



Central Public Works Department

OFFICE OF THE EXECUTIVE ENGINEER, (MUMBAI) IV

The Executive Engineer, (Mumbai)-IV, (Erstwhile Mumbai Central Division-II)

2nd floor, Nirman Sadan, CGS Colony, Kane Nagar, Sector –I, Antop Hill, Mumbai-400037.

Approved N.I.T.

Approved NIT No. :- **171/EE/MUMBAI-IV/2026-27**

Name of Work :- Providing services of Computer operator and Multi Tasking Staff in the division office of the EE (Mumbai) -IV, CPWD, Mumbai - 400 037.

Tech. Sanctioned No. :- **99/TS/EE/MUMBAI - IV/2026 - 27**

Estimated Cost :- **Rs. 4,34,899/-**

Time allowed for completion of work :- **06 (Six) Months**

It is certified that this draft N.I.T. contains 1 to 30 pages.

Approved N.I.T. Approved for **Rs. 4,34,899/- (Rupees Four Lakh Thirty Four Thousand Eight Hundred and Ninety Nine Only)**

**Executive Engineer
EE (Mumbai)-IV,
CPWD, Mumbai-37.**

AE (P)

Press Notice
CENTRAL PUBLIC WORKS DEPARTMENT
(166 Years of Engineering Excellence)
NOTICE INVITING e-TENDERS

The **Executive Engineer, Mumbai-IV, CPWD, 2nd Floor, Nirman Sadan, Sector – I, Kane Nagar, Antop Hill, Mumbai-37, (Email ID – eemcd2@yahoo.co.in)** on behalf of the President of India invites online percentage rate bids on single bid system from eligible contractors of Buildings and Roads (erstwhile Composite/Building/Infrastructure) category of CPWD for the following work: -

Name of Work:- Providing services of Computer operator and Multi Tasking Staff in the division office of the EE (Mumbai) -IV, CPWD, Mumbai - 400 037.

NIT No :- 171/EE/MUMBAI-IV/2026-27

Estimated Cost :- Rs. 4,34,899/-

Earnest money: - Rs. 8,998/-

Time of Completion: - 06 (Six) Months

Last time & date of submission of Bid at 03.00 P.M. on 17.09.2026

The tender forms and other details can be obtained from the website www.cpwd.gov.in or etender.cpwd.gov.in. The Press Notice is also available on www.eprocure.gov.in.

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Central Public Works Department

NIT No :- 171/EE/MUMBAI-IV/2026-27

Name of Work: Providing services of Computer operator and Multi Tasking Staff in the division office of the EE (Mumbai) -IV, CPWD, Mumbai - 400 037..

PART A (General)

**EXECUTIVE ENGINEER, (MUMBAI) -IV
CENTRAL PUBLIC WORKS DEPARTMENT**

**INFORMATION & INSTRUCTIONS FOR BIDDERS FOR e-TENDERING FORMING
PART OF BID DOCUMENT & TO BE POSTED ON WEBSITE**

(Applicable for inviting open bids)

The **Executive Engineer, Mumbai-IV, CPWD, 2nd Floor, Nirman Sadan, Sector – I, Kane Nagar, Antop Hill, Mumbai-37, (Email ID – eemcd2@yahoo.co.in)** on behalf of the President of India invites online percentage rate bids on single bid system from eligible contractors of Buildings and Roads (erstwhile Composite/Building/Infrastructure) category of CPWD for the following work :-

1	NIT NO.	171/EE/MUMBAI-IV/2026-27
2	Name of work	Providing services of Computer operator and Multi-Tasking Staff in the division office of the EE (Mumbai) -IV, CPWD, Mumbai - 400 037.
3	Estimated cost put to bid (Rs.)	4,34,899/-
4	Earnest Money	Rs. 8,998/-
5	Stipulated period of Completion of work (in months)	06 (Six) Months
6	Last date & time of online submission of bid, copy of receipt or deposition of original EMD and other document as specified in the bid document	On 17/09/2026 upto 03.00 PM
7	Date & Time of opening of bid	On 17/09/2026 at 03.30 PM

** To be Filled by the Engineer in Charge.*

INSTRUCTIONS TO CONTRACTOR

1. The intending bidder must read the terms and conditions of CPWD-6 carefully. He should only submit his bid if he considers himself eligible and is in possession of all the documents required.
2. Information and Instructions for bidders posted on website shall form part of bid document.
3. 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.

4. But the bid can only be submitted after **deposition of original EMD either in the office of Executive Engineer inviting bids or division office of any Executive Engineer, CPWD within the period of bid submission** and uploading the mandatory scanned documents such as Insurance Surety Bonds, Account Payee Demand draft or Bankers Cheque or Fixed Deposit Receipts or/ and Bank Guarantee (for balance amount as prescribed) from any of the Commercial Bank towards EMD in favour of Executive Engineer **as mentioned in NIT, receipt for deposition of original EMD to division office of any Executive Engineer** (including NIT issuing EE/ AE), **CPWD** and other documents as specified.
5. Those contractors 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>.
6. The intending bidder must have valid class-III digital signature certificate with encryption by (combo type) to perform any operations/transactions on the e-tendering portal/website and the bidder should download and install the e- mSigner on their system as per instruction available on download section of <https://etender.cpwd.gov.in>.
7. On opening date, the contractor can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.
8. Contractor can upload documents in the form of JPG format and PDF format.
9. Contractor must ensure to quote percentage rate basis. The column meant for quoting rate in figures **appears in pink / yellow color and the moment percentage 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. Contractor must ensure to quote his percentage rate above/below on each section/subhead in percentage rate tender.
11. SC/ST contractors enlisted under class V category are exempted from processing fee payable to ITI.
12. **The enlisted contractor will not be allowed to participate in tendering process without uploading the certificate of ERP training issued through LMS (Learning Management System) in ERP.**

13. The bid submitted shall become invalid and e-tender processing fee shall not be refunded if:

- i) The bidder is found ineligible.
- ii) The bidder does not upload the scan copies of all the documents stipulated in Bid document.
- iii) If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted physically by the lowest bidder in the office of bid opening authority.
- iv) If a tenderer quotes nil rates against each item 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.

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

- i. **Copy of receipt** for deposition of original EMD issued by Officer (EE/DDH) with whom EMD has been deposited
- ii. **Earnest money** deposit in the form Insurance Surety Bond, Demand Draft/ Account Payee Banker's Cheque/ Fixed Deposit Receipt/ Bank Guarantee/ of any Commercial Bank against EMD (drawn in favour of **Executive Engineer, MCD- II, CPWD, Mumbai**)
- iii. **Enlistment Order** of the Contractor of CPWD in appropriate Class & Category.
- iv. **GST Registration Certificate of Maharashtra State**, if already obtained by the bidder.

*If the bidder has not obtained GST registration certificate of **Maharashtra State** or as required by GST authorities, then bidder shall scan and upload following undertaking along with bid documents.*

"If work is awarded to me, I/we shall obtain GST registration certificate, of Maharashtra State or required by GST authorities, within one month from the date of receipt of award letter or before release of any payment by CPWD, whichever is earlier, failing which I/We shall be responsible for any delay in payments which will be due towards me/us on account of the work executed and/or for any action taken by CPWD or GST department in this regard.

- v. **ERP (Enterprise Resource Planning) Training Certificate in the name of the Proprietor/ Agency/ Authorized representative issued through LMS (Learning Management System) by the Competent Authority of CPWD.**

**NOTICE INVITING TENDER
GOVERNMENT OF INDIA
CENTRAL PUBLIC WORKS DEPARTMENT
CPWD-6 FOR E-TENDERING**

1.0 Online percentage rate bids are invited on behalf of President of India from eligible contractors of Buildings and Roads (erstwhile composite / Building / Infrastructure) category of CPWD in online percentage rate composite bids on single bid system for the work of:

Name of Work : Providing services of Computer operator and Multi Tasking Staff in the division office of the EE (Mumbai) -IV, CPWD, Mumbai - 400 037..

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

1.1 The work is estimated to cost Rs. **4,34,899/-**

This estimate, however, is given merely as a rough guide.

1.1.1 The authority competent to approve NIT for the combined cost and belonging to the major discipline will consolidate NITs for calling the bids. He will also nominate Division which will deal with all matters relating to the invitation of bids.

For bid the bidders, besides indicating the percentage above/below the combined estimated cost put to bid, should also indicate the amount in word for each component separately. The eligibility of bidder will correspond to the combined estimated cost of different components put to bid.

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.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 **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.

4. (i) The site for the work is available.

(ii) ~~The architectural drawing for the work is available~~

(iii) ~~The structural drawings shall be made available, as per requirement of the same as per approved programme of completion submitted by the contractor after award of work.~~

5. The bid document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents except Standard General Conditions of Contract Form can be seen on website <https://etender.cpwd.gov.in> or www.cpwd.gov.in free of cost.
6. 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.
7. While submitting the revised bid, contractor can revise the rate of one or more item(s) any number of times (he need not re-enter rate of all the items) but before last time and date of submission of bid as notified.
8. When the bids are invited in three stage system and if it is desired to submit revised financial bid then it shall be mandatory to submit revised financial bid. If not submitted then the bid submitted earlier shall become invalid.
9. Earnest Money in the form of insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee (for balance amount as prescribed) from any of the Commercial Banks (drawn in favour of **Executive Engineer, MCD II, CPWD, Mumbai**) 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.

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

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

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

The bid submitted shall be opened at **03:30 PM on 17.09.2026**

10. The bid submitted shall become invalid and e-Tender processing fee shall not be refunded if:
 - (i) The bidder is found ineligible.
 - (ii) The bidder does not upload scanned copies of all the documents stipulated in the bid document.
 - (iii) If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted *physically by the lowest bidder* in the office of bid opening authority.
 - (iv) If a tenderer does not quote any percentage above/below on the total amount of the tender or any section/subhead in percentage rate tender, the tender shall be treated as invalid and will not be considered as lowest tender.

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

12. The description of the work is as follows:

Providing services of Computer operator and Multi Tasking Staff in the division office of the EE (Mumbai) -IV, CPWD, Mumbai - 400 037..

Intending Bidders are advised to inspect and examine the site and surroundings and

satisfy themselves before submitting their bids as to the nature of the ground and sub-soil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. The bidders shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a bid by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant, etc. will be issued to him by the Government and local conditions and other factors having a bearing on the execution of the work.

13. The competent authority on behalf of the President of India does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidders shall be summarily rejected.
14. Canvassing whether directly or indirectly, in connection with bidders is strictly prohibited and the bids submitted by the contractors who resort to canvassing will be liable for rejection.
15. The competent authority on behalf of President of India reserves to himself the right Of accepting the whole or any part of the bid and the bidders shall be bound to perform the same at the rate quoted.
16. The contractor shall not be permitted to bid for works in the CPWD Circle (Division in case of contractors of Horticulture/Nursery category) responsible for award and execution of contracts, in which his near relative is posted a Divisional Accountant or as an officer in any capacity between the grades of Superintending Engineer and Junior Engineer (both inclusive). He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any Gazetted officer in the Central Public Works Department or in the Ministry of Urban Development. Any breach of this condition by the contractor would render him liable to be removed from the of contractors of this Department.
17. No Engineer of Gazetted Rank or other Gazetted Officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of one year after his retirement from Government service, without the prior
18. 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 in case of single bid system and 75 (seventy five) days from the date of opening of technical bids in case bids are invited in 2 or 3 bid system.

Further

- i) If any tenderer withdraws his bid 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 thereto.
- (b) Standard C.P.W.D. Form 7 or other Standard C.P.W.D. Form as applicable.

20 For Composite Bids

- 20.1.1 The Executive Engineer in charge of the major component will call bids for the composite work. The cost of bid document and Earnest Money will be fixed with respect to the combined estimated cost put to tender for the composite bid.

The bid document will include following components:

Part A:- CPWD-6, CPWD-7/8 including schedule A to F for the major component of the work, Standard General Conditions of Contract for CPWD as specified in Proforma of schedules, Proforma of receipt of EMD and Form of Earnest money deposit (Bank Guarantee Bond).

Part B:- General/ specific conditions, specifications and schedule of quantities and other documents applicable to major component of the work.

Part C:- ~~Schedule A to F for minor component of the work (competent authority under clause 2 and clause 5 shall be same authority as mentioned in schedule A to F for major components), General/ specific conditions, specifications and schedule of quantities and other documents applicable to minor component(s) of the work.~~

Part D:- Price bid:

20.1.3 The bidders must associate himself, with agencies as per NIT conditions

20.1.4 The eligible bidders shall quote rates for all items of major component as well as for all items of minor components of work.

20.1.5 After acceptance of the bid by competent authority, the EE in charge of major component of the work shall issue letter of award on behalf of the President of India. After the work is awarded, the main contractor will have to enter into one agreement with EE in charge of major component and has also to sign two or more copies of agreement depending upon number of EE/DDH in charge of minor components. One such signed set of agreement shall be handed over to EE/DDH in charge of minor component(s). EE of major component will operate **Part A** and **Part B** of the agreement. EE/DDH in charge of minor component(s) shall operate **Part C** along with **Part A** of the agreement.

20.1.5.1 In case there is no minor component, the Part C shall not be there in the document. If there are more than one minor component, EE/DDH in charge of those minor component(s) shall operate the relevant part (Part C1, Part C2 etc.) along with Part A of the agreement. In that case, Part C will be read as Part C1, Part C2 etc.

20.1.6 Entire work under the scope of composite bid including major and all minor components shall be executed under one agreement.

20.1.7 Security Deposit will be worked out separately for each component corresponding to the estimated cost of the respective component of works.

20.1.8 The main contractor has to associate agency(s) for minor component(s) conforming to eligibility criteria as defined in the bid document and has to submit detail of such agency(s) to Engineer-in-charge of minor component(s) within prescribed time. Name of the agency(s) to be associated shall be approved by Engineer-in-charge of minor component(s).

- 20.1.8.1 If the main contractor himself fulfills the eligibility criteria laid down for associated agency(s), the main contractor shall not be required to associate with himself the associated agency(s).
- 20.1.9 In case the main contractor intends to change any of the above agency/agencies during the operation of the contract, he shall obtain prior approval of Engineer-in-charge of minor component.
- The new agency/agencies shall also have to satisfy the laid down eligibility criteria. In case Engineer-in-charge is not satisfied with the performance of any agency, he can direct the contractor to change the agency executing such items of work and this shall be binding on the contractor.
- 20.1.10 The main contractor has to enter into MoU with Agency(s) associated by him. Copy of such MoU shall be submitted to EE/DDH in charge of each relevant component as well as to EE in charge of major component. In case of change of associate contractor, the main Agency(s) has to enter into MoU/agreement with the new contractor associated by him.
- 20.1.11 Running payment for the major component shall be made by EE of major discipline to the main contractor. Running payment for minor components shall be made by the Engineer-in-charge of the discipline of minor component directly to the main contractor.
- 20.1.12A. The composite work shall be treated as complete when all the components of the work are complete. The completion certificate of the composite work shall be recorded by Engineer-in-charge of major component after record of completion certificate of all other components.
- 20.1. 12B. Final bill of whole work shall be finalized and paid by the EE of major component. Engineer(s) in charge of minor component(s) will prepare and pass the final bill for their component of work and pass on the same to the EE of major component for including in the final bill for composite contract.
21. The intending bidders are required to update their profile in CPWD e-tender portal and to upload their bids well in advance of last date of submission of tender. Any issue related to updating profile/ uploading tender can be resolved through the concerned Executive Engineer / Assistant Engineer or ERP help line number 18001803286 or e-mail Id *cpwd.support@techmahindra.com*. The e-tendering bidders are also advised not to wait to raise any issue till the last date of submission of bid in their own interest.

EMD RECEIPT FORMAT**Receipt of deposition of original EMD**

(Receipt No..... /Date.....)

Name of Work :- Providing services of Computer operator and Multi Tasking Staff in the division office of the EE (Mumbai) -IV, CPWD, Mumbai - 400 037..

NIT No *	:	171/EE/MUMBAI-IV/2026-27
Estimated Cost *	:	Rs.4,34,899/-
Amount of Earnest Money Deposit*	:	Rs. 8,998/-
Last date of submission of bid *	:	17/09/2026 up to 03.00 PM
(*To be filled by Tender inviting authority/ NIT approving authority at the time of issue of NIT and uploaded along with NIT)		
Name of Contractor #	:	
Form of EMD #	:	
Amount of Earnest Money Deposit #	:	
i) In the form of Insurance Surety Bonds or Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque for Rs.....#..... Vide#.....Date.....#..... ii) In the form of Bank Guarantee (for balance amount as prescribed) Rs.....#issued by.....#..... Date.....#...		
Date of submission of EMD #	:	
Name of Officer #	:	
Designation of EMD receiving officer #	:	
Office name and Address #	:	
# To be filled by EMD receiving EE/DDH		
Note: - 1) All the above-mentioned details must be dully filled otherwise it may not be considered for tender. 2) The receipt can also be issued by any subordinate gazette authority as authorized by the EE/DDH.		

Signature, Name and Designation
of EMD Receiving officer (EE/AE(P)/AE/AAO) along with office stamp

AE (P)

Proforma – B

On non-judicial stamp paper on 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

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

OR**

Whereas the Executive Engineer.....(name of division).....CPWD on behalf of the President of India (hereinafter called “The Government”) has entered into an agreement bearing number.....with(name and address of the contractor).....(hereinafter called “the Contractor”) for execution of work(name of work).....

The Government has further agreed to accept an irrevocable Bank Guarantee for Rs.....(Rupees..... Only) valid upto (date)as **Performance Guarantee / Security Deposit / Mobilization Advance** from the said Contractor for compliance of his obligations in accordance with the terms and conditions of the agreement.

- We,.....(indicate the name of the bank)(hereinafter referred to as “the Bank”), hereby undertake to pay to the Government a amount not exceeding Rs. (Rupees.....only) on demand by the Government within 10 days of the demand.
- We,..... (indicate the name of the Bank), do here by undertake to pay the amount due and payable under this guarantee without any demur, merely on a demand from the Government stating that the amount claimed is required to meet the recoveries due or likely to be due from the said Contractor. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank

AE (P)

under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs.....(Rupees.....only).

4. We,(indicate the name of the Bank), further undertake to pay the Government any money so demanded notwithstanding any dispute or disputes raised by the contractor in any suit or proceeding pending before any Court or Tribunal, our liability under this Bank Guarantee being absolute and unequivocal. The payment so made by us under this bank guarantee shall be a valid discharge of our liability for payment there under and the Contractor shall have no claim against us for making such payment.
5. We, (indicate the name of the Bank), further agree that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligation here under to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said contractor and to forbear or enforce any of the terms and 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 tounless 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 | |

*Date to be worked out on the basis of validity period of 90 days where only financial bids are invited and 180 days for two/three bid system from the date of submission of tender.

**In paragraph 1, strike out the portion not applicable. Bank Guarantee will be made either for earnest money or for performance guarantee/ security deposit/ mobilization advance, as the case may be.

**GOVERNMENT OF INDIA
CENTRAL PUBLIC WORKS DEPARTMENT**

STATE: Maharashtra
BRANCH: B/R

Zone – Mumbai-II
Division: Mumbai-IV

PERCENTAGE RATE TENDER & CONTRACT FOR WORKS

Tender for the work of :- Providing services of Computer operator and Multi Tasking Staff in the division office of the EE (Mumbai) -IV, CPWD, Mumbai - 400 037..

- (i) To be ~~submitted by~~/uploaded by **3.00 p.m. on 17.09.2026** at www.cpwd.gov.in or etender.cpwd.gov.in
- (ii) To be opened in presence of tenderers who may be present at **3.30 p.m. on 17.09.2026** in the office of **Executive Engineer, Mumbai-IV, CPWD, Nirman Sadan, Sector-I, Antop Hill, Mumbai – 37.**

T E N D E R

I/We have read and examined the notice inviting tender, schedule, A, B, C, D, E & F, Specifications applicable, General Rules and Directions, Conditions of Contract, clauses of contract, Special conditions, Schedule of Rate and 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 respects with the specifications, designs, drawings and instructions in writing referred to in Rule-1 of General Rules and Directions and in Clause 11 of the Conditions of Contract and with such materials as are provided for, by, and in respect of accordance with, such conditions so far as applicable.

I/We agree to keep the tender open for **thirty (30) days** from the due date of its opening in case of single bid system / ~~seventy five (75) days from the date of opening of Technical bid in case tenders are invited on 2/3 bid system for specialized work~~ 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, 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

AE (P)

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 the 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.

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.....XX

Signature of Contractor.....XX

Postal Address :-XX

Witness:-X

Address:- X

E-

Mail:.....XX

Telephone

No.....XX

Occupation:- X

Telephone No..... X

X To be filled by witness

XX To be filled by 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 Rupees.....*.....
...../-

(Rupees.....*.....
.....)

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

a).....*

b).....*

c).....*

For & on behalf of the President of India

Signature.....

Designation

Dated :

PROFORMA OF SCHEDULES (FOR CIVIL COMPONENT)**SCHEDULE "A"**

Schedule of quantities for Civil Works as per attached pages	:	Enclosed
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SCHEDULE 'D'

Extra schedule for specific requirement/ document for the work, if any	:	NIL
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SCHEDULE 'F'

Reference to General Conditions of contract.	:	General Conditions of Contract 2023 Maintenance works with amendments issued up to last date of receipt of tender
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Name of Work: Providing services of Computer operator and Multi Tasking Staff in the division office of the EE (Mumbai) -IV, CPWD, Mumbai - 400 037..

Estimated cost of work	:	Rs. 4,34,899/-
Earnest money	:	Rs. 8,998/- (To be returned after receiving Performance guarantee)
Performance Guarantee	:	a) 5% of Estimated Cost put to Tender (ECPT) of the work or *contract amount whichever is higher. b) Where the quoted amount is less than eighty percent (80%) of the Estimated Cost put to Tender (ECPT), the Performance Guarantