



भारत सरकार

GOVERNMENT OF INDIA

केन्द्रीय लोक निर्माण विभाग

CENTRAL PUBLIC WORKS DEPARTMENT

Name of Work: Construction of (G + 8) storied buildings for Girls & Boys Hostel(Phase-II) at IIT Kharagpur. SH: Outsourcing services of Computer Operator/ Data entry Level Service (2 Nos.) and Office record keeping level service (2 Nos.) on purely temporary basis in the O/o the IIT Kharagpur Project Division-I & attached Sub-Divisions under IITKPD-I at CPWD, IIT Kharagpur for a period of 6 months.

NIT

NIT NO. 09/AE(C)-II/IITKPD-I/2026-27

O/o THE ASSISTANT ENGINEER(C), IIT KHARAGPUR PROJECT SUB DIVISION-II,
IIT KHARAGPUR PROJECT DIVISION-I, CPWD, KHARAGPUR – 721302

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Name of Work : - Construction of (G + 8) storied buildings for Girls & Boys Hostel(Phase-II) at IIT Kharagpur. SH: Outsourcing services of Computer Operator/ Data entry Level Service (2 Nos.) and Office record keeping level service (2 Nos.) on purely temporary basis in the O/o the IIT Kharagpur Project Division-I & attached Sub- Divisions under IITKPD-I at CPWD, IIT Kharagpur for a period of 6 months.

NIT No :- **09/AE(C)-II/IITKPD-I/2026-27.**

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Certified that this NIT contains Page **1 to 21** pages.

This NIT no. **09/AE(C)-II/IITKPD-I/2026-27** amounting to **Rs. 5,43,240/- (Rupees Five Lakh Forty Three Thousand Two Hundred and Forty)** only is approved.

Assistant Engineer(C)
IIT Kharagpur Project Sub Division-II
IITKPD-I, CPWD, Kharagpur

PART- A

TENDER NOTICE
CENTRAL PUBLIC WORKS DEPARTMENT
NOTICE INVITING
E-TENDERS

The Assistant Engineer(C), IIT Kharagpur Project Sub Division-II, IITKPD-I, CPWD, Near Gandhi Maidan, IIT Campus, Kharagpur, West Bengal 721302, Telephone No. 03222- 220322, E-mail: [dinesh.prasad76@gov.in/](mailto:dinesh.prasad76@gov.in) aekgp2@hotmail.com on behalf of the President of India invites online percentage rate bids from approved and eligible contractors of CPWD enlisted in appropriate class in composite category for the following work:

NIT No. : 09/AE(C)-II/IITKPD-I/2026-27

Name of Work:- Construction of (G + 8) storied buildings for Girls & Boys Hostel(Phase-II) at IIT Kharagpur. SH: Outsourcing services of Computer Operator/ Data entry Level Service (2 Nos.) and Office record keeping level service (2 Nos.) on purely temporary basis in the O/o the IIT Kharagpur Project Division-I & attached Sub-Divisions under IITKPD-I at CPWD, IIT Kharagpur for a period of 6 months.

Estimated Cost: Rs. 5,43,240/-

Earnest Money: Rs. 10,865/-

Period of completion: 06 (Six)Months

Last date & time of submission of bid up to 03:00 PM on 15/10/2026.

The tender forms and other details can be obtained from the website: <https://etender.cpwd.gov.in>

INFORMATION AND INSTRUCTIONS FOR BIDDER FOR e-TENDERING FORMING PART OF TENDER DOCUMENT

The Assistant Engineer(C), IIT Kharagpur Project Sub Division-II, IITKPD-I, CPWD, Near Gandhi Maidan, IIT Campus, Kharagpur, West Bengal 721302, Telephone No. 03222- 220322, E-mail: [dinesh.prasad76@gov.in/ aekgp2@hotmail.com](mailto:dinesh.prasad76@gov.in) on behalf of the President of India invites online percentage rate bids from approved and eligible contractors of CPWD enlisted in appropriate class in composite category for the following work:

