 (Thirty) days** from the date of opening of bids. Further,

- (i) If any tenderer withdraws his tender **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 **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:
- (i) 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.
  - (ii) Standard **CPWD Form-7** or other Standard CPWD Form as applicable.
20. **For Composite Bids**
- 20.1.1. The Executive Engineer in charge of the Major Component will call bids for the Composite work. The cost of bid document and Earnest Money will be fixed with respect to the combined estimated cost put to tender for the composite bid.
  - 20.1.2. The Bid document includes following Components:
    - Part-A: General** - CPWD-6 for e-Tendering, Tender Form (CPWD-7) including Schedule A to F, Standard General Conditions of Contract, Conditions for Associate Agency for Specialized/ Civil Works.
    - Part-B: Major Component (Civil)**- Additional/Special Conditions, Specifications, Schedule of Quantities for Major Component (Civil) of the work.
    - Part-C: Minor Component (E&M)** - Additional/Special Conditions, Specifications, Schedule of Quantities for Minor Component (E & M) of the work.
    - Part D: Financial Bid** -Proforma for Financial Bid
  - 20.1.3. The bidders must associate himself, with agencies as per NIT conditions
  - 20.1.4. The eligible bidders shall quote rates for all items of major component as well as for all items of minor components of work.
  - 20.1.5. After acceptance of the bid by Competent Authority, the Engineer-in-charge of Major Component of the work shall issue letter of award on behalf of the President of India. After the work is awarded, the Main Contractor will have to enter into one Agreement with Engineer-in-charge of Major Component and has also to sign two or more copies of Agreement depending upon number of EE/DDH in charge of Minor Components. One such signed set of Agreement shall be handed

over to EE/DDH in-charge of Minor Component(s). The Engineer-in-Charge of Major Component will operate Part-B the Agreement along with Part A and whole agreement in general. The EE/DDH in charge of Minor Component(s) shall operate Part-A along with Part-A & D of the Agreement.

- 20.1.6. Entire work under the scope of composite bid including major and all minor components shall be executed under one agreement.
  - 20.1.7. Security Deposit will be worked out separately for each component corresponding to the estimated cost of the respective component of works.
  - 20.1.8. The main contractor has to associate agencies for specialized component(s) conforming to eligibility criteria as defined in the bid document and has to submit detail of such agency(s) to Engineer-in-charge of relevant component(s). within prescribed time. Name of the agency(s) to be associated shall be approved by Engineer-in-charge of relevant component(s).
  - 20.1.9. In case the main contractor intends to change any of the above agency/agencies during the operation of the contract, he shall obtain prior approval of Engineer-in-charge of relevant specialized component(s).
  - 20.1.10. The new agency/agencies shall also have to satisfy the laid down eligibility criteria. In case Engineer-in-charge is not satisfied with the performance of any agency, he can direct the contractor to change the agency executing such items of work and this shall be binding on the contractor.
  - 20.1.11. The main contractor has to enter into MoU (**Annexure-A**) with agency(s) associated by him. Copy of such MoU (**Annexure-A**) shall be submitted to EE/ DDH in charge of each relevant component as well as to EE in Charge of major component. In case of change of associate contractor, the main agency(s) has to enter into MoU/agreement with the new contractor associated by him.
  - 20.1.12. Running payment for the major component shall be made by EE of major discipline to the main contractor. Running payment for minor components shall be made by the Engineer- in-charge of the discipline of minor component directly to the main contractor
  - 20.1.13. (A) The composite work shall be treated as complete when all the components of the work are complete. The completion certificate of the composite work shall be recorded by Engineer-in-charge of major component after record of completion certificate of all other components.  
  
(B) Final bill of whole work shall be finalized and paid by the EE of major component. Engineer(s) in charge of minor component(s) will prepare and pass the final bill for their component of work and pass on the same to the EE of major component for including in the final bill for composite contract.
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 to uploading tender can be resolved through the concerned Executive Engineer 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.

**GOVERNMENT OF INDIA  
CENTRAL PUBLIC WORKS DEPARTMENT**

**PERCENTAGE RATE TENDER & CONTRACT FOR WORKS**

Tender for the work of “**Comprehensive Maintenance of CGO Building at Kamla Nehru Nagar, Ghaziabad through outsourcing dg. 2026-27 and 2027-28, for 24 months. (SH: Housekeeping of services for CGO - I & II Complex Building at Kamla Nehru Nagar, Ghaziabad)**”

- (i) To be submitted / uploaded up to **15:00 Hrs. on 18.08.2026** on website: <https://etender.cpwd.gov.in>
- (ii) To be opened in the presence of bidders who may be present at **15:30 Hrs. on 18.08.2026** in the office of the **Executive Engineer(C), Ghaziabad Division - II, CPWD, CGO - I, Ghaziabad**

**TENDER**

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, Clauses of contract, Special conditions, Schedule of Rate & other documents and rules referred to in the conditions of 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 respect with the specifications, designs, drawing and instructions in writing referred to in Rule-1 in General Rules and Directions and in Clause-11 of the Conditions of Contract and with such materials as provided for, by, and in respect of accordance with, such conditions so far as applicable..

I/We agree to keep the tender open for **30 (Thirty) days** from the date of opening of technical bid and not to make any modification in its terms and conditions.

I/We have deposited EMD for the prescribed amount in the office of concerned Executive Engineer as per the bid document.

A copy of Earnest Money deposit of prescribed amount deposited in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee (as prescribed) issued by a commercial Bank, is scanned and uploaded (*strike out as the case may be*). 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 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 of the tender form.

Further, I/We agree that in case of forfeiture of Earnest Money or 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 agency 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 Deposited/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**

**Postal Address:**

**Witness:**

**Address:**

**Occupation:**

### **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..... (Rupee. ....).

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

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

(For & on behalf of President of India)

Dated: .....

Signature.....

Designation.....



**SCHEDULES A TO F****SCHEDULE 'A'**

Schedule of quantities for the Work (as per CPWD-3): Page (Civil work) **Enclosed**

**SCHEDULE 'B'**

Schedule of material to be issued to the Contractor : Nil

**SCHEDULE 'C'**

Tools and Plants to be hired to the Contractor : Nil

**SCHEDULE 'D'**

Extra schedule for specific requirements/documents for the work, if any: Nil

**SCHEDULE 'E'**

**Reference to General Conditions of Contract:** General Conditions of Contract - 2023 (Maintenance Works) as amended with amendments issued up to previous day of the last date of submission of the Tenders.

**Name of Work:** **Comprehensive Maintenance of CGO Building at Kamla Nehru Nagar, Ghaziabad through outsourcing dg. 2026-27 and 2027-28, for 24 months. (SH: Housekeeping of services for CGO - I & II Complex Building at Kamla Nehru Nagar, Ghaziabad)**

**Estimated cost of work:** **Rs. 1,54,04,474/-**

|       |                       |                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------|-----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (i)   | Earnest Money         | <b>Rs. 3,08,089/-</b> (to be returned after receiving Performance Guarantee)                                                                                                                                                                                                                                                                                                                               |
| (ii)  | Performance Guarantee | (a) 5% of tendered value or Estimated Cost Put to Tender (ECPT) (whichever is higher).<br>(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. |
| (iii) | Security Deposit      | 2.5% of the accepted tendered value of the work                                                                                                                                                                                                                                                                                                                                                            |

**SCHEDULE 'F'****General Rules & Directions:**

Officer inviting Tender: **Executive Engineer(C), Ghaziabad Division - II, CPWD, CGO - I, Ghaziabad**

**Definitions:**

|        |                                                                               |                                                                                                                                |
|--------|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| 2 (vi) | Engineer-in-Charge                                                            | <b>Major Component (Civil Works):</b> Executive Engineer (C), Ghaziabad Division- II, CGO-I, CPWD, <b>or</b> successor thereof |
| (viii) | Accepting Authority                                                           | Chief Engineer, Ghaziabad Zone, CPWD <b>or</b> successor thereof                                                               |
| (x)    | Percentage on cost of materials and Labour to cover all overheads and profits | 15%                                                                                                                            |

|        |                              |                                                                                                                                                                                                                                      |
|--------|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (x)(a) | Standard Schedule of Rates   | <b>Civil Works:</b> Delhi Schedule of Rates 2023 (Vol. 1 & 2) with amendments issued up to Previous day of the last date of submission of the Tenders.                                                                               |
| (xi)   | Department                   | Central Public Works Department (CPWD)                                                                                                                                                                                               |
| 9(ii)  | Standard CPWD Contract Form: | General Conditions of Contract-2023 (Maintenance Works) and <b>CPWD Form-7 (Percentage Rate Tender &amp; Contract for Works)</b> as amended with amendments issued up to Previous day of the last date of submission of the Tenders. |

**Clause-1:**

|      |                                                                                                                                                                                                                                                                                              |                 |
|------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| (i)  | Time allowed for submission of Performance Guarantee, Additional Performance Guarantee, programme chart (Time and Progress) and applicable labour licenses, registration with EPFO, ESIC and BOCW Welfare Board or proof of applying thereof from the date of issue of letter of acceptance. | 07 (Seven) days |
| (ii) | Maximum allowable extension with late fee @ 0.1% per day of Performance Guarantee amount beyond the period provided in (i) above                                                                                                                                                             | 03 (Three) days |

**Clause-2:**

|     |                                                  |                                                                  |
|-----|--------------------------------------------------|------------------------------------------------------------------|
| (i) | Authority for fixing compensation under clause 2 | Chief Engineer, Ghaziabad Zone, CPWD <b>or</b> successor thereof |
|-----|--------------------------------------------------|------------------------------------------------------------------|

**Clause-5:**

|      |                                                                                           |                                |
|------|-------------------------------------------------------------------------------------------|--------------------------------|
| (i)  | Number of days from the date of issue of letter of acceptance for reckoning date of start | 10 (Ten) days                  |
| (ii) | Time allowed for completion of work                                                       | <b>24 (Twenty-Four) Months</b> |

**TABLE OF MILE STONES**

| Sl. No. | Description of mile stone                                  | Period for completion from date of start in months | Withheld amount for non- achievement of mile stone.   |
|---------|------------------------------------------------------------|----------------------------------------------------|-------------------------------------------------------|
| 1.      | Financial Progress of 1/8 <sup>th</sup> of Tendered Amount | 25% of completion of period                        | 1.25% of Tendered Value for failure of each Milestone |
| 2.      | Financial Progress of 3/8 <sup>th</sup> of Tendered Amount | 50% of completion of period                        |                                                       |
| 3.      | Financial Progress of 3/4 <sup>th</sup> of Tendered Amount | 75% of completion of period                        |                                                       |
| 4.      | Financial Progress of Full Tendered Amount                 | Completion of Period                               |                                                       |

|      |                                                                               |                                                                                                |
|------|-------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| (i)  | Authority to convey the decision of shifting of milestones                    | Executive Engineer, Ghaziabad Division-II, CPWD, CGO-I Complex, Ghaziabad or successor thereof |
| (ii) | Authority to decide rescheduling of milestones and grant of Extension of time | Chief Engineer, Ghaziabad Zone, CPWD <b>or</b> successor thereof                               |

|       |                                                                    |                                                           |
|-------|--------------------------------------------------------------------|-----------------------------------------------------------|
| (iii) | Shifting of date of start in case of delay in handing over of site | Chief Engineer, Ghaziabad Zone, CPWD or successor thereof |
|-------|--------------------------------------------------------------------|-----------------------------------------------------------|

**Clause-5.2**

|                               |                                                                                              |
|-------------------------------|----------------------------------------------------------------------------------------------|
| Nature of Hindrance Register: | Web bases OM no DG/MAN/394 dated 28/01/2020 shall be followed for documentation of Hindrance |
|-------------------------------|----------------------------------------------------------------------------------------------|

**Clause-5.4**

|                                                                                                        |                            |
|--------------------------------------------------------------------------------------------------------|----------------------------|
| Schedule of rate of recovery for delay in submission of the modified programme in terms of delay days: | <b>Rs. 1,000/- per day</b> |
|--------------------------------------------------------------------------------------------------------|----------------------------|

**Clause-6**

|                                                                       |            |
|-----------------------------------------------------------------------|------------|
| Computerized Measure Book (CMB)/<br>Electronic Measurement Book (EMB) | <b>EMB</b> |
|-----------------------------------------------------------------------|------------|

**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 | <b>Rs. 10 lakh (For civil work)</b> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|

**Clause-7A:**

|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Whether Clause 7A shall be Applicable | <p style="text-align: center;">Yes</p> <p>(a) No running Account Bill shall be paid for the work till the applicable labour licenses, registration with EPFO, ESIC and BOCW Welfare Board, whether applicable are submitted by the contractor to the Engineer-in-Charge.</p> <p>(b) The following documents shall also be part of the bill submitted by the contractor (these documents shall be owned by the contractor) before making payment: -</p> <ol style="list-style-type: none"> <li>1. Details of person employed with date of their employment up to previous month.</li> <li>2. Documents of payment made to the employees directly into their bank accounts up to previous month.</li> <li>3. Documents of attendance through biometric attendance or other mode up to previous month.</li> <li>4. Documents of deposition of EPF and ESI deductions in the employee's accounts up to previous month.</li> <li>5. Any penalty imposed on the agency for delay in disbursing payment and deposition of EPF and ESI deductions in the employee's accounts up to previous month.</li> <li>6. Any other document(s) required as per statutory requirements and/or as directed by Engineer-in-Charge.</li> </ol> <p>In case, any of the documents submitted by the contractor is found false/forged at a later date, action for debarment of contractor will be taken by the CE, Ghaziabad CPWD.</p> |
|---------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**Clause-8:**

|                                                                 |                                                                                                |
|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| Competent authority to inspect and issue Completion Certificate | Executive Engineer, Ghaziabad Division-II, CPWD, CGO-I Complex, Ghaziabad or successor thereof |
|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------|

**Clause-8A:**

|                                                                                             |                                                           |
|---------------------------------------------------------------------------------------------|-----------------------------------------------------------|
| Authority to decide compensation on account if contractor fails to submit completion plans. | Chief Engineer, Ghaziabad Zone, CPWD or successor thereof |
|---------------------------------------------------------------------------------------------|-----------------------------------------------------------|

**Clause-10A:** List of Testing equipment's to be provided by the agency at Site Lab :

Equipment for conducting necessary Site Tests as per requirements of Specifications and quality assurance plan shall be provided and installed at site in the well-furnished Site Laboratory by the contractor at his own cost.

**Clause-10 B (ii)**

|                                            |                       |
|--------------------------------------------|-----------------------|
| Whether Clause 10B(ii) shall be Applicable | <b>Not Applicable</b> |
|--------------------------------------------|-----------------------|

**Clause-10 C:** **Not Applicable**

|                                                           |           |
|-----------------------------------------------------------|-----------|
| Component of Labour Expressed as percent of value of work | <b>NA</b> |
|-----------------------------------------------------------|-----------|

**Clause-10CC:** **Applicable**

| Description                                                       | House Keeping |
|-------------------------------------------------------------------|---------------|
| Component of material expressed as percent of total value of work | 25%           |
| Component of Labour expressed as percent of total value of work   | 75%           |

**Clause-11:**

| <b>Specifications to be followed for execution of work:</b>                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Civil work</b>                                                                              | CPWD Specification 2019 Volume -I & II with correction slips up to the previous date of the last date of submission of bids.<br>CPWD Green Rating Manual 2021 with correction slips up to the previous date of the last date of submission of bids.<br>CPWD hand book on safety, Health and Environment with correction slips up to the previous date of the last date of submission of bids.<br>CPWD Manual on Accessible Built Environment 2019 with correction slips up to the previous date of the last date of submission of bids. |
| All above shall here in after to be collectively referred to as ' <b>CPWD Specifications</b> ' |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

**Clause-12:**

|          |                                                                       |           |
|----------|-----------------------------------------------------------------------|-----------|
| 12.2 (C) | Deviation Limit beyond which clauses 12.2(C) shall apply for the work | No Limits |
|----------|-----------------------------------------------------------------------|-----------|

The completion cost should not **exceed 1.50 times** of tendered amount (as per **DG/CON/Maintenance 2023/03 dated 18/12/2023**).

**Clause-16:**

| <b>Competent Authority for deciding reduced rates:</b>    |
|-----------------------------------------------------------|
| Chief Engineer, Ghaziabad Zone, CPWD or successor thereof |

**Clause-18:** Provisions added as below:

The Contractor shall deploy T&P, Plant and Equipment required for execution of work within contract period. Schedule of deployment of the equipment shall be as per requirement of work for completion of work as per work program within stipulated time and contractor himself shall be responsible for their efficient use avoiding any idling. **No damages/compensation shall be payable on account of idle Manpower, Labour, T&P, Plant and Equipment and Loss of Profit etc. for whatsoever reason, not even for delay in work due to justified hinderances.**

**Clause-19:**

|                                                                  |                                                    |
|------------------------------------------------------------------|----------------------------------------------------|
| <b>Clause 19C :</b> Authority to decide penalty for each default | Engineer-in-charge of respective component of Work |
| <b>Clause 19D :</b> Authority to decide penalty for each default |                                                    |
| <b>Clause 19G:</b> Authority to decide penalty for each default  |                                                    |
| <b>Clause 19K :</b> Authority to decide penalty for each default |                                                    |

**Clause-25:**

|       |                                 |                                                                         |
|-------|---------------------------------|-------------------------------------------------------------------------|
| (i)   | Conciliator                     | Additional Director General (Region Lucknow), CPWD or Successor thereof |
| (ii)  | Arbitrator Appointing Authority | Chief Engineer, Ghaziabad Zone, CPWD or successor thereof               |
| (iii) | Place of Arbitration            | Ghaziabad                                                               |

**Clause-32: Requirement of Technical Representative(s) and Recovery Rates:**

| Tendered Cost of work (Rs. in Crore) | Requirement of Technical Staff          |                                   | Minimum experience (Years) | Designation of Technical Staff              | Rate at which recovery shall be made from the contractor in the event of not fulfilling provision of clause 32(i) |
|--------------------------------------|-----------------------------------------|-----------------------------------|----------------------------|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
|                                      | Qualification                           | Number (of Major Minor Component) |                            |                                             |                                                                                                                   |
| More than 1.5 to 5                   | (Graduate Engineer or Diploma Engineer) | (1+1)                             | 2 or 5 respectively        | Project Planning /quality/ billing Engineer | Rs. 15,000/- per month per person                                                                                 |

**Note:** Assistant Engineers retired from Government services that are holding Diploma will be treated at par with Graduate Engineers. Diploma holder with minimum 10-years relevant experience with a reputed construction company can be treated at par with Graduate Engineers for the purpose of such deployment subject to that such diploma holders should not exceed 50% of requirement of degree Engineers.

**Clause-38:**

|        |                                                                                                                                                                                                            |                                                                                          |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| i) (a) | Schedule/statement for determining theoretical quantity of cement & bitumen based on Delhi Schedule of Rates                                                                                               | <b>Delhi Schedule of Rates 2023</b> with Amendments up to the date of submission of bid. |
| ii)    | Variations permissible on theoretical quantities:                                                                                                                                                          |                                                                                          |
| (a)    | Cement: <ul style="list-style-type: none"> <li>For works with estimated cost put to tender not more than Rs.25 Lakh.</li> <li>For works with estimated cost put to tender more than Rs.25 Lakh.</li> </ul> | 3% Plus/Minus<br><br>2% Plus/Minus                                                       |
| (b)    | Bitumen for all works.                                                                                                                                                                                     | 2.5% Plus only and nil on minus side.                                                    |
| (c)    | Steel reinforcement and structural steel sections for each diameter, section and category.                                                                                                                 | 2% Plus/minus                                                                            |
| (d)    | All other materials                                                                                                                                                                                        | Nil                                                                                      |

### Schedule of Recovery

| S.N.                                               | Descriptions                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Recovery Rate                                                                                                               |
|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| 1.                                                 | Recovery for delay in submission of the modified programme in terms of delay days.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Rs. 1,000/- per day</b>                                                                                                  |
| 2.                                                 | Delay in submission of revised programme.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>Rs. 500/- per day</b>                                                                                                    |
| 3.                                                 | If the contractor does not employ and / or submit the name of Safety Manager of specified numbers with appropriate qualification and or experience                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Rs. 2,000/- per day</b>                                                                                                  |
| <b>Recovery for not providing workers</b>          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>(per day / per person)</b>                                                                                               |
| 4.                                                 | <p>The agency shall be have to arrange the following workmen for all working days except national and gazetted holidays and Sunday. In case of any absence the necessary recovery shall be made as per below:</p> <p>For Internal Cleaning_-</p> <ul style="list-style-type: none"> <li>• <b>Sweeper/ Sewerman</b> – Nos 02</li> <li>• <b>Machine Operator</b> – Nos 04</li> <li>• <b>Beldar</b> – Nos 05</li> </ul> <p>For Outer Cleaning_-</p> <ul style="list-style-type: none"> <li>• <b>Sweeper</b> – Nos 02</li> <li>• <b>Beldar</b> – Nos 03</li> </ul> | <p><b>Rs. 1,654/-</b><br/> <b>Rs. 1,836/-</b><br/> <b>Rs. 1,654/-</b></p> <p><b>Rs. 1,654/-</b><br/> <b>Rs. 1,654/-</b></p> |
| <b>Recovery for not providing cleaning Machine</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>(per day / per machine)</b>                                                                                              |
| 5.                                                 | The agency shall be have to arrange the Tasky (Diversity) Machine (Ergodisc 165 (Single Disc) or equivalent as per direction of Engineer-in-Charge. – 2 Nos.                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Rs. 10,000/-</b>                                                                                                         |
| 6.                                                 | The agency shall be have to arrange the Tasky swingo 455(E) ( Compact Automatic Scruber Drier) or equivalent as per direction of Engineer-in-Charge. – 2 Nos.                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Rs. 10,000/-</b>                                                                                                         |

**Note: The recovery shall be made in the runing bill of the agency and any recovery made shall not be refunded.**

### **Associate Agency for Specialized/Housekeeping Works**

#### **1. Procedure for association of agency for specialized Housekeeping works**

- 1.1 The tenderer(s) shall be eligible to carry out any or all of such specialized works without associating any specialized agency provided he fulfils the prescribed eligibility criteria.
- 1.2 These works should be got executed through associated/specialized agencies engaged in execution of specialized work and fulfil eligibility criteria prescribed in the tender document.
- 1.3 The Contractor(s) shall submit his proposal for the approval to the Engineer-in-Charge, the names of associated agency for specialized work along with their technical capability /experience proposed to be engaged by him. The proposal shall be submitted as early as possible but not later than one month before proposed date of start of execution of such work as per approved execution programme.
- 1.4 It shall be the responsibility of main contractor to sort out any dispute / litigation with the associated agencies for Specialized work without any time & cost overrun to the Department. The main contractor shall be solely responsible for settling any dispute / litigation arising out of his agreement with the associated agencies for Specialized work. The contractor shall ensure that the work shall not suffer on account of litigation/ dispute between him and the specialized agencies / sub-contractor(s). No claim of hindrance in the work shall be entertained from the Contractor on this account. No extension of time shall be granted and no claim what so ever, of any kind, shall be entertained from the Contractor on account of delay attributable to the selection/rejection of the Specialized Agencies.

#### **2. ELIGIBILITY CONDITIONS FOR SPECIALIZED HOUSEKEEPING WORKS**

- 2.1 When the tenderer himself does not fulfil the eligibility criterion for specialized works, the tenderer(s) shall associate eligible agencies to execute the specialized works, who fulfil the prescribed eligibility criteria as below:

The agency must be engaged in execution of the said specialized work and must have satisfactorily executed **similar works** during last 7 (seven) years from the date of submission of proposals for approval of associate specialized agency as below:

- One similar completed work of Mechanized/Automated Housekeeping works of Either **Rs. 1,23,23,579/-**
- OR
- Two similar completed work of Mechanized/Automated Housekeeping works Either **Rs. 92,42,684/-**
- OR
- Three similar completed work of Mechanized/Automated Housekeeping works Either **Rs. 61,61,790/-**.

Similar work shall mean **“Mechanized/Automated Housekeeping work of Central/State Government Offices, PSU, five star and above category Hotel in India”**.

- 2.2 The Associate agency for E&M works must have valid electrical license
- 2.3 The Contractor(s) shall submit his proposal for the approval of the Engineer-in-Charge, the names of associate agencies of repute along with verifiable completion certificates of similar work experience, valid Electrical Contractor's license, self-attested GST registration and other documents in respect of the associated agencies, duly attested by both associated agency and the main contractor.



- 2.4 Proposal for associating agency for components of E&M work shall be submitted, as per proforma given in this tender document, from each of proposed associate independently for all E&M component in prescribed Proforma given herein.
- 2.5 Contractor has to engage specialized agencies for following Civil works:
1. All water proofing work.
  2. System Structural Glazing / Aluminium System doors and windows
  3. Internal & External water supply & Internal & External sanitary.
- 2.6 **Additional Security Deposit:** Additional security of work done and paid for water proofing subhead (all items), Aluminium work/ UPVC work, structural glazing items and fire doors (all items including glass and fittings) shall be deducted from bills. This additional security can also be deposited in the form of bank guarantee issued by the scheduled bank. Such bank guarantee bond shall be valid for the period **as per Para 2.8 below**. The Performa for the BG shall be as given in the tender document. The 50% of such additional security amount can be released after completion of half of the total guarantee period on satisfactory performance of the item.
- 2.7 **Guarantee bond:** The contractor shall submit Guarantee **bond (Annexure)** for various items of work as stipulated in the contract document. Performa for Guarantee bond shall be as given in the tender document.
- 2.8 **Guarantee Bonds for Various Items:** The contractor shall be duly responsible for guarantee of proper design and performance of the following items for a period as specified from the date of completion of the work:-

|    |                                                                                                            |                                                                                                     |
|----|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| 1. | All water proofing work                                                                                    | Five percent of the cost of water proofing work for 10 years shall be retained as security deposit. |
| 2. | UPVC Windows, Doors & ventilators                                                                          | Five percent of the cost of work for 05 years shall be retained as security deposit.                |
| 3. | Expansion Joint                                                                                            | Five percent of the cost of work for 05 year shall be retained as security deposit.                 |
| 4. | Internal & External water supply and Internal & External sanitary installations except sanitary fittings*. | Five percent of the cost of work for 10 years shall be retained as security deposit.                |

The amount so withheld for water proofing work items would be released after **10 (Ten) years and amount withheld of the other item will be released after 05 years**, from the date of completion of the entire work under the agreement, If the performance of the work done is found satisfactory.

If any defect / leakage is noticed during the guarantee period, it shall be rectified by the contractor within seven days of receipt of intimation of defects in the work. If the defects pointed out are not attended to within the specified period, the same will be got done from another Contractor at the risk and cost of contractor.

However, the security deposit deducted may be released in full against bank guarantee of equivalent amount in favour of Engineer-in-charge, if so decided by the Engineer-in-charge. The Security deposit against this item of work shall be in addition to the security deposit. mentioned elsewhere in contract form.

**NOTE:** - \*Manufacturer warranty for the above specialized work or any other items shall be submitted to Engineer-in-charge.

# **PART–B**

## **(HOUSEKEEPING WORKS)**

**GENERAL TERMS AND CONDITIONS FOR HOUSEKEEPING WORKS**

Name of Work: - **Comprehensive Maintenance of CGO Building at Kamla Nehru Nagar, Ghaziabad through outsourcing dg. 2026-27 and 2027-28, for 24 months. (SH: Housekeeping of services for CGO - I & II Complex Building at Kamla Nehru Nagar, Ghaziabad)**

1. Following office complexes are which are in scope of this work: -  
 Name of Building
  1. CGO-I (GPOA)
  2. CGO-II (GPOA)
2. The Contractor shall employ their regular staff in the works and credentials of employees shall have to be given by the contractor. No claim of contractor's employees/ staff employed for subject work in any form shall be entertained by the department. Police verification of every staff deployed by the contractor shall be got done by the contractor compulsorily and a copy of police verification shall be provided to Engineer-in-Charge after which an identity card duly countersigned by Engineer-in-Charge or his representative shall be issued to each employee of the contractor for proper identification.
3. The contractor shall provide uniform with CPWD logo along with name Badge and shoes within 15 days of start of work. In the event of noncompliance, a recovery of Rs. 25/-per day per employee shall be made. The employee and labours engaged by the contractor under this contract shall wear neat and clean uniforms along with name badges as approved by Engineer- in-Charge.
4. Unless otherwise specified, the agreement rates for all items of work of the schedule of quantities are for all heights, depths, leads and lifts involved in the execution of work.
5. The agency shall take Electric connection at CGO-I & CGO-II and bills for the electricity consumed shall be paid by the contractor The contractor shall make his own arrangements for obtaining electric connection for carrying out any maintenance activity and make necessary payment directly to the department concerned. In the absence of electric connection or failure of power supply, the contractor shall make his own arrangement of silent type generators.
6. The contractor shall comply with proper and legal orders and directions of the local or public authority or Municipality and abide by their rules and regulations and pay all fees and charges of which he may be liable.
7. The contractor shall take all precautions to avoid accidents by exhibiting caution boards, red flags, red lights and providing necessary barriers and all other measures required from time to time. The contractor shall be responsible for all damages and accidents due to negligence on his part.
8. The contractor shall give due notices to Municipality, Police and/ or other authorities that may be required under the law/ rules under force and obtain all requisite licenses for temporary obstructions/ enclosures and pay all charges which may be leviable on account of his execution of the work under the agreement. Nothing extra shall be payable on this account.
9. Other agencies may also be simultaneously executing some other work entrusted to them by the Engineer-in-charge and the contractor shall offer necessary cooperation wherever required to these agencies so as not to interfere with or hinder the progress or completion of the work being performed by other contractor (s). He shall as far as possibly arrange his work and shall place and dispose off the materials being used or removed, so as not to interfere with the operations of other contractors, or he shall arrange his work with that of the others in an acceptable and coordinated manner and shall perform it in proper sequence to the complete satisfaction of Engineer-in-charge.

10. On account of security consideration, there could be some restrictions on the working hours, movement of vehicles for transportation of materials, the contractor shall be bound to follow all such restrictions and adjust the programme for execution accordingly. Nothing extra shall be paid for idle labour due to such construction.
11. The work shall be carried out in a manner complying in all respects with the requirements of relevant bye laws of the local bodies, labour laws, minimum wages act, workmen compensation act and other statutory laws enacted by Central Govt. as well as State Govt.
12. (a) All the malba or rubbish obtained from dismantling or otherwise during the execution of the work shall be brought down through the stair case and shall not be thrown to the ground directly from first floor or second floor etc. or malba rubbish generated due to any operation from houses and their open spaces whatsoever shall be disposed off on daily basis by the contractor to the specified common disposal point. After the collection of full truck load of the said malba (approx 4.5 cubic metres), the same shall be disposed off on same day by the contractor to the authorized municipal dhalao/ dumping ground and nothing extra shall be paid on this account. In case of non-removal/disposal in the specified period, a recovery of Rs.2000/- (Rupees Two thousand) per day shall be recovered from the contractor after issuing notice in writing by the Engineer in charge of work.
13. (b) All the malba or rubbish obtained from dismantling or otherwise during the execution of work shall be collected in the mobile container arranged by contractor free of cost of suitable size placed near the working place. The malba or building rubbish so collected shall be disposed off to the specified common disposal point as decided by the Engineer-in charge, where from the contractor will finally disposed off the collected malba or rubbish to the authorized municipal dhalao/dumping ground. In no case the malba / building rubbish shall be allowed to dump at ground near the working place. A recovery of Rs.2000/- shall be made by engineer-in- charge for every default per day till the final disposal of malba only after issuing a notice in writing by engineer-in-charge of work.
14. No accommodation shall be provided to any of the staff engaged by the contractor. The contractor shall also not be allowed to erect any temporary set up for staff in the campus.
15. The contractor shall depute required technical staff each for civil and electrical works as per Clause 32 of Schedule F who shall remain present at CGO-I & CGO-II, Service Center No. 767 & Sub Division –I, GD-II, CPWD, Kamla Nehru Nagar, Ghaziabad from 9:00 A.M. to 5:00 P.M. on all days excluding Sunday and National Holidays. On Sunday and holidays, Supervisor(s) shall be present at service centers.
16. Service Centre will operate in full from 09:00 AM to 05:00 PM (General Shift) on all days except Sundays and National Holidays. Additional arrangements shall be made for registration and attending emergent complaints related to electricity, Sewerage & plumbing etc. round the clock on all days including Sundays & National Holidays.
17. The contractor shall also be responsible to use computerized complaints related to housekeeping receiving and monitoring system and login to CPWD e-SEWA/ERP (Govt. building maintenance module) (Web based application) before 09.30 hours daily. The contractor will have to arrange and maintain telephones, computers along with peripherals and broadband Internet connections to operate CPWD e-SEWA/ ERP (Govt. building maintenance module). The contractor shall also pay all the bills/running cost of computer and its connection(s). Electricity bill for the office area under use of the contractor shall be paid by the contractor for which nothing extra shall be paid.
18. The contractor shall also be responsible to use computerized complaints receiving and monitoring system and login to CPWD e-SEWA/ERP (Govt. building maintenance module) (Web based application) before

09.30 hours daily. The contractor will have to arrange and maintain telephones, computers along with peripherals and broadband Internet connections to operate CPWD e-SEWA/ ERP (Govt. building maintenance module). The contractor shall also pay all the bills/running cost of computer and its connection(s). Electricity bill for the office area underuse of the contractor shall be paid by the contractor for which nothing extra shall be paid.

19. The contractor shall take immediate action to attend any complaint related to housekeeping downloaded by him from CPWD e-SEWA/ ERP (Govt. building maintenance module) Website or assigned to him through site order book/verbal instructions from Engineer-in-charge or on telephone/CPWD e- SEWA/ ERP (Govt. building maintenance module) from occupants. Contractor shall endeavor to attend the minor complaints in the green benchmark time as mentioned in CPWD e-Sewa/ ERP (Govt. building maintenance module).
20. Recovery as per recovery schedule shall be made in addition to recovery mentioned in para 19 for delaying in attending the complaints of cleaning work.
21. Operations in which assistance shall be provided by the agency to the CPWD: -.
  - i. Informing to the CPWD Engineers regarding the failure in any service being provided by other departments, in so far as they affect the assets being maintained under this contract, so that they can be taken up with the concerned local body / department for rectification.
  - ii. Any space of office will not be allowed to be occupied or used by him/his staff/his workers. In case any space is found to be occupied unauthorized, a compensation @ Rs 1000/- (Rupees One Thousand Only) per day shall be levied and the contractor will also be liable for action for determination of contract and for loss caused due to theft or any other cause, shall be made good by the contractor at his own cost.
  - iii. Contractor shall provide alternate mobile/telephone no.for ease of communication.
  - iv. Contractor shall ensure to attend / respond to the individual complaints within the time prescribed in CPWE e-Sewa/ ERP (Govt. building maintenance module).
  - v. Contractor shall follow the citizen charter and model code for workers behavior as decided by Engineer-in charge.
  - vi. Contractor shall facilitate visitors while they visit to service center for lodging complaint in person or on phone.
  - vii. Record of complaints, attendance register and other records will have to be produced either daily, according to the requirement or when asked to do so by the Engineer-in-charge or his authorized representative.
22. Record of complaints, attendance register and other records will have to be produced either daily, according to the requirement or when asked to do so by the Engineer-in-charge or his authorized representative.
23. The contractor will have to arrange all the required Computer, furniture etc. at his own cost pertaining to his job and he will take all these things back only after the expiry of the agreement for which nothing extra shall be paid.
24. The Engineers, Supervisor and individual workers of the agency shall carry mobile phone(s) to enable the Engineer-in-charge to have easy and quick communication. Nothing extra shall be paid to the contractor on this account and his quoted rates for various items under this contract will be inclusive of this

obligation.

25. Staff employed by the contractor should be well behaved, polite & courteous and the worker will clean the place where he has worked while attending the complaints. Any complaint against staff for bad behavior shall be taken very seriously and such staff shall be removed by the contractor within five days from the site and arrangement of suitable substitute for the same shall be done by contractor failing which the Engineer-in-Charge shall make recovery from contractor's bill as per corresponding condition.
26. Each worker shall maintain a complaint diary and get the signature from the all others regarding attending the complaints. In case, it is found that the complaint has been attended unsatisfactorily, it will be considered as unattended. List of such complaints shall be submitted to the Assistant / Junior Engineer-in-Charge or his representative on daily basis.
27. The contractor or his Engineer at the service center shall also maintain complaint register for recording the complaints.
28. Safety of the staff employed will be the responsibility of the contractor, CPWD shall not be responsible for any mishap, injury/accident or death of the staff. No claim in this regard shall be entertained/ accepted by the department.
29. Contractor shall be fully responsible for any damages caused to govt. property or allottee's property by his or his labour in carrying out the work and same shall be rectified by the contractor at his own cost.
30. The contractor shall maintain sufficient quantity of materials and spares at site to meet the requirement of attending the complaints as per direction of the Engineer-in-charge. Stores / bins, if available, shall be handed over to the contractor for storing the material.
31. The contractor shall have to carry out the work other than day to day maintenance according to programme given by the Executive Engineer / Assistant Engineer / Junior Engineer-in-charge. The contractor shall have to adhere to this programme failing which he shall be wholly responsible if or any inconvenience caused to the occupants. No claim for idle labour on any account shall be entertained. The contractor shall depute his representative daily to the site of work. His name and Signature shall be attested by the contractor for record in the department.
32. No special repairs and addition/ alteration work shall be carried out in any quarters/flats without the approval of the representative of the Engineer-in- charge. Any work carried out without approval of the representative of the Engineer-in-charge at the site, the work shall be rejected and shall not be measured and paid for.
33. The cement mortar/cement concrete shall not be mixed or mixed cement mortar / cement concrete shall not be placed on the ground /roads/pucca floor in any case during the execution of work at site. The cement mortar / cement concrete will only be mixed on MS sheet/sheet of other material suitable size. In case of default, the Engineer-in-charge of work shall reject the cement mortar / cement concrete out rightly if cement mortar/cement concrete mixed on ground/floor/slab/road and such cement mortar/cement concrete shall be removed from the site of work by the agency at his own cost.
34. All dismantled material shall remain the property of the contractor and shall be taken away by the contractor after taking approval of Engineer-in-charge in writing.
35. GST/WCT/Income Tax/ any other taxes as applicable shall be recovered from the contractor's bill.
36. Chases, holes & drilling works etc. shall be done using power operated tools.
37. In case of any accident during the operation / Maintenance of the equipment leading to injuries/damages

to human being equipment or loss of life, the contractor shall be fully responsible for settling all claims & indemnify the department against any claims arising out of such accidents.

