

**INFORMATION AND INSTRUCTIONS FOR CONTRACTORS FOR e- TENDERING FORMING
PART OF NIT AND TO BE PUBLISHED ON WEB SITE**

(Applicable for inviting open tenders)

The Assistant Engineer-2, Mysore Central Sub Division, CPWD, Mysore, Nirmaan Bhawan, T. Narasipura Road, Siddharthanagar, Mysuru-570011 aeriemysore@gmail.com on behalf of President of India invites online **Percentage rate bids** from **Non-CPWD Specialized Agencies for the following work** for the following work :

Sl. No	NIT No.	Name of work & Location	Estimated cost put to tender	Earnest money	Period of completion	Last date & time of submission of bid	Date & Time of opening of tender
1	2	3	4	5	6	7	8
1	33/MyCSD2/AE/e-tender/2026-27	Providing Services of Computer Operator, Office Assistant cum Peon for O/o The Assistant Engineer-II, CPWD, Mysuru.	Rs.5,66,760/-	Rs.11,335/-	8 (Eight) Month	Upto 13.00 Hrs. on 02-07-2026	At 13.30 Hrs. on 02-07-2026

- Non-CPWD Specialized Agencies should have to fulfill the criteria with Registration certificate of Establishment obtained from Government of Karnataka Department of Labour and satisfactory execution of works of having satisfactorily completed at least 3 (three) similar works each of value not less than Rs 2.27 lakhs or 2 (two) similar works each of value not less than Rs 3.40 lakhs or 1 (one) similar work of value not less than Rs 4.53 lakhs during last 7 years ending previous day of last date of submission of bids. Similar work means **"Providing services of computer operator/ Technical Assistants/ Office Assistants cum peon for minimum one year.** Works of providing security guards/watch & ward services will not be considered as similar works
- The intending bidder must read the terms and conditions of CPWD-6 carefully. He should only submit his bid if he consider himself eligible and he is in possession of all the documents.
- Information and instructions for bidders posted on website shall form part of bid document.
- The bid document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website <https://etender.cpwd.gov.in> or www.cpwd.gov.in free of cost.
- The successful bidder shall be required to submit a **Performance Guarantee as below** within the period specified in Schedule F.
 - 5.00% of tendered value or Estimated Cost Put to Tender (ECPT) (whichever is higher).
 - 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.

I	Nil	AE
O	Nil	
C	Nil	

6. But the bid can only be submitted **after deposition of original EMD in the office of Executive Engineer inviting bids or division office of any Executive Engineer, CPWD within the period of bid submission** and uploading the mandatory scanned documents such as Insurance Surety Bonds, Account Payee Demand draft or Banker's Cheque or Fixed Deposit Receipts or/ and Bank Guarantee (**for balance amount as prescribed**) from any of the Commercial Bank towards EMD (Drawn in favour of **Executive Engineer, CPWD, Mysore**) receipt for deposition of original EMD to division office of any Executive Engineer (**including NIT issuing EE**), CPWD and other documents as specified.
7. Those contractors who are not registered or have not updated their profile on the website mentioned above are required to get registered/ update their profile beforehand. The necessary training materials including the videos with step to step process are available on download section of **<https://etender.cpwd.gov.in>**.
8. **The intending bidder must have valid class-III digital signature certificate with encryption key (combo type) to perform any operations / transactions on the e-tendering portal / website and the bidder should download and install the eMSigner on their system as per instructions available on download section of <https://etender.cpwd.gov.in>**
9. The contractor can deposit original EMD either in the office of Executive Engineer inviting bids or division office of any Executive Engineer, CPWD within the period of bid submission. The contractor shall obtain the receipt of EMD from the concerned Executive Engineer (including NIT issuing EE/AE) in the prescribed format uploaded by NIT issuing Executive Engineer.
10. The Bid Document as uploaded can be viewed and downloaded free of cost by any one including intending bidder. But the bid can only be submitted after uploading the mandatory scanned documents such as Insurance Surety Bonds, Account Payee Demand draft or Bankers Cheque or Fixed Deposit Receipts Bank Guarantee (for balance amount as prescribed) from any of the Commercial Bank towards EMD in favour of Executive Engineer as mentioned in NIT, copy of receipt of original EMD and other documents specified in the press notice.

While submitting the EMD the bidders should ensure that any insertion/addition/deletion in the FDR/TDR issued by the bank should be properly authenticated/ stamped by the issuing bank. In the absence of which the EMD shall not be considered in proper form and bid of the bidder shall be rejected by the Engineer-in-charge.

11. On opening date, the contractor can login and see the bid opening process. After opening of tenders he will receive the competitor's bid sheets.
12. Contractor can upload documents in the form of JPG format and/or PDF format.
13. Contractor must ensure to quote rate in the column(s) meant for quoting rate in figure 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 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.
14. Copy of Enlistment Order and certificate of work experience and other documents as specified in the press notice 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 press notice shall have to be submitted by lowest bidder only within a week physically in the office of tender opening authority.

I	Nil	AE
O	Nil	
C	Nil	

15. Contractor should quote the percentage above or below to two places of decimal only.

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

(i)	Insurance Surety Bond, Demand Draft/ Account Payee Banker's Cheque / FDR/ Bank Guarantee including e-Bank Guarantee of any commercial Bank against EMD. Drawn in favour of Executive Engineer, CPWD, Mysore.
(ii)	Copy of receipt for deposition of original EMD to division office of any Executive Engineer (including NIT issuing EE/AE/AAO), CPWD.
(iii)	Similar works completion certificate as per condition no.1
(iv)	Affidavit as per clause 1.2.2 of CPWD 6
(vi)	Copy of Registration certificate of Establishment obtained from Government of Karnataka Department of Labour
(vii)	<p>GST registration Certificate, if already obtained by the bidder.</p> <p>If the bidder has not obtained GST registration as applicable, then shall scan and upload following under taking along with other bid documents.</p> <p>"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 the 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.</p>
(viii)	The agency must upload the ERP training Certificate regarding successful completion of ERP training from ERP portal in the module of RFI.

**Assistant Engineer,
CPWD, Mysore
(For and on behalf of President of India)**

I	Nil	
O	Nil	
C	Nil	

AE

**GOVERNMENT OF INDIA
CENTRAL PUBLIC WORKS DEPARTMENT
NOTICE INVITING e- TENDER**

Percentage rate bids are invited on behalf of President of India from approved and eligible category of CPWD contractors for the work of **Providing Services of Computer Operator, Office Assistant cum Peon for O/o The Assistant Engineer-II, CPWD, Mysuru.**

- 1.1** The work is estimated to cost of **Rs.5,66,760/- (Rupees Five Lakh Sixty Six Thousand Seven Hundred and Sixty Only)**. This estimate, however, is given merely as a rough guide.
- 1.2** Intending bidders is eligible to submit the bid provided he has definite proof from the appropriate authority, which shall be to the satisfaction of the competent authority, of having satisfactorily completed similar works of magnitude specified below:

Criteria for Eligibility for submission of bid documents

- 1.2.1** Conditions for Non-CPWD contractors only, if bids are also open to non- CPWD contractors

For works estimated to cost upto 20 Crore.

Non-CPWD Specialized Agencies should have to fulfill the criteria of satisfactory execution of works of having satisfactorily completed at least 3 (three) similar works each of value not less than Rs 2.27 lakhs or two similar work each of value not less than Rs 3.40 lakhs or one work of value not less than Rs 4.53 lakhs during last 7 years ending previous day of last date of submission of bids. Similar work means "Providing services of computer operator/ Technical Assistants/ Office Assistants cum peon for minimum one year. Works of providing security guards/watch & ward services will not be considered as similar works.

1.2.2 Criteria of eligibility for non-CPWD contractors.

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 the last date of submission of bid. This is applicable for 1.2.1 as well 1.2.2.

To become eligible for submission of bid, the bidder shall have to furnish an affidavit as under:-

NIT No. 33/MyCSD2/AE/e-tender/2026-27

Name of Work : Providing Services of Computer Operator, Office Assistant cum Peon for O/o The Assistant Engineer-II, CPWD, Mysuru.

"I/We undertake and confirm that eligible similar works(s) has/have not been got executed through another contractor on back to back basis. Further that ,if such a violation comes to the notice of Department, then I/we shall be debarred for tendering in CPWD in future for ever. Also, if such a violation comes to the notice of Department before date of start of work, the Engineer- in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee."(Scanned copy to be uploaded at the time of submission of bid)

- 1.2.3** When bids are invited from non CPWD contractors and ~~CPWD class II contractors~~ as per provisions of clause 1.2.1 above, it will be mandatory for non CPWD contractors and ~~CPWD class II contractors~~ to upload the work experience certificate(s) and the affidavit as per the provisions of clause 1.2.2.

I	Nil	AE
O	Nil	
C	Nil	

2. Agreement shall be drawn with the successful bidders on prescribed Form No. CPWD 7 (or other Standard Form as mentioned) which is available as a Govt. of India Publication and also available on website **www.etender.cpwd.gov.in or www.cpwd.gov.in**. Bidders shall quote his rates as per various terms and conditions of the said form which will form part of the agreement.
3. The time allowed for carrying out the work will be **8 (Eight) Month** from the date of start as defined in schedule 'F' or from the first date of handing over of the site, whichever is later, in accordance with the phasing, if any, indicated in the bid documents.
4. The bid document consisting of 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/CPWD> or www.cpwd.gov.in free of cost.
5. After submission of the bid the contractor can re-submit revised bid any number of times but before last time and date of submission of bid as notified.
6. While submitting the revised bid, contractor can revise the percentage rate of one or more schedule(s) any number of times but before last time and date of submission of bid as notified.
7. 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.
8. Earnest Money in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt (FDR) or Banker's Cheque or Bank Guarantee (for balance amount as prescribed) from any of the commercial bank (**Drawn in favour of Executive Engineer, CPWD, Mysore**), 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/AE) shall issue a receipt of deposition of Earnest Money deposit to the bidder in a prescribed format (enclosed Annexure 'A') uploaded by tender inviting EE in the NIT.

The receipt shall also be uploaded to the e-tendering web site by the intending bidder up to the specific bid submission date and time.

A part of earnest money is acceptable in the form of bank guarantee also. In such case, minimum 50% of earnest money or Rs.20.00 lakh, whichever is less, will have to be deposited in shape prescribed above, and balance may be deposited in shape of Bank Guarantee of any scheduled bank having validity for a period of 90 (Ninety) Days from the last date of receipt of bid which is to be scanned and uploaded by the intending bidder.

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

Copy of Enlistment Order and certificate of work experience and other documents as specified in the NIT 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 shall have to be submitted physically by the lowest bidder within a week after opening of bid in the office of bid opening authority.

I	Nil	AE
O	Nil	
C	Nil	

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

9. The bid submitted shall be opened at **13.30 Hrs. on 02-07-2026.**
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 deposit original EMD with division office of any Executive Engineer, CPWD.
 - (iii) The bidder does not upload scanned copies of all the documents stipulated in the bid document.
 - (iv) 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
 - (v) **If a tenderer quotes nil percentage in percentage 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 of 5% (Five Percent) of the bid amount 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 (FDR) or Bank Guarantee from any of the Commercial banks in accordance with the prescribed form. In case the contractor fails to deposit the said performance guarantee within the period as indicated in Schedule 'F' including the extended period if any, the earnest money deposit by the contractor shall be forfeited automatically without any notice to the contractor. The Earnest money deposited along with the bid shall be returned after receiving the afore said 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 and Program Chart (Time and Progress) within the period specified in Schedule F.
12. **The description of the work is as follows:**

"Providing Services of Computer Operator, Office Assistant cum Peon for O/o The Assistant Engineer-II, CPWD, Mysuru."

The intending bidders are required to update their profile in CPWD e-tender portal and to upload their bids well in advance of last date of submission of tender. Any issue related to updating profile / uploading tender can be resolved through the concerned Executive Engineer / Assistant Engineer (Phone No. 0821-2473649, email ID ee cpwdmysore@gmail.com / mys-eemycd@cpwd.gov.in) or ERP help line No.18001803286 or e – mail Id cpwd.support@techmahindra.com The tendering bidders are also advised not to wait to raise any issues till the last date of submission of bid in their own interest.

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

I	Nil	AE
O	Nil	
C	Nil	

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.

Intending bidders shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. The bidder shall be responsible for arranging and maintaining at their 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 bid is strictly prohibited and the bids submitted by the contractors who resort to canvassing will be liable to rejection.
15. The competent authority on behalf of President of India reserves to himself the right of accepting the whole or any part of the bid and the bidders shall be bound to perform the same at the **percentage** rate quoted.
16. GST or any other tax applicable in respect of inputs procured by the contractor for this contract shall be payable by the Contractor and Government will not entertain any claim whatsoever in respect of the same. However, component of GST at time of supply of service (as provided in CGST Act 2017) provided by the contract shall be varied if different from that applicable on the last date of receipt of tender including extension if any.
17. 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 gazette 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.
18. 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.
19. The bid for the works shall remain open for acceptance for a period of **30(Thirty)** days from the due date of opening of bids. Further,

I	Nil	AE
O	Nil	
C	Nil	

- (i) If any tenderer withdraws his tender or makes any modification in the terms and conditions of the tender which is not acceptable to the department within 7 days after last date of submission of bids, then the Government shall without prejudice to any other right or remedy, be at liberty to forfeit 50% of the earnest money absolutely irrespective of letter of acceptance for the work is issued or not.
 - (ii) If any tenderer withdraws his tender or makes any modification in the terms and conditions of the tender which is not acceptable to the department after expiry of 7 days after last date of submission of bids, then the Government shall without prejudice to any right or remedy, be at liberty to forfeit 100% of the earnest money absolutely irrespective of letter of acceptance for the work is issued or not.
 - (iii) In case of forfeiture of earnest money as prescribed in para (i) and (ii) above, the bidders shall not be allowed to participate in the rebidding process of the same work.
20. 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 percentage rates quoted online at the time of submission of bid and acceptance thereof together with any correspondence leading thereto.
 - ii. Standard CPWD Form 7 **GCC 2023 for (Maintenance works) with up to date correction slips** for CPWD works with Amendments/Modifications upto last date of submission of Tender.

20. For Bids :

- 20.1.1 The Executive Engineer in charge will call bids for the work.
- 20.1.2 The bid document will include components: CPWD-6, CPWD-7 including schedule A to F for major component of the work, Standard General Conditions of Contract for CPWD 2023 as amended/modified up to the date of submission of bid and Schedule of quantities of major component of work.
- 20.1.3 The eligible bidders shall quote percentage rates for schedule, above or below to two places of decimal only.
- 20.1.4 After acceptance of the bid by competent authority, the EE in charge of the work shall issue letter of award on behalf of the President of India.
- 20.1.5 Entire work shall be executed under one agreement.
- 20.1.6 Security Deposit will be worked out for the work as provided under this bid document.
- 20.1.7 Running payment shall be made by The EE in charge of the work.
- 20.1.8 The work shall be treated as complete when all the works are complete. The completion certificate of the work shall be recorded by Engineer-in-charge.
- 20.1.9 Final bill of whole work shall be finalized and paid by the EE in charge of the work.
- 20.1.10 All the Amendments/Modifications to GCC 2023 shall also be read by the tenderer along with tender documents. Further any Amendments/Modifications to GCC 2023 issued till the last date of submission of tender shall also be followed.

I	Nil	AE
O	Nil	
C	Nil	

21. The intending bidders are required to update their profile in CPWD e-tender portal and to upload their bids well in advance of last date of submission of tender. Any issue related to updating profile / uploading tender can be resolved through the concerned Executive Engineer / Assistant Engineer (Phone No. 0821-2473649, email ID aeriemysore@gmail.com) 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.

**Assistant Engineer,
CPWD, Mysore
(For and on behalf of President of India)**

I	Nil	
O	Nil	
C	Nil	

AE

Receipt of deposition of original EMD

(Receipt No. / date)

1. Name of work **Providing Services of Computer Operator, Office Assistant cum Peon for O/o The Assistant Engineer-II, CPWD, Mysuru..**
2. NIT No. **33/MyCSD2/AE/e-tender/2026-27**
3. Estimated cost **Rs.5,66,760/-**
4. Amount of Earnest Money Deposit **Rs.11,335/-**
5. Last date of submission of bid **02-07-2026 upto 13.00 Hours**

1. Name of Contractor#
2. Form of EMD#
3. Amount of Earnest Money Deposit #
4. Date of submission of EMD #
5. Email ID of EMD receiving officer.....#
6. Office Phone / Mobile Whatsapp number#

Signature, Name and Designation of EMD
receiving Officer
(EE/AE(P)/AE/AAO)
Along with Office Stamp

(#To be filled by EMD receiving EE mandatory otherwise EMD will not be accepted)

I	Nil	
O	Nil	
C	Nil	
		AE

**GOVERNMENT OF INDIA
CENTRAL PUBLIC WORKS DEPARTMENT
Percentage Rate Tender & Contract for Works**

Tender for the work of : **"Providing Services of Computer Operator, Office Assistant cum Peon for O/o The Assistant Engineer-II, CPWD, Mysuru.."**

- i. To be submitted / uploaded online upto **13.00 Hrs. on 02-07-2026** through website <https://etender.cpwd.gov.in>
- ii. To be opened online in the presence of tenderers who may be present at **13.30Hrs. on 02-07-2026** in the office of Assistant Engineer-2, **Mysore Central Sub Division, CPWD, Mysore.**

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 of General Rules and Directions and in Clause 11 of the Conditions of contract and with such materials as are provided for, by, and in respect of accordance with, such conditions so far as applicable.

I/We agree to keep the tender open for **30(Thirty)** days from the due date of its opening 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 receipt of prescribed amount deposited in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt (FDR), 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 12.2 and 12.3 of the tender form.

I	Nil	AE
O	Nil	
C	Nil	

Further, I / We agree that in case of forfeiture of Earnest Money & Performance Guarantee as aforesaid. I / We shall be debarred for participation in the re-tendering process of the work.

I / We undertake and confirm that eligible similar work(s) has/ have not been got executed through another contractor on back-to-back basis. Further that, if such a violation comes to the notice of Department, then I/we shall be debarred from the tendering in CPWD in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit/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 therefrom to any person other than a person to whom I/we/am/are ~~may~~ authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

Dated:

Signature of Contractor

Witness:

Postal Address

Address :

Occupation :

ACCEPTANCE

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

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

(a)

(b)

(c)

For & on behalf of President of India

Dated:

Signature ...*.....

Designation *.....

I	Nil	AE
O	Nil	
C	Nil	

PROFORMA OF SCHEDULES

SCHEDULE 'A'

Schedule of quantities – Page No. 21

SCHEDULE 'D'

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

1. Terms and Conditions - Page No.17 - 18

SCHEDULE 'E' (A) Reference to General Conditions of contract	General conditions of contract 2023 (Maintenance works) with up to date correction slips for CPWD works contract amended upto last date of submission of bid.
Name of Work	Providing Services of Computer Operator, Office Assistant cum Peon for O/o The Assistant Engineer-II, CPWD, Mysuru.
Estimated cost of work	Rs.5,66,760/-
(i) Earnest Money	Rs.11,335/-
(ii) Performance Guarantee	(a) 5.00% 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.
(iii) Security Deposit	2.5% of tendered value

SCHEDULE 'F'

GENERAL RULES & DIRECTIONS:

Officer inviting tender	Assistant Engineer - 2 Mysuru Central Sub Division, CPWD, Mysuru Or Successor thereof
Definitions:	
2(vi) Engineer-in-Charge	Assistant Engineer - 2 Mysuru Central Sub Division, CPWD, Mysuru Or Successor thereof
2(viii) Accepting Authority	Assistant Engineer - 2 Mysuru Central Sub Division, CPWD, Mysuru Or Successor thereof
2(x) Percentage on cost of materials and Labour to cover all over-heads and profits	15%
2(x)(i) Standard Schedule of Rates	Labour commission wages & market rates with upto date amendments.
2(xii) Department	Central Public Works Department.
9(ii) Standard CPWD Contract Form:	CPWD Form 7 & GCC 2023 (Maintenance Works) , as modified and corrected upto previous day of the last date of submission of the bid.

I	Nil	
O	Nil	
C	Nil	AE

Clause 1 (i) Time allowed for submission of 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. (ii) Maximum allowable extension with late Fee @ 0.1% per day of Performance Guarantee amount beyond the period provided in (i) above	7 (Seven) days 3 (Three) days.
Clause 2 Authority for fixing compensation under clause 2	Superintending Engineer, Mysuru Central Circle, CPWD, Mysuru Or Successor thereof
Clause 2A	No
Clause 5 Number of days from the date of issue of letter of acceptance for reckoning date of start Mile stone(s) as per table given below:-	10 (Ten) days or date of handing over of site, whichever is later.

S.No.	Description of Milestone (physical)	Time allowed (from date of start)	Amount to be withheld in case of non achievement of milestone
----NIL----			

Time allowed for execution of work : 8 (Eight) Months

Authority to decide:

(i)	To convey the decision of shifting of Mile stone and Extension of time.	Executive Engineer, CPWD, Mysore or his successor thereof.
(ii)	To decide Rescheduling of mile stones and extension of time.	Superintending Engineer, CPWD, Mysore or his successor thereof
(iii)	Shifting of date of start in case of delay in handing over of site.	Superintending Engineer, CPWD, Mysore or his successor thereof

Clause 6 (Computerized Measurement Book) : Applicable.

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.	Rs. 1.00 Lakhs
Clause 7A Whether Clause 7A shall be applicable	Yes Applicable (DG/CON/Maintenance 2023/13 Dt. 31.01.2025)

I	Nil	AE
O	Nil	
C	Nil	

Clause 10A

List of testing equipment to be Provided by the contractor at site lab	NIL
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Clause 10 B (ii) : Mobilization Advance	Not Applicable
Clause 10C : Component of labour expressed as Percent of value of work	
Clause 10CA :	
Clause 10CC :	

Clause 11

Specifications to be followed

: **CPWD specifications 2019 Vol I &II**
(with upto date correction slips)up
to the last date of submission/
uploading of tender.

Clause 12**Type of work**: **Maintenance work**

Maximum percentage of quantity of items of work to be Refer below
 The completion cost of maintenance work shall not exceed 1.5 times of the contract amount. Completion cost includes gross amount of work done, Extra item(s), Deviation(s), Escalation amount admissible as per agreement conditions.

12.2 (C)	Maximum percentage of quantity of items of work to be Executed beyond which rates are to be determined in accordance With Clause	Refer below
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Deviation Limit beyond which clauses

12.2 (C) shall apply for all items of building work

: **No limit****Clause 16**

Competent Authority for deciding
 Reduced rates

Superintending Engineer
Mysore, CPWD, Mysore.

Clause 18**Not Applicable****Clause 19: Modified provision.**

The contractor shall comply with the provisions of the Contract Labour (Regulation and Abolition) Act, 1970 and the contract Labour (Regulation and Abolition) Central Rules, 1971. The contractor shall also obtain a valid license under the said Act before the commencement of the work, and continue to have a valid license until its completion

Clause 19C, 19D,19G,19K

Applicable

Clause 19C authority to decide penalty for each default:	Executive Engineer, of respective discipline or any authority as decided by the CPWD Directorate.
Clause 19D authority to decide penalty for each default	
Clause 19G authority to decide penalty for each default	
Clause 19K authority to decide penalty for each default:	

I	Nil	AE
O	Nil	
C	Nil	

Clause 19C		
Penalty for each default	:	Rs.1000/-
Clause 19D		
Penalty for each default	:	Rs.2500/-
Clause 19G		
Penalty for each default	:	Rs.2500/-
Enhanced penalty per day for Continues default	:	Rs.5000/-
Clause 19K		
Penalty for each default	:	Rs.200/-

Clause 25

Conciliator	ADG, CPWD, Bangalore or successor thereof
Arbitrator appointing authority	Superintending Engineer, CPWD, Mysore or successor thereof
Place of Arbitration	Bangalore or as decided by the Arbitration appointing authority

Clause 32

Requirement of Technical Representative(s) and recovery Rate

Sl. No.	Minimum Qualification of Technical Representative	Discipline	Designation (Principal Technical/ Technical Representative)	Minimum Experience	Number	Rate at which recovery shall be made from the contractor in the event of not fulfilling provision of clause 32((i)
----Not Applicable----						

Clause 38**Not Applicable****Clause-41**

The security deposit of the work shall be refunded if no labour complaint has been received from the labour officer till the due date of its payment as per clause 17 of applicable GCC. If a labour complaint is received during this period, the Engineer-in- charge shall, after issue of notice in this regard to the contractor, deduct the amount required to settle the complaint from his security deposit and refund the balance amount.

I	Nil	AE
O	Nil	
C	Nil	

TERMS AND CONDITIONS FOR DATA OPERATORS

Name of work : Providing Services of Computer Operator, Office Assistant cum Peon for O/o The Assistant Engineer-II, CPWD, Mysuru.

1. The department will provide all Computers, UPS, and Electricity & Stationary for carrying out the Data Entry and Job Typing works. The contractor shall not misuse these services. In case of any mis utilization necessary damages as deemed fit by Engineer-in-charge, (Whose decision shall be final and binding) will be recovered from the agency.
2. The Data Entry service shall commence by 10.00 AM as applicable on all working days of office and shall continue till 6.00 PM (including Lunch hour) as applicable on any particular day as an exception the same shall be provided without any extra cost.
3. **The work shall be got done through well qualified computer literates having good proficiency in English, Knowledge in MS Word, MS Excel and MS Power Point etc., preparation of EMB/CMB, Well versed with ERP system of CPWD, e-tendring, PFMS, bill preparation, GeM, Notice Inviting Tender, Justification and other important returns and statements, progress report and other work related to E-procurement system for tendering process.**
4. On any particular day if the contractor fails to provide service a sum of Rs.2000/- per day for absence of per person will be deducted from the Running Account Bill.
5. The contractor shall be responsible for payment of minimum wages to his staff as prescribed by Karnataka State Government or Central Government, whichever is higher.
6. In case the Data Entry Service provided by the contractor is not satisfactory or if irregular services are provided even after written notice, it will be open to the Department to terminate the contract.

7. Minimum Salary breakup is illustrated as below shall paid to the staff provided:

Sl. No.	Employee	Basic rate including experience considered In Rs.	No. of days considered	Minimum salary per month in Rs. Including ESI & EPF
1.	Computer Operator with 3 years relevant experience	918	26	23868
2.	Office Assistant cum Peon	781	26	20306

8. The contractor should make payment of wages to his staff on or before 5th day of every month failing which a penalty of Rs. 2000/- per each days delay will be levied on the contractor and the same shall be recovered from him. In case if the contractor makes payment at less than minimum wages that forms sufficient ground to take action to rescind the contract shall absolutely at the disposal of the Government.
9. The contractor shall be responsible for payment of minimum wages to his staff as prescribed by Karnataka State Government or Central Government, whichever is higher, including Provident Fund, Group Insurance, and Medical & other essential facilities and fulfillment of statutory obligations to the staff in accordance with prevailing rules.
10. The contract may be terminated by the Assistant Engineer , MyCSD, with 7 days notice prematurely at any given point of time.

I	Nil	AE
O	Nil	
C	Nil	

11. TDS towards IT, GST, Labour Cess etc., will be deducted from the bills of contractor as per prevailing acts.
12. The Agency should submit the salary paid bank statement of all staffs along with the RA bill and receipts of Applicable EPF and ESIC subscription shall be reimbursed on submission of documentary proof.

Contractor(s)Signature
Address & Mobile No.

Assistant Engineer
MyCSD, CPWD, Mysore.

I	Nil	
O	Nil	
C	Nil	

AE

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

**Form of Bank Guarantee for Earnest Money Deposit /Performance
Guarantee/Security Deposit/Mobilization Advance**

1. Whereas the **Executive Engineer, Mysore Division, CPWD, Mysore** on behalf of the President of India (hereinafter called "The Government") has invited bids under **33/MyCSD2/AE/e-tender/2026-27** dated..... for **"Providing Services of Computer Operator, Office Assistant cum Peon for O/o The Assistant Engineer-II, CPWD, Mysuru.."** The Government has further agreed to accept irrevocable Bank Guarantee for Rs.

.....
(Rupees only)
valid upto (date)*..... as Earnest Money Deposit
from..... (name and address of contractor)
..... (hereinafter called "the contractor") for compliance of his obligations in accordance with the terms and conditions of the said NIT.

OR**

Whereas the **Executive Engineer, Mysore Division, CPWD, Mysore** 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 of **"Providing Services of Computer Operator, Office Assistant cum Peon for O/o The Assistant Engineer-II, CPWD, Mysuru.."** The Government has further agreed to accept an irrevocable Bank Guarantee for Rs. (Rupees only) valid upto.....(date)as **Performance Guarantee/security Deposit/Mobilization Advance** from the said Contractor for compliance of his obligations in accordance with the terms and conditions of the agreement.

2. We, (indicate the name of the bank)..... (herein after referred to as "the Bank" hereby undertake to pay to Bank,) 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 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.

I	Nil	AE
O	Nil	
C	Nil	

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 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
Name and address

Authorized signatory
Name
Designation
Staff code No.
Bank seal

2. Signature
Name and address

I	Nil	AE
O	Nil	
C	Nil	