Sl. No.	NIT No.	Name of work & Location	Estimated cost put to tender	Earn est Money	Period of completion	Last date & time of submission of Bid, & other documents as specified in NIT	Time and date of opening of Bid
1	2	3	4	5	6	7	8
1	09/AE(C)-II/IITKPD-I/2026-27	Construction of (G + 8) storied buildings for Girls & Boys Hostel(Phase-II) at IIT Kharagpur. SH: Outsourcing services of Computer Operator/ Data entry Level Service (2 Nos.) and Office record keeping level service (2 Nos.) on purely temporary basis in the O/o the IIT Kharagpur Project Division-I & attached Sub- Divisions under IITKPD-I at CPWD, IIT Kharagpur for a period of 6 months.	₹ 5,43,240/-	₹ 10,865/-	06 (Six) Months	15/10/2026 up to 03:00 PM	15/10/2026 at 03:30 PM

- The intending bidder must read the terms and conditions of CPWD-6 carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
- Information and instructions for bidder posted on website shall form part of tender document.
- The bid documents 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> free of cost.
- Earnest Money **Rs. 10,865/-** in the form of Treasury Challan or Demand Draft or Pay order or Banker's Cheque or Deposit at Call Receipt or Fixed Deposit Receipt (drawn in favour of **The Executive Engineer & SM(C), IIT Kharagpur Project Division-I, CPWD, IIT Kharagpur**) 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) uploaded by tender inviting EE in the NIT. The receipt shall also be uploaded to the e-tendering website by the intending bidder up to the specified 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 Lac, whichever is less, shall have to be deposited in shape prescribed above, and balance may be deposited in shape of Bank Guarantee of any scheduled bank having validity for a period of 90 days or more from the last date of submission of bids 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 same should also be scanned and uploaded by the intending bidders. 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 uploaded by tender inviting EE in the NIT. This receipt of deposition of bank guarantee shall also be uploaded to the e- tendering website by the intending

bidder up to the specified bid submission date and time. Copy of Enlistment Order and other documents as specified in the bid shall be scanned and uploaded to the e-tendering website within the period of bid submission. 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.

5. Those contractors not registered on the website mentioned above are required to get registered beforehand. If needed they can be imparted training on online tendering process as per details available on the website.
6. The intending bidder must have valid Class-III digital signature certificate with encryption key (combo type) to perform any operations / transactions on the etendering portal / website and the bidder should download and install the CPWD signer on their system as per instructions available on download section of <https://etender.cpwd.gov.in>
7. On opening date, the contractor can login and see the tender opening process. After opening of tenders, he will receive the competitor bid sheets.
8. Contractor can upload documents in the form of JPG format and PDF format.
9. Contractor must ensure to quote rate of each item. The column meant for quoting rate in figures appears in pink color and the moment rate is entered, it turns sky blue.
In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as "0". Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO). However, if a tenderer quotes nil rates against each item in item rate tender or does not quote any percentage above/below on the total amount of the tender or any section/sub head in percentage rate tender, the tender shall be treated as invalid and will not be considered as lowest tenderer.
10. It is mandatory to upload scanned copies of all the documents given in the following table. If these documents are not uploaded the bid will become invalid and shall be summarily be rejected.

List Of Documents To Be Scanned And Uploaded Within The Period Of Tender Submission

(i)	Treasury Challan/ Fixed Deposit Receipt / Pay Order or Banker's Cheque / Deposit at Call Receipt / Bank Guarantee of any scheduled bank against EMD. The EMD is to be drawn in favour of the "EE&SM(C), IIT KPD -I, CPWD, Kharagpur, West Bengal"
(ii)	Enlistment order of the contractor.
(iii)	Copy of receipt for deposition of original EMD to division office of any Executive Engineer, CPWD (including NIT issuing EE/AE). (Proforma of receipt of deposition of Original EMD is given in the bid)
(iv)	GST Registration certificate, if already obtained by the bidder. If the bidder has not obtained GST registration as applicable, then he shall scan and uploaded following undertaking along with 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 of 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 account of the work executed and/or for any action taken by CPWD or GST department in this regard".
(v)	ESIC & EPFO registration certificate
(vi)	Training Certificate of ERP training in the name of himself or his authorized representative issued by any of the CPWD regional Training Institute (RTIs) at Delhi, Mumbai, Chennai, and Kolkata or by the National CPWD Academy (NCA), Ghaziabad or by any other special training arranged by ERP unit at CPWD Headquarter.

Assistant Engineer(C)
IIT Kharagpur Project Sub Division-II
IITKPD-I, CPWD, Kharagpur

GOVERNMENT OF INDIA
NOTICE INVITING TENDER
FOR e-TENDERING

The Executive Engineer & Senior Manager (C), IIT Kharagpur Project Division-I, CPWD, Gandhi Maidan, Near Nalanda Class Room, IIT Campus, Kharagpur, West Bengal-721302, Telephone No. 0322-220322, E-mail dinesh.prasad76@gov.in/ aekgp2@hotmail.com on behalf of the President of India invites online percentage rate bids from approved and eligible contractors of CPWD enlisted in appropriate class in composite category for the following work:

Construction of (G + 8) storied buildings for Girls & Boys Hostel (Phase-II) at IIT Kharagpur. SH: Outsourcing services of Computer Operator/ Data entry Level Service (2 Nos.) and Office record keeping level service (2 Nos.) on purely temporary basis in the O/o the IIT Kharagpur Project Division - I & attached Sub- Divisions under IITKPD-I at CPWD, IIT Kharagpur for a period of 6 months.

The enlistment of CPWD enlisted contractors of appropriate class in composite category should be valid on the last date of submission of bids. In case the last date of submission of bid is extended, the enlistment of contractor should be valid on the original date of submission of bids.

1. The work is estimated to cost **Rs.5,43,240/-** this estimate, however, is given merely as a rough guide.
2. Agreement shall be drawn with the successful bidders on prescribed Form No. CPWD 7 which is available as a Govt. of India Publication and also available on website www.cpwd.gov.in.
3. Bidders shall quote his rates as per various terms and conditions of the said form which will form part of the agreement.
4. The time allowed for carrying out the work will be **06 (Six) 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.
5. The site for the work is available.
6. The bid document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen from website <https://etender.cpwd.gov.in> or www.cpwd.gov.in free of cost.
7. After submission of the bid the contractor can re-submit revised bid any number of times but before last time and date of submission of bid as notified.
8. While submitting the revised bid, contractor can revise the rate of one or more item(s) any number of times (he need not re-enter rate of all the items) but before last time and date of submission of bid as notified.
9. Copy of Enlistment Order and other documents as specified in the bid shall be scanned and uploaded to the e-tendering website within the period of bid submission.
10. Earnest Money in the form of 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 wherever applicable (Drawn in favour of the EE&SM(C), IIT KPD -I, CPWD, Kharagpur, West Bengal.) 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) uploaded by tender inviting EE in the NIT.

This receipt shall also be uploaded to the e-tendering website by the intending bidder upto the specified bid submission date and time.

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

The receipt of deposition of bank guarantee shall also be uploaded to the e-tendering website by the intending bidder upto the specified bid submission date and time.

Copy of Enlistment Order 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 as specified in NIT shall have to be submitted by the lowest bidder only within a week physically in the office of tender opening authority.

Online bid documents submitted by intending bidders shall be opened only of those bidders, whose original EMD deposited with any division of CPWD and other documents scanned and uploaded are found in order.

11. The bid submitted shall be opened at **03:30 PM on 15/10/2026**.
12. The bid submitted shall become invalid if:
 - (i) The bidder is found ineligible.
 - (ii) The bidder does not upload Scanned copies of all the documents as per requirement of the biddocument mentioned on page-07.
 - (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 tender opening authority.
 - (iv) If a tenderer quotes nil rates against each item in item rate tender or doesnot quote any percentage above / below on the total amount of the tenderor any section / sub head in percentage rate tender, the tender shall be treated as invalid and will not be considered as lowest tenderer.
13. The contractor whose bid is accepted, will be required to furnish performance guarantee within the period specified in Schedule F. This guarantee shall be in the form of cash (in case guarantee amount is less than Rs.10,000/-) or Deposit at Call receipt of any scheduled bank/Banker's cheque of any scheduled bank/Demand Draft of any scheduled bank/Pay orderof any Scheduled Bank of any scheduled bank (in case guarantee amount is lessthan Rs. 1,00,000/-) or Government Securities or Fixed Deposit Receipts or Guarantee Bonds of any Scheduled Bank or the State Bank of India in accordancewith 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 beforfeited 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 and ensure the compliance of aforesaid provisions by the sub- contractors, if any engaged by the contractor for the said work and programmed Chart (Time and progress) within the period specified in Schedule F.

The description of the work is as follows:

Name of Work: Construction of (G + 8) storied buildings for Girls & Boys Hostel (Phase-II) at IIT Kharagpur. SH: Outsourcing services of Computer Operator/ Data entry Level Service (2 Nos.) and Office record keeping level service (2 Nos.) on purely temporary basis in the O/o the IIT Kharagpur Project Division-I & attached Sub- Divisions under IITKPD-I at CPWD, IIT Kharagpur for a period of 6 months.

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 accessto the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. A bidders shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. The bidders shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a bid by a bidders implies that he has read this notice andall 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, toolsand plant, etc. will be issued to him by the Government and local conditions and other factors having a bearing on the execution of the work.

14. The competent authority on behalf of the President of India does not bind itself toaccept the lowest or any other bid and reserves to itself the authority to reject anyor all the bids received without the assignment of any reason. All bids in which anyof the prescribed condition is not fulfilled or any condition including that ofconditional rebate is put forth by the bidders shall be summarilyrejected.
15. Canvassing whether directly or indirectly, in connection with bidders is strictly prohibited and the bids submitted by the contractors who resort to canvassing willbe liable to rejection.
16. The competent authority on behalf of President of India reserves to himself the right of accepting the whole or any part of the bid and the bidders shall be boundto perform the same at the rate quoted.
17. The contractor shall not be permitted to bid for works in the CPWD Circle (Divisionin case of contractors of Horticulture/Nursery category) responsible for award andexecution 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 personswho 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 gazette 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 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 or makes any modification in the terms & conditions of the tender which is not acceptable to the department within 7 days after last date of submission of bids, then the Government shall without prejudice to any other right or remedy, be at liberty to forfeit 50% of the earnest money absolutely irrespective of letter of acceptance for the work is issued or not.
 - (ii) If any tenderer withdraws his tender or makes any modification in the terms & conditions of the tender which is not acceptable to the department after expiry of 7 days after last date of submission of bids, then the Government shall 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) 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 bidders/contractor, on acceptance of his bid by the Accepting Authority shall within 15 days from the stipulated date of start of the work, sign the contract consisting of:-
 - a) The Notice Inviting Bid, all the documents including additional conditions, specifications and drawings, if any, forming part of the bid as uploaded at the time of invitation of bid and the rates quoted online at the time of submission of bid and acceptance thereof together with any correspondence leading thereof.
 - b) Standard C.P.W.D. Form 7 or other Standard C.P.W.D. Form as mentioned.
21. In case of reduction in scope of work no claim on account of reduction in value of work, loss of expected profit, consequential overheads etc. shall be entertained.
22. Goods & Service Tax (GST), construction Worker's Welfare Cess, Education Cess, etc. shall be payable by the contractor and CPWD will not entertain any claim whatsoever in respect of the same.
23. 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.
24. The ESI and EPF contribution on the part of employer in respect of this contract shall be paid by the contractor. These contributions on the part of the employer paid by the contractor shall be reimbursed by the Engineer-in-Charge to the contractor on actual basis. The applicable and eligible amount of EPF & ESI shall be reimbursed preferably within 7 days but not later than 30 days of submission of documentary proof of payment provided same are in order.

Assistant Engineer(C)
IIT Kharagpur Project Sub Division-II
IITKPD-I, CPWD, Kharagpur
For and on behalf of the President of India

CPWD-7

GOVERNMENT OF INDIA
CENTRAL PUBLIC WORKS DEPARTMENT

STATE : West Bengal

BRANCH : B&R

CIRCLE : CE cum ED, Kharagpur

DIVISION: IIT Kharagpur Project Division-I

SUB DIVISION: IITKPSD-II

Percentage Rate Tender & Contract for Works

Online percentage Rate Tender for the work of: **Construction of (G + 8) storied buildings for Girls & Boys Hostel(Phase-II) at IIT Kharagpur. SH: Outsourcing services of Computer Operator/ Data entry Level Service (2 Nos.) and Office record keeping level service (2 Nos.) on purely temporary basis in the O/o the IIT Kharagpur Project Division-I & attached Sub-Divisions under IITKPD-I at CPWD, IIT Kharagpur for a period of 6 months.**

To be submitted online up to **03:00 PM on 15/10/2026** at <https://etender.cpwd.gov.in>

To be opened in presence of tenderers/their authorized representative who may be present at **03:30 PM on 15/10/2026** in the office of the Executive Engineer and Senior Manager (C), IIT Kharagpur Project Division-I, CPWD, Kharagpur-721302.

T E N D E R

I/We have read and examined the notice inviting tender, schedule, A, B, C, D, E & F, Specification 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.

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

A sum of "**Rs.10,865/-**" is hereby forwarded in receipt treasury challan / deposit at call receipt of a scheduled bank/fixed deposit receipt of scheduled bank/demand draft of a scheduled bank/bank guarantee issued by a scheduled bank as earnest money.

A copy of earnest money in receipt treasury challan/deposit at call receipt of a scheduled bank/fixed deposit receipt of scheduled bank/demand draft of a scheduled bank/bank guarantee issued by a scheduled 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 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 contractor on back-to-back basis. Further that, if such a violation comes to the notice of Department, then I/We shall be debarred for tendering in CPWD in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the

Engineer-in-Charge shall be free to forfeit the entire amount of 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 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
Postal Address :
Signature of
Witness:Address:
Occupation:

Signature of Contractor

ACCEPTANCE

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

The letters referred to below shall form part of this contract

Agreement: -

- a)
- b)
- c)

For & on behalf of the President of India.

Dated.....

Signature

Assistant Engineer(C)
IIT Kharagpur Project Sub Division-II
IITKPD-I, CPWD, Kharagpur

**PROFORMA OF SCHEDULES
(Major Component)**

SCHEDULE 'A'			Schedule of quantities for civil works are enclosed on Page 20.	
SCHEDULE 'B'			Schedule of materials to be issued to the contractor.	
Sl. No.	Description of item	Quantity	Rates in figures & words at which the material will be charged to the contractor	Place of issue
1	2	3	4	5
---- Nil ----				
SCHEDULE 'C' : Tools and plants to be hired to the contractor				
S. No	Description	Hire charges per day		Place of Issue
1	2	3		4
---- Nil ----				
SCHEDULE 'D' Extra schedule for specific requirements / document for the work, if any.		NIL		
SCHEDULE 'E' Reference to General conditions of contract.		GCC for CPWD 2023 Construction works incorporating amendment up to last date of submission of tender.		
Name of Work		Construction of (G + 8) storied buildings For Girls & Boys Hostel(Phase-II) at IIT Kharagpur. SH: Outsourcing services of Computer Operator/ Data entry Level Service (2 Nos.) and Office record keeping level service (2 Nos.) on purely temporary basis in the O/o the IIT Kharagpur Project Division-I & attached Sub- Divisions under IITKPD-I at CPWD, IIT Kharagpur for a period of 6 months.		
Estimated cost of work		Total amount Rs. 5,43,240/-		
Earnest money		Rs. 10,865/-		
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		
Security deposit		2.5% of tendered value		
SCHEDULE 'F'				
GENERAL RULES & DIRECTIONS: Officer inviting tender		Assistant Engineer(C) IIT Kharagpur Project Sub Division-II IITKPD-I, CPWD, Kharagpur or successor thereof.		
Definitions:				
-2(v) Engineer-in-Charge				
For civil part		Assistant Engineer(C) IIT Kharagpur Project Sub Division-II IITKPD-I, CPWD, Kharagpur or successor thereof.		
2(viii) Accepting Authority		Assistant Engineer(C) IIT Kharagpur Project Sub Division-II IITKPD-I, CPWD, Kharagpur or successor thereof.		
2(x) Percentage on cost of materials and labour to cover all overheads and profits:		7.5%		
2(xi) Standard Schedule of Rates		Market rates based on minimum wages.		
2(xii) Department		CENTRAL PUBLIC WORKS DEPARTMENT.		
9(ii) Standard CPWD Contract Form		General Conditions of Contract CPWD 2023 (for construction works) and Form-7 incorporating amendments up to last date of submission of tender.		

Clause 1		
(i) Time allowed for submission of performance guarantee, program 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.		05 days
(ii) Maximum allowable extension with late fee at 0.1% per day of performance guarantee amount beyond the period provided in above.		02 days
Clause 2		
Authority for fixing compensation under clause 2		Chief Engineer cum Executive Director, Kharagpur Project Circle, CPWD, Kharagpur or successor thereof
Clause 5		
Number of days from the date of issue of letter of acceptance for reckoning date of start		07 days.
Time allowed for execution of work		06 (Six) Months
Authority to decide:		
Authority to convey the decision of shifting of milestone and extension of time		Executive Engineer & Senior Manager (C), IIT Kharagpur Project Division-I, CPWD, Kharagpur or successor thereof.
Authority to decide rescheduling of milestone and extension of time		Chief Engineer cum Executive Director, Kharagpur Project Circle, CPWD, Kharagpur or successor thereof
Shifting of date of start in case of delay in handing over of site		Chief Engineer cum Executive Director, Kharagpur Project Circle, CPWD, Kharagpur or successor thereof
Clause 6,		Clause 6 applicable
Clause 7		
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. 1,50,000 Lakhs.
Clause 7A	Yes; No Running Account Bill shall be paid for the work till the applicable labour licenses, registration with EPFO, ESIC and BOCW Welfare Board, whatever applicable are submitted by the contractor to the Engineer-in- Charge.	
Whether Clause 7A shall be applicable		
Clause 10A –	Not Applicable	
Clause 10B(ii)	Not Applicable	
Clause 10C:- Component of labour expressed as percent of value of work	Applicable (with 100% component)	
Clause 10CA	Not Applicable	
Clause 10CC	Not Applicable	
Clause 11		
Specifications to be followed for execution of work	For Civil Works: CPWD Specifications 2019, MORTH (Ministry of Road Transport and Highways of India) specification for road & bridge works latest edition. Volume-I and II with up to date correction slips till date of submission of tender and tender conditions wherever Applicable.	
Clause 12	Applicable	
Type of work	Original work	
Clause 16		
Competent authority for deciding reduced rates.	Chief Engineer cum Executive Director, Kharagpur Project Circle, CPWD, Kharagpur or successor thereof	
Clause 25		
Conciliator for settlement of disputes	Special Director General, CPWD, Kolkata or his successor thereof	
Arbitrator Appointing Authority	Chief Engineer cum Executive Director, Kharagpur Project Circle, CPWD, Kharagpur or successor thereof	
Place of Conciliation	Kolkata	
Place of Arbitration	Kolkata	

On non-judicial stamp paper of minimum Rs. 100

**(Guarantee offered by Bank to CPWD in connection with the execution of contracts) Form of Bank
Guarantee For Earnest Money Deposit /Performance Guarantee/Security Deposit/Mobilization
Advance/ 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 invited bids under (NIT number) dated for (name of work) The Government has further agreed to accept irrevocable Bank Guarantee for Rs. (Rupees only) valid upto (date)* as Earnest Money Deposit from (name and address of contractor) (hereinafter called "the contractor") for compliance of his obligations in accordance with the terms and conditions of the said NIT.

OR**

Whereas the Executive Engineer (name of division), CPWD on behalf of the President of India (hereinafter called "The Government") has entered into an agreement bearing number with (name and address of the contractor) (hereinafter called "the Contractor") for execution of work (name of work) The Government has further agreed to accept an irrevocable Bank Guarantee for Rs. (Rupees only) valid upto (date) as Performance Guarantee/Security Deposit/Mobilization Advance/Refund of milestone 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.....
Name and address.....
Designation.....
Staff code no.....
2. Signature
Name and address

Authorized signatory
Name
Bank seal

1. Name of Work:- Construction of (G + 8) storied buildings for Girls & Boys Hostel(Phase-II) at IIT Kharagpur. SH: Outsourcing services of Computer Operator/ Data entry Level Service (2 Nos.) and Office record keeping level service (2 Nos.) on purely temporary basis in the O/o the IIT Kharagpur Project Division-I & attached Sub-Divisions under IITKPD-I at CPWD, IIT Kharagpur for a period of 6 months.
2. NIT No. **09/AE(C)-II/IITKPD-I/2026-27.**
3. Estimated Cost **Rs. 5,43,240/-**
4. Amount deposit of Earnest Money **Rs. 10,865/-**
5. Last date of submission of bid **15/10/2026 UPTO 03:00 P.M.**
6. Name of contractor
7. Form of EMD
8. Amount deposit of Earnest Money
9. Date of submission of EMD.....

(EMD should be drawn in favour of the EE&SM(C), IIT KPD -I, CPWD, Kharagpur, West Bengal.

1. The Executive Engineer receiving EMD in original form shall examine the EMD deposited by the bidder and shall issue a receipt of deposition of earnest money to the agency in a given format uploaded by tender inviting EE. The receipt may be issued by the EE/AE(P) / AE / AAO.
2. The original EMD receiving Executive Engineer shall release the EMD after verification from the e-tendering portal <https://etender.cpwd.gov.in> that the particular contractor is not L-1 tenderer and work is awarded.
3. The tender inviting Executive Engineer will call for original EMD of the L1 tenderer from EMD receiving Executive Engineer immediately.

PART- B

Terms & Conditions: Annexure "A"

1. The candidate will report for duty on all working days at Office of the IIT Kharagpur Project Division-I & attached Sub-Divisions under IITKPD-I at CPWD, IIT Kharagpur from 10 a.m. - 6:00 p.m.
2. Payment will be made on the basis of daily attendance report duly signed by Office of the Executive Engineer & Senior Manager (C), IIT Kharagpur Project Division-I, CPWD, IIT Kharagpur after end of each month.
3. The contractor shall be fully responsible for the safe custody of the office premises with movable & immovable assets. The Contractor will be fully responsible for any theft, damage; pilferage etc. and recovery will be made accordingly.
4. For day on which the candidate will be absent, deduction shall be made from salary by working out the component for days of absent on the above basis from working day per month.
5. No daily component of salary shall be paid to the candidate on the days he/she is absent.
6. Half of the daily component of salary shall be deducted for the late coming, early departure or staying away from office work for more that 1 hour on a working day.
7. The candidate shall be replaced by the agency within 15 days of receipt of written complain for unsatisfactory performance/indiscipline/misconduct/non conformation to office procedure in the judgment of the officer in charge.
8. No overtime shall be paid by the department in any case.
9. The agency and all workers has to follow the rules & regulations regarding preventive measures to contain the spread of COVID-19 and other orders issued by Govt. of India .
10. Agency has to pay Minimum Wages, even after increase of wages as per Central Labour Rate issued by Ministry of Labour & Employment, Government of India and agency shall be paid on this account by the department.
11. The work shall be carried out as per instruction of Engineer -in -Charge.
12. The work is purely temporary and can be cancelled at any time. The agency should provide a record available at site from which the deployment of workers and their presence can be verified by the Engineer-in-charge or his authorized representatives.
13. Suitable replacement should be provided by the contractor on occasion of leave/absence of any of the candidates.
14. The firms has to maintain one First Aid Kit Box with require medicine etc. which is to be verified by the Engineer-in-charge or his authorized representatives in regular basis failing which penal recovery will be made from bill.
15. Water charges are not considered in the rate and shall not be deducted from the bill.
16. No recovery will be affected on account of closed days/holidays as observed by Central Government.
17. Rates are inclusive 18% GST & 1% Labour Cess. No extra payment will be made on account of GST and Labour Cess.

Terms & Conditions : Annexure "B"

- i. The agency should deploy skilled persons as specified in the contract strictly with computer knowledge certificate like word, excel / CPWD ERP Modules / Bill preparation etc.
- ii. No T & P will be issued by the department.
- iii. The agency shall have to pay to the workers as per the provisions of Minimum Wages Act in force and follow all labour laws of the country in force. If any labour claim is received regarding this work, it will be borne by the agency and no labour claim will be accepted by the department.
- iv. The agency shall have to pay to the workers with in 7th day of the every month and comply with all the provisions of the clause 19 of agreement in this regard. This has to be treated as mandatory.
- v. The Agency has to follow all labour laws of the country in force. If any labour claim is received regarding the work, it will be borne by the agency as no labour complain will be accepted by the department.
- vi. The agency should provide a record available at site from which the deployment of workers and their presence can be verified by the Engineer-in-charge or his authorized representatives.
- vii. The contract may be terminated at any time without assigning any reason for the interest of Govt. Works.
- viii. The agency has to follow SOP, rules & regulations, Restrictions imposed by Ministry of Home GOI regarding and preventive measures such as Mask, Distancing & Sanitizers etc. to Prevent the spread of COVID-19 and other disaster management activities. CPWD shall not be responsible in case of COVID-19 case.
- ix. The rate are inclusive of all taxes and duties.
- x. One percent of the total amount will be deducted as contract labour welfare cess as imposed by the Govt. of West Bengal on bill amount will also be deducted at source.
- xi. No advance payment will be made. However payment will be made at convenient interval for the value of work done.
- xii. Minimum rates of wages for workers taken latest order issued by Government of India. Ministry of Labour & Employment, Office of the Chief labour commissioner (C), New Delhi or West Bengal Govt. whichever is higher.
- xiii. If ESI & PF is paid by the contractor to the worker engaged, the same will be reimbursed on submission of documentary proof.
- xiv. Time allowed for Completion of the work is **06 (Six) Months**.

Schedule Of Work

NAME OF WORK: Construction of (G + 8) storied buildings for Girls & Boys Hostel(Phase-II) at IIT Kharagpur. SH: Outsourcing services of Computer Operator/ Data entry Level Service (2 Nos.) and Office record keeping level service (2 Nos.) on purely temporary basis in the O/o the IIT Kharagpur Project Division-I & attached Sub-Divisions under IITKPD-I at CPWD, IIT Kharagpur for a period of 6 months.

Item No.	Description	Months	Rate	Unit	Amount
1	Outsourcing services of data entry operation like preparation of e-forms, e-reports, e-quotation, etc. processing, documentation and compilation of online data i/c. taking print outs as required by engaging computer operator / data entry operator, on purely temporary basis, proficient in MS Word, MS Excel, MS Power Point, MS Office, Data Base Management Systems, etc. with minimum 8 hours duty on all days except holidays complete as per instruction and direction of the Engineer-in charge.				
(a)	Two (2) Nos. Computer Operator/ Data Entry Operator	12	26,449.00	Per Month	3,17,388.00
2	Outsourcing services of cleaning and up keep of office, handling of files and records, etc. by engaging One Office Boy, on purely temporary basis, with minimum 8 hours duty on all days except holidays complete as per instruction and direction of the Engineer-in charge.				
(a)	Two (2) Nos. Office Boy	12	18,821.00	Per Month	2,25,852.00
				Total	5,43,240.00

Rupees Five Lakh Forty Three Thousand Two Hundred and Forty Only

Assistant Engineer(C)
IIT Kharagpur Project Sub Division-II
IITKPD-I, CPWD, Kharagpur

Proforma for Quoting Rates

CENTRAL PUBLIC WORKS DEPARTMENT					
NIT No.: 09/AE(C)-II/IITKPD-I/2026-27.					
<u>Name of work :</u> Construction of (G + 8) storied buildings for Girls & Boys Hostel(Phase-II) at IIT Kharagpur. SH: Outsourcing services of Computer Operator/ Data entry Level Service (2 Nos.) and Office record keeping level service (2 Nos.) on purely temporary basis in the O/o the IIT Kharagpur Project Division-I & attached Sub-Divisions under IITKPD-I at CPWD, IIT Kharagpur for a period of 6 months.					
Estimated Cost put to tender (Rs.)				Rs. 5,43,240/-	
<u>Proforma for Quoting Rates</u>					
Name of the Contractor					
Sr. No	Name of component	Estimated Cost in Rs.	Percentage above or below the estimated cost	% in Figures	Total Cost in Rs.
1	Outsourcing services of Computer Operator/ Data entry Level Service (2 Nos.) and Office record keeping level service (2 Nos.) on purely temporary basis in the O/o the IIT Kharagpur Project Division-I, CPWD, IIT Kharagpur for a period of 6 months.	Rs. 5,43,240/-			
	Total Cost	Rs. 5,43,240/-			

1. Rate filled in any form shall be considered only in %age.
2. Rate filled at any other place in the document shall not be considered
3. No condition shall be accepted.