38. The quoted rate shall be inclusive of any prevailing taxes, duties, levies imposed by the Central/State government/Local bodies. Any new taxes shall be governed as per clause 34 of GCC- 2023 for CPWD work, with up-to-date correction slip.
39. This contract includes providing the emergency services whenever required after normal working hours; no extra charge will be entertained for attending any numbers of complaints.
40. The contractor will carry out preventive maintenance / Checks as per CPWD Specification / respective standard trade practice and as per details attached. The result of such tests will be recorded in proforma as decided by the Engineer-in-charge.
41. The contractor shall give due notices to Municipality, Police and/ or other authorities under intimation to the Engineer in Charge that may be required under the law/ rules under force and obtain all requisite licenses for temporary obstructions/ enclosures and pay all charges which may be livable on account of his execution of the work under the agreement. Nothing extra shall be payable on this account.
42. Materials used shall be in order of preferences as under: -
  - i. Under the Nomenclature of the item
  - ii. Particular specifications and special conditions.
  - iii. CPWD specifications.
  - iv. ISI marked.
  - v. CPWD approved
  - vi. Direction of the Engineer-in-Charge.
43. The Engineer-in-Charge shall be at liberty to take respective sample(s) of each item of schedule of quantities in any approved laboratory as decided by him. The sample for testing shall be provided by the contractor. All expenditure required to be incurred for taking sample, conveyance and packing & testing charges etc. shall be borne by the contractor him self. Incase any sample particular lot fails in testing the contractor shall be bound to replace the entire lot with fresh material of prescribed specification and the rejected lot shall be returned to the contractor only after fresh lot is supplied. Testing charges in respect of failed sample will be borne by the contractor himself.
44. Rejected materials shall have to be removed by the contractor at his own cost immediately of the instructions of doing so.
45. In case of any dispute regarding rejection of quality of materials the decision of the Engineer- in-Charge shall be final and binding upon the contractor.
46. The contractor shall be bound to provide services as per provisions applicable to services regarding duration for attending complaint, performance and bench marking etc. as defined on CPWD e-Sewa/ ERP (Govt. building maintenance module) (details available on <http://cpwdsewa.gov.in>) including future amendment of CPWD e-Sewa/ ERP (Govt. building maintenance module).
47. Contractor shall give the details of complaints attended at least once in a week mandatory to the concerned AE/JE/AD/SO-in-charge of the work.
48. The Contractor will maintain attendance records of the staff, which will be checked by the Junior Engineer/Assistant Engineer/Executive Engineer-in-charge of the work. In absence of any staff, recovery shall made at the following rates.

### **Special Conditions for Housekeeping Works**

The Job includes cleaning and up keeping of the following areas

1. Office rooms, attached toilets and balconies. Common areas consisting of corridors, entrance porch reception area, hall etc. Entire area of Porch and front side of CGO 1&2 building. as directed by Engineer-in-charge
2. **The work consists of the following operations**
  - i. Sweeping washing, mopping and mechanized cleaning of floor of the room's balconies and toilets including washing/cleaning of all the toilet fittings with suitable chemicals.
  - ii. De-dusting of the rooms including furniture and other items available therein.
  - iii. Cleaning of glass panes.
  - iv. Washing & cleaning with necessary detergents, of the items like water jug, Thermos, flask, glass tumblers, buckets, mugs dust bin, ash tray etc.
  - v. Checking and reporting about leaking water taps, geysers, faulty electric connections /Installations, Telephone etc. to the concerned C.P.W.D. authorities.
  - vi. Cleaning the floor of the shafts.
  - vii. Re-setting of Furniture inside the hostel building /reception etc will be done by contractor of required.
  - viii. Vacuum cleaning of carpets/sofas/curtains/mattresses (Vacuum cleaner shall be issued by the department free of cost.)
  - ix. Removal webs.
  - x. Scrubbing of floors including bath rooms with scrubbing machine.
  - xi. Cleaning of ceiling fans, exhaust fans, tube light and other electric fixtures etc. The frequency of above operation may be changed by the engineer-in-charge and nothing extra will be paid on this account. The agency shall be have to arrange the workmen on all working days except national and gazetted
  - xii. The entire cleaning/dusting/mopping work of the occupied hostel rooms shall be completed before 9:00 AM.
  - xiii. All common areas should be cleaned by 8:30 AM and will be maintained in neat and clean condition 24 hours round the clock.
3. **Supply and Advance Deposit of Approved Materials:** The contractor shall procure all floor cleaning materials and chemicals of standard make, as specified in the attached list or approved by the Engineer-in-Charge, entirely at their own expense with no additional payment allowed. Authentic purchase vouchers must be provided for all items, and the required quantities must be deposited in advance with the Junior Engineer or Assistant Engineer in strict accordance with **Annexure G & H**.
4. **Maintenance and Daily Verification of Issuance Register:** The contractor is required to maintain a MAS register to accurately track the receipt and daily issuance of all cleaning materials and chemicals used on-site. This register must be made review and verify daily by the Junior Engineer or Assistant Engineer.
5. In case the contractor fails to deposit the requisite material/ chemicals in time, the recovery of the same shall be affected as per recovery schedule. or as decided by the engineer-in-charge shall be final and



binding on the contractor. If contractor fails to deposit the cleaning material. Department will be free to purchase the material and necessary recoveries shall be made as mentioned above.

6. The contractor will also provide materials like liquid soap, naphthalene balls, odonil sticks and mosquito repellent Good Night as per requirement and direction of the engineer-in-charge.
7. The building should be free of mosquitoes, flies, cockroaches etc. and the contractor should spray finit /other insecticides duly approved by Engineer-in-charge.
8. It will be the job of the contractor that buildings are free of cow webs.
9. The contractor shall be responsible for any theft of the items from the rooms or any other area given to contractor for cleaning. Full cost of stolen material, if any will be recovered from the contractor at prevailing market rates. The amount of recovery will be decided by the Engineer-in-charge and the same will be binding on the contractor.
10. The staff deployed by the contractor shall not use any room for their personnel conveniences.
11. Suitable place will be ear marked for the contractor for keeping the material such as broom, dusters etc. However, no office room or residential accommodation will be provided.
12. The contractor will ensure that his staff employed are not sitting in the corridors, chewing pans/smoking beedies, cigarettes etc.
13. The employed staff of the contractor shall be active well behaved, and respectful to the inmates and C.P.W.D. authorities and give no cause of grievances to the occupants. The staff of the contractor will be bound to observe all instructions issued by the C.P.W.D. authorities concerning general discipline and behavior.
14. The contractor shall be liable to be penalized equal to one day payment of the work or part thereof, or unsatisfactory work per days. Non performance or improper performance of work shall invite this penalty clause. The work shall be carried out on all the days i/c Sundays and holidays.
15. The agency will provide a small liquid soap, urinal mats and odonil in every toilets
16. The service satisfactory Certified is required to be obtained from the official of offices of every month. The payment to agency be released only after receipt of satisfactory Certified.
17. The rates shall include wages, overtime, contribution to insurance, Provident fund, Gratuity, paid holiday, weekly off, relieving charges, medical charges, uniform, equipment, all statutory Taxes, overheads and profit and any other charges. Nothing extra shall be paid over and above the accepted rates on any account whatsoever.
18. In case of any violation of statutory provision sunder labour laws/or otherwise on behalf of the agency, he will remain liable for action or compensation and CPWD will not have any liability in such matter except to enforce the provisions of contract through the agency.
19. The worker shall not allow to stay in night inside the premises of the offices/bungalow /any quarter without the written permission of the Engineer-in-charge or Assistant Engineer in-charge of the bungalow/ occupant of the bungalow and if it happens, the whole responsibility will be of Agency and a penalty of Rs. 1000/- day shall be made & will be recovered from the bill.
20. The agency has to submit the monthly duty roster of all guard/worker to the Assistant Engineer during the 1st week of every month.

21. If any employee complaints in writing to Engineer-in-charge for not getting his wages from Agency in time then Engineer-in-charge will pay the minimum wages or quoted rate whichever is higher to the complaint and same shall be recovered from the running bill of the contractor.
22. The person on duty should be in decent attire and well behaved. If any person does smoke, chewing tobacco or consuming alcohol or found misbehaving with any one during duty, the personnel shall be removed from the duty immediately and additional fine of Rs. 1,000/- shall be recovered from the bill of contractor for each such complaint.
23. The contractor shall insure payment of minimum wages as per Minimum Wages Act and as applicable from time to time to his workmen and records to this effect shall be produced to the Engineer in charge with the bill for release of payment.
24. Contractor has to ensure that the persons engaged by him is punctual to time and duty. Any unauthorized absence of duty will be penalized and recovery will be made from the bill of contractor at proportionally double the rate of per day for per day default.
25. Any damage or loss caused to the office/Residential premises (including the building) or to any office article by workers on duty would be at the risk and cost of the contractor undertaking the above work. The cost of the losses or damages decided by Engineer in charge shall be recovered from the contractor and the amount determined by the Engineer in charge will be final and binding to contractor.
26. All necessary medical First Aids etc. and other facilities that may be necessary for the workers on duty shall be arranged by the contractor.
27. Monthly payment will be made on submission of bill by the contractor as per attendance sheet maintained in the office.
28. Payment will be made on the availability of fund. Nothing extra shall be paid for due to delay of payment.
29. Necessary recovery from the bill i.e. Income Tax, GST, Education Cess & Labour Cess etc. shall be made as per rules.
30. The rate quoted by the contractor shall be inclusive of cost of providing of all the items and services mentioned in schedule of quantity and as detailed in this tender document.
31. The Contractor will take insurance policies for sufficient amounts to cover him-self against third Party risks, workmen's compensation, etc. and will keep the Government indemnified against all such risks & nothing extra shall be payable on this account by the department.
32. The Contractor at his own cost will require each of its employees to submit to a health examination by a qualified physician & submit a medical certificate indicating that the workmen is not suffering from venereal disease, tuberculosis and / or other contagious, infectious or communicable disease. The Officer-in-charge may at any time request the Contractor's employees be subjected to examination, and if said employee is found to have any of the aforementioned diseases, Contractor will immediately replace the said employee.
33. The Contractor will withdraw immediately any of his guard/worker who in the opinion of the Officer-in-charge are undesirable and the decision of the Officer-in- charge in this regard shall be final and binding on the Contractor.
34. The guard/worker have to be engaged by the contractor as their employee and no claim for their absorption in the department will be entertained as this work is of temporary nature.

35. In respect of EPFO and ESIC same shall be paid by the contractor to the concerned department on demand and it will be reimbursed to him by the Engineer-in-charge after satisfying documentary proof that it has been actually and genuinely paid by the contractor.
36. Following Documents are to be submitted by contractor before start of work :-
  - List of guard/worker to be deployed at site.
  - Bank Account Number with IFSC Code of each employee.
  - UAN No. & ESI Card No. of employee.
37. Following documents are to be submitted along with RA bill without which bill shall not be considered for payment: -
  - Payment slip of workers deployed at site.
  - Proof of payment of EPF/ESI of previous month.
38. An attendance registers showing strength of employees. Present on every day shall be maintained. The attendance shall be marked by the J.E.-in-charge of work. The A.E. and E.E. shall verify the presence of employees as and when desired. The register shall be available with J.E. and will be accompanied with each running and final account bill.
39. Necessary tools required shall be arrange by the contractor including safety devices and nothing shall be payable on this account by the department.
40. The contractor shall make all arrangement of safety of employees during working hour. Contractor will be sole responsible for any kind of accident.
41. The contractor will submit the list of the staff to be deployed at the site to the Engineer-in- charge before commencement of the agreement along with their names, identity proof such as Aadhar Card, police verification and experience etc.
42. If any of the employee engaged in this work of the contractor goes to court or any other legal authorities etc. in or anywhere in India at any time in connection to this contract the department shall not be made a party of it in any way, the employee of the contractor shall not have any claim for regularization in govt. service. This fact should be clearly and legally told to all the employees by the contractor and the contractor shall be fully responsible for all losses/ damages/ misconduct etc. arises on this account.
43. The any of employed employees should not have any criminal record.
44. The labour for day-to-day cleaning shall be provided by the contractor for 06 days working in CGO-I and CGO-II Complex Buildings, Kamla Nehru Nagar, Ghaziabad.
45. The labour for day-to-day cleaning shall have to attend duty as and when required. on Sundays and Holidays. Rest can be allowed in lieu of same etc. as required. The agency shall have to arrange Substitute for duties of Sunday and Holidays. Nothing extra will be paid for this. Nothing shall be paid for extra working hours.
46. In case of the absence of the staff the contractor shall have to make immediate arrangement for the alternate staff.
47. Payment shall be made on monthly basis however payment to the staff shall also be made on monthly

basis. The Contractor has to maintain the attendance sheet of the staff employed. The Contractor has to submit the attendance sheet along with details of payments made to the staff engaged for this work for processing bill. Nothing extra shall be paid on this account.

48. The staff shall maintain office decorum, punctuality and sincerity as per instructions of superior officers.
49. The agreement/work order can be terminated at any time without any notice or without assigning any reason.
50. The agency shall have to arrange the workmen for day to day cleaning on all working days except national and gazetted holidays and Sunday. In case of any absence the necessary recovery shall be made as per recovery schedule.
51. The agency will take all safety measures for any miss happening, the agency shall be fully responsible for any miss happening and department will not be held responsible for it.
52. The department shall be at liberty to terminate full or part of the contract with a notice of 15 days or if the contractor's working is found unsatisfactory and not in accordance with the schedule of work or with any other reason.
53. In case of disobedience or misbehavior by the deployed staff or any staff found inefficient or indulging in undesired activity shall be immediately removed from the site and the decision of the Engineer-in-charge in this regard shall be final and binding upon the contractor.
54. All the cleaning material like, Broom, Bathroom cleaner, Hand wash, Bucket, Scrubbing brush, Glass cleaner, Mop, Wiper, duster, gloves etc. will be provided by the contractor.
55. The work is of purely temporary nature and can be closed at any time without assigning any notice/ reason to the contractor. It may also be noted that the contractor shall be employer of all workmen/ staff engaged by him on this work and any claim raised by them for regularization in the department shall not be entertained.
56. If the employee of the contractor goes to court or any other legal authorities etc. in or anywhere in India at any time in connection to this contract the department shall not be made a party of it in any way, the employee of the contractor shall not have any claim for regularization in govt. service. This fact should be clearly and legally told to all the employees by the contractor and the contractor shall be fully responsible for all losses/ damages/ misconduct etc. arises on this account.
57. Salary to staff shall be made on or before 7th of every month, failing which recovery @ Rs. 500/- per day per staff shall be recovered from their bill, irrespective of payment of the Running Account Bill of the Agency.
58. Labour wage payment has to be done through RTGS/ NEFT only and agency has to submit labour wage register as per stipulated Performa, dully filled up and signed by concerned JE and AE after duly verification.
59. The contractor shall deduct worker subscription towards Provident Fund and ESIC, as per rules, he shall deposit the same along with his contribution in to the respective accounts of the workers and submit the details to this office for verification.
60. The following documents should be the part of bill submitted by the agency and Engineer- in-Charge/authorized representative of engineer-in-charge should verify these documents before making payment: -

61. Details of employees with date of their engagement.
62. Document of payment made to the employees directly in their bank accounts.
63. Document of attendance.
64. Document of deposition of ESI &EPF deductions in the employee's accounts. If any bill submitted for payment before deposition of ESI/EPF deductions, then documents of deposition of ESI/EPF deduction for previous month.
65. Any other documents required to ensure the disbursing minimum wages on or before time and ESI/EPF deduction deposited in their account timely.
66. The lowest tenderer/bidder is bound to submit the list of employees with their qualification, residence proof, adhaar card, police verification, photo to this office before or with P.G. if fails, their EMD will be forfeited without giving any notice.
67. Any waste materials received by cleaning will be dumped at Municipal Corporation approved dumping yard by agency and nothing extra shall be paid on this account.

(Proforma of MoU for Specialized Works on a 'Non-Judicial' stamp paper worth Rs.100/-)

**MEMORANDUM OF UNDERSTANDING (MOU)**

Between

M/s .....having his registered office at .....  
 ..... [Henceforth called the **Main Contractor**] which expression shall unless repugnant to the subject or context include its administrators, successors and assigns.

and

M/s .....having his registered office at .....  
 ..... [Henceforth called **Associate Contractor**] which expression shall unless repugnant to the subject or context include its administrators, successors and assigns.

**Whereas**, the Central Public Work Department (CPWD), have awarded Contract to the Main Contractor for the work of :.....” as per Schedule of Quantities, Specifications, Terms and Conditions contained in the Agreement.

**Whereas**, This Memorandum of Understanding has been entered into for assigning responsibility of execution of ..... (mention category) **component of** Work forming part of the above work to the Associate Contractor by the Main Contractor.

**Now therefore**, it is agreed between the Parties here to as follows:

1. Both the parties have gone through and understood the various Terms & Conditions and Clauses of the Contract for the work awarded to the Main Contractor and willingly agree to abide by them.
2. The 'Associate Contractor' will execute ..... (mention category) Component of Associated Work in the wholesome manner as per Terms & Conditions of the Contract. However, both Parties shall be **jointly and severally responsible** for the execution of said Component of work as per the Contract.
3. It is understood that payment for ..... (mention category) component of Associated Work even though executed by the Associate Contractor shall be done by the Department (CPWD) to the Main Contractor as per Terms & Condition of the Contract. The Parties have entered into separate agreement on Terms & Conditions for payment to be made by the Main contractor to the Associate Contractor for the work done by them. The main Contractor shall promptly make payment to the Associate Contractor as per agreed Terms & Condition between them. In the event of failure to make due payments to the Associate Contractor by Main Contractor, the Department (CPWD) may make such payments directly to the Associated Contractor after deducting the same from Bills payable to the Main Contractor.
4. In case of any dispute between Parties, either of them may go for mediation by the Engineer-in-charge. In the event of disagreement with decision of Engineer-in-Charge, either of the Parties may appeal against the mediation to the CE in whose jurisdiction the work falls. His decision shall be final and binding on both Parties.
5. The 'Associate Contractor' shall be liable for disciplinary and penal action(s) as per Contract if he fails to discharge his contractual commitments related to said component of Associated works.
6. I the machinery and equipment, tools and tackles required for execution of ..... (mention category) component of Associated Work, as per the Contract, shall be the responsibility of the 'Associate Contractor'.
7. The Technical and other site staff required for the said ..... (mention category) component of Associated Work shall be arranged by the 'Associate Contractor' as per terms and conditions of the Contract.
8. Site Order Book & other Registers maintained for the said work shall be signed by the Representatives of Main Contractor as well as 'Associate Contractor' or themselves.
9. All the correspondence regarding execution of the ..... (mention category) component of Associated Work shall be done by the department with the Associate Contractor with a copy to the Main contractor. In case of

non-compliance of the provisions of the Contract, the Main Contractor, as well as the Associated Contractor shall be responsible and action under Clauses 2 and 3 may be initiated and taken against the Main Contractor.

10. This MoU between Parties will be treated as an agreement and has legality as per Indian Contract Act (amended up to date) and the Department (CPWD) can enforce all the Terms and Conditions of the Contract for execution of the above work.
11. This MOU shall be valid till the duration of completion of above work and shall be extended if so required by the CPWD.

Date:

Place:

Signature of Main Contractor

Signature of Associate Contractor

1. Witness with address

2. Witness with address

(From Main Contractor side)

(From Associate Contractor side)

**PROPOSAL FOR ASSOCIATING AGENCY FOR HOUSEKEEPING WORKS**

I/we hereby propose the following agency for execution of **HOUSEKEEPING WORKS** component mentioned herein. Consent Letter from the proposed associated agency is enclosed.

- |                                                                             |              |                      |
|-----------------------------------------------------------------------------|--------------|----------------------|
| (i) Name of work                                                            | :            | .....                |
| (ii) Component of Civil Work                                                | :            | .....                |
| (iii) Name of Associated Agency                                             | :            | .....                |
| (iv) Details of Enlistment                                                  | :            | .....                |
| (v) Category and Class of Enlistment                                        | :            | .....                |
| (vi) Monetary limit of work in Enlistment                                   | :            | .....                |
| (vii) Validity of Enlistment                                                | :            | .....                |
| (viii) Copy of Enlistment Order attached                                    | :            | (Yes /No)            |
| <del>(ix) Copy of electrical contractor license attached</del>              | <del>:</del> | <del>(Yes /No)</del> |
| (x) Copy GST Registration attached                                          | :            | (Yes/No)             |
| (xi) Copy PAN Card Attached                                                 | :            | (Yes/No)             |
| (xii) Consent Letter of agency attached                                     | :            | (Yes/No)             |
| (xiii) Copy of completion certificates of similar work experience attached: |              | (Yes /No)            |

**Encls:** Self Attested photocopies of as stated above

Seal & Signature of the Main Contractor



**CONSENT LETTER FROM ASSOCIATE AGENCY FOR HOUSEKEEPING WORKS**

Name of Work: .....

I / We hereby give my consent to associate with M/s ....., for executing the ..... (mention category) component **of housekeeping** works of the above-mentioned work.

I / We will execute the work as per specifications and conditions of the agreement for the work and as per directions of the Engineer-in-Charge for the said component of **housekeeping works**\_ till the completion of the work.

I / We will be responsible for necessary action to handover the installations and for rectification of defects and repair during the maintenance / warranty period.

I / We will employ full time technically qualified Engineer / supervisor for the said component **housekeeping works**\_ as required for the work.

I / We will attend inspection of work by officers of the department as and when required.

Dated:

**Seal & Signature of Associate housekeeping works Contractor**

**Annexure D****DETAILS OF ELIGIBLE SIMILAR NATURE OF WORKS COMPLETED DURING THE LAST SEVEN YEARS ENDING PREVIOUS DAY OF LAST DAY OF SUBMISSION OF TENDERS**

| Sl. No | Name of work/project and location | Owner or sponsoring organization | Cost of work (₹ crore s) | Date of commencement (contract) | Stipulated date of completion | Actual date of completion | Litigation/arbitration pending (details)* | Reference officer (Name, Address, Phone) | Back-to-back basis (Yes/No) |
|--------|-----------------------------------|----------------------------------|--------------------------|---------------------------------|-------------------------------|---------------------------|-------------------------------------------|------------------------------------------|-----------------------------|
| 1      | 2                                 | 3                                | 4                        | 5                               | 6                             | 7                         | 8                                         | 9                                        | 10                          |
|        |                                   |                                  |                          |                                 |                               |                           |                                           |                                          |                             |

\* Indicate gross amount claimed and amount awarded by the Arbitrator.

Signature of Bidder (s)

**PERFORMANCE REPORT OF WORKS REFERRED TO IN “Annexure D”**

1. Name of work/project & location
2. Agreement no.
3. Estimated cost
4. Tendered cost
5. Date of start
6. Date of completion
  - (i) Stipulated date of completion
  - (ii) Actual date of completion
7. Amount of compensation levied for delayed completion, if any
  - (a) Whether case of levy of compensation for delay has been decided or not: Yes/No
  - (b) If decided, amount of compensation levied for delayed completion, if any
8. Amount of reduced rate items, if any
9. Performance Report
  - (1) Quality of work Outstanding / Very Good / Good / Poor
  - (2) Financial soundness Outstanding / Very Good / Good / Poor
  - (3) Technical Proficiency Outstanding / Very Good / Good / Poor
  - (4) Resourcefulness Outstanding / Very Good / Good / Poor
  - (5) General Behavior Outstanding / Very Good / Good / Poor

Dated:

Executive Engineer or Equivalent

**Annexure F****PROFORMA FOR MANDATORY TESTS TO BE ATTACHED WITH RUNNING BILLS**

Name of the work..... Name of Contractor.....

Agreement No..... and date.....

R/A Bill No.....

| Sl. No. | Item | Quantities as per agmt. | Frequency as per specification | No. of tests required | Up to date quantity | No. of tests required | No. of tests actually done | Remarks |
|---------|------|-------------------------|--------------------------------|-----------------------|---------------------|-----------------------|----------------------------|---------|
| 1       | 2    | 3                       | 4                              | 5                     | 6                   | 7                     | 8                          | 9       |

Note: If the number is less than that required, then reasons shall be recorded.

Signature of Junior Engineer

Signature of Assistant Engineer

Signature of Executive Engineer

**The contractor shall submit the following chemicals required for machine to the department JE/AE on a monthly basis. If the contractor fails to supply these chemicals, recoveries shall be made as detailed below:**

| S. No. | Chemical Description           | Unit  | Qty. per Month | Purpose                                                                                                                                                                                                                                                                         | Recovery per unit for non submission of material |
|--------|--------------------------------|-------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| 1      | Taski R1 Bathroom Cleaner      | litre | 22             | Taski R1 is a bathroom cleaner and sanitizer that can be used on a variety of surfaces, including sinks, tubs, tiles, floors, and fittings.                                                                                                                                     | ₹ 700.00                                         |
| 2      | Taski R-2 Multipurpose Cleaner | litre | 59             | R2 Hygienic hard surface cleaner is a multi-surface cleaner used for the cleaning of washable surfaces, baths, tiles, paintwork, plastics, stainless steel, chrome, and hard floors as well as for the hygienic cleaning of telephones and other hard, water-resistant surfaces | ₹ 450.00                                         |
| 3      | Taski R3 Glass Cleaner         | litre | 47             | Taski R3 is a concentrated glass cleaner that can be used on glass, mirrors, and other reflective surfaces                                                                                                                                                                      | ₹ 183.00                                         |
| 4      | Taski R4 Wood Maintainer       | litre | 01             | Taski R4 is a furniture maintenance chemical that is used to clean, protect, and extend the life of wooden furniture and laminate hard surfaces                                                                                                                                 | ₹ 1,078.00                                       |
| 5      | Taski R5 Room Freshener        | litre | 05             | TASKI R5 is a cost-effective, water-based air freshener that makes your house and office aromatic after the use. It features a delightful floral perfume which rids off bad odor and refreshes the place with sweet-smelling air.                                               | ₹ 649.00                                         |
| 6      | Taski R6 Toilet Cleaner        | litre | 64             | Taski R6 is a chemical that can be used as a toilet bowl cleaner or a floor cleaner - Harpic                                                                                                                                                                                    | ₹ 328.00                                         |
| 7      | Taski R7 Floor Cleaner         | litre | 147            | R7, also known as Taski R7, is a floor cleaner and sanitizer that can be used for many purposes, including: Cleaning bathrooms, Removing oil and grease, Wet mopping, Machine scrubbing & Manual cleaning                                                                       | ₹ 390.00                                         |

**The contractor shall submit the following consumable materials for internal cleaning to the department JE/AE on a monthly basis. If the contractor fails to supply these materials, recoveries shall be made as detailed below:**

| S. No. |                                           | Unit    | Qty. per Month | Recovery per unit for non submission of material |
|--------|-------------------------------------------|---------|----------------|--------------------------------------------------|
| 1      | Hard Broom                                | Nos.    | 02             | ₹ 120.00                                         |
| 2      | Soft broom                                | Nos.    | 08             | ₹ 370.00                                         |
| 3      | Dry Mop Refill (18")                      | Nos.    | 08             | ₹ 349.00                                         |
| 4      | Wet Mop Refill (18")                      | Nos.    | 08             | ₹ 299.00                                         |
| 5      | Duster Rough                              | Nos.    | 20             | ₹ 86.00                                          |
| 6      | Duster Soft                               | Nos.    | 20             | ₹ 99.00                                          |
| 7      | Scotch Bright                             | Nos.    | 10             | ₹ 37.00                                          |
| 8      | Garbage Bag (10 ltr.)                     | Nos.    | 300            | ₹ 5.00                                           |
| 9      | Garbage Trolley Bag (260 ltr.)            | Nos.    | 30             | ₹ 51.00                                          |
| 10     | Garbage Bag (20 ltr.)                     | Nos.    | 300            | ₹ 3.00                                           |
| 11     | Hand Gloves (Rubber)                      | Nos.    | 15             | ₹ 298.00                                         |
| 12     | Feather Brush                             | Nos.    | 15             | ₹ 216.00                                         |
| 13     | Cob Web Brush                             | Nos.    | 02             | ₹ 598.00                                         |
| 14     | Liquid Hand Wash                          | Litre   | 50             | ₹ 286.00                                         |
| 15     | Odonil                                    | Pkt     | 50             | ₹ 93.00                                          |
| 16     | Urinal Cube (1 Pkt. of 300gm)             | Pkt     | 25             | ₹ 798.00                                         |
| 17     | Toilet Roll                               | Nos.    | 200            | ₹ 50.00                                          |
| 18     | Toilet Brush                              | Nos.    | 20             | ₹ 318.00                                         |
| 19     | Naphthlene Balls (1 Pkt of 100 gm)        | Nos.    | 30             | ₹ 80.00                                          |
| 20     | Dry Mop (18")                             | Nos.    | 10             | ₹ 75.00                                          |
| 21     | Wet Mop (18")                             | Nos.    | 10             | ₹ 75.00                                          |
| 22     | Spray Bottle (500 ml)                     | Nos.    | 10             | ₹ 8.00                                           |
| 23     | Bucket (20 Ltr.)                          | Nos.    | 04             | ₹ 46.00                                          |
| 24     | Mug (Plastic 1 Ltr.)                      | Nos.    | 04             | ₹ 8.00                                           |
| 25     | Closed Dust Pan with Brush                | Nos.    | 12             | ₹ 8.00                                           |
| 26     | Heavy Duty Wiper                          | Nos.    | 10             | ₹ 42.00                                          |
| 27     | Telescopic Rod Feather Brush Refill       | Nos.    | 04             | ₹ 30.00                                          |
| 28     | Urinal Splash Pad                         | Nos.    | 30             | ₹ 65.00                                          |
| 29     | Airwick Air Freshener (250ml refill pack) | Bottles | 10             | ₹ 678.00                                         |

## Reference Image and Description for Cleaning Machine

### Tasky swingo 455(E) (Compact Automatic Scrubber Drier) or Equivalent

#### Requirement of Machinery with Operators

Total 02 Nos. machines are required along with 01 No. operator for each machine.

The deployment distribution will be as follows:

- 01 No. Machine (with operator): CGO - I Complex
- 01 No. Machine (with operator): CGO - II Complex

The swingo 455 is super agile and cleans brilliantly leaving floors clean and safe.

#### Key Features

- 22L tank capacity
- 43cm working width
- Single disc drive
- Electric/Gel/Li-Ion battery options

#### Key Benefits

- Versatile disc machine for superb cleaning performance
- Compact and agile designed for use in small or congested hard floor areas
- Patented V-shaped squeegee enables excellent water pick-up on the floor (no adjustment needed)
- Ergonomically designed with adjustable & folding handle and hand protection for operator safety
- Intuitive controls and yellow maintenance points for maximum uptime
- Electric or cable free on-board chargers with either maintenance free gel or Li-Ion battery options



## **Ergodisc 165 (Powerful single machine for heavy duty floor care tasks) or Equivalent**

### **Requirement of Machinery with Operators**

Total 02 Nos. machines are required along with 01 No. operator for each machine.

The deployment distribution will be as follows:

- 01 No. Machine (with operator): CGO - I Complex
- 01 No. Machine (with operator): CGO - II Complex

The Ergodisc 165 Powerful single machine for heavy duty floor care tasks.

### **Key Features**

- 165 rpm
- 43cm working width
- Wide range of accessories
- Single disc drive

### **Key Benefits**

- 165RPM and 43cm means a huge number of heavy duty floor cleaning tasks are possible
- A truly versatile machine for wide range of heavy duty cleaning tasks
- Full range of accessories available no tools needed
- Low vibration, low noise level, soft start characteristic for comfortable use of machine





## Form of Bank Guarantee for Earnest Money Deposit

|                                                       |
|-------------------------------------------------------|
| <b>On non-judicial stamp paper of minimum Rs. 100</b> |
|-------------------------------------------------------|

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.
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 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)
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 On non-judicial stamp paper of minimum Rs. 100  
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 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 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.....
2. Authorized signatory
3. Name and address
4. Name designation
5. Signature ..... Bank seal Name and address

**\*Date to be worked out on the basis of validity period of 180 days for two/three bid system from the date of submission of tender.**

**On non-judicial stamp paper of minimum Rs. 100**
**Form of Bank Guarantee for Performance Guarantee/Security  
Deposit/Mobilization Advance/ Refund of milestone withheld amount**

1. 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/Refund of mile stone withheld amount 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 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)
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 On non-judicial stamp paper of minimum Rs. 100  
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 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 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.....
2. Authorized signatory Name and address      Name
3. Name designation
4. Signature .....      Bank seal Name and address

| Schedule of Quantity                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |            |                 |      |                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----------------|------|----------------|
| <b>Name of Work: Comprehensive Maintenance of CGO buildings at Kamla Nehru Nagar, Ghaziabad through outsourcing dg. 2025-2027, for 24 Months. (SH: Housekeeping of services for CGO-I &amp; II Complex buildings at Kamla Nehru Nagar, Ghaziabad).</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |            |                 |      |                |
| S.No                                                                                                                                                                                                                                                   | Description of Items                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Qty        | Unit            | Rate | Amount         |
| <b>(Housekeeping of services of CGO I &amp; II)</b>                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |            |                 |      |                |
| 1                                                                                                                                                                                                                                                      | Internal cleaning of : CGO-I & CGO-II. Providing comprehensive mechanized, manual housekeeping services at CGO-I & CGO-II for all internal areas of the campus, including work halls, office cabins, meeting and conference rooms, reception areas, corridors, staircases, toilets (common and attached), shafts, lifts, and all other office spaces across all floors. Services shall be rendered on all working days including Saturdays, and shall cover the cost of labor/manpower, Taski or equivalent machines, approved cleaning chemicals, tools & plants (T&P), and all hygiene consumables required to maintain cleanliness and hygiene, as per the directions and satisfaction of the Engineer-in-Charge. |            |                 |      |                |
|                                                                                                                                                                                                                                                        | (A) Office & Work Areas: Cleaning, sweeping, dusting, and mechanized maintenance using Taski or equivalent machines with appropriate cleaning chemicals for Office tables, chairs, sofas, carpets, curtains, blinds, and wall finishes, all types of flooring and ceilings, Toilets attached to cabins, stores, compactor shelves, kitchens, pantries, and conference rooms, Glass partitions, façade, windows (internal and external faces), doors, and joineries, MEP fitments and fixtures. Vacuum cleaning of sofas, removal of cobwebs, and upkeep of all surfaces to the satisfaction of the Engineer-in-Charge.                                                                                               |            |                 |      |                |
|                                                                                                                                                                                                                                                        | (B) Common Circulation Areas: Mechanized cleaning with Taski or equivalent machines and chemicals of Corridors, staircases, lift lobbies, passages, and service rooms with MEP equipment, Railings, doors, lift interiors, and lobby areas, Removal of cobwebs and upkeep of all finishes and fixtures as directed.                                                                                                                                                                                                                                                                                                                                                                                                  | 3283334.00 | Per sqm per day | 3.54 | 1,16,23,002.00 |

|   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |             |                 |      |                       |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-----------------|------|-----------------------|
|   | (C) Toilets & Drinking Areas:<br>Daily cleaning and sanitization using Taski or equivalent machines and approved chemicals for, Male, female, and divyang toilets, drinking water points, WCs, urinals, wash basins, sinks, CP sanitary fittings, mirrors, doors, and windows, All floor, wall, and ceiling finishes, Removal of cobwebs and maintenance of hygiene standards and cleaning for full day. All complete up to entire satisfaction and as per direction of Engineer-in-charge. (Only carpet area/ horizontal surface area one time in a day shall be measured for payment on daily basis. No extra payment for repeated work).                                            |             |                 |      |                       |
| 2 | External cleaning of : CGO-I & CGO-II. Providing services of external cleaning for CGO-I and CGO-II, including cleaning, washing, sweeping, and dusting of all external areas such as paved surfaces, parking spaces, plinth protection, terraces, chajjas, boundary gates, railings, and open spaces. The scope also covers cleaning of wall and floor tiles, removal of vegetation, cobwebs, algae, and moss from building surfaces, and proper disposal of waste material . Services are to be carried out on all working days, including Saturdays with all costs of labour, manpower, machinery, tools, and plants borne by the contractor and maintaining cleaning for full day. |             |                 |      |                       |
|   | All complete up to entire satisfaction and as per direction of Engineer-in-charge. (Only the horizontal cleaned areas (unpaved/paved/road surfaces/plinth protection, terrace area excluding green area) one time in a day shall be measured for payment on daily basis. No extra payment for repeated work).                                                                                                                                                                                                                                                                                                                                                                          | 11459004.96 | Per sqm per day | 0.33 | 37,81,472.00          |
|   | <b>TOTAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |             |                 |      | <b>1,54,04,474.00</b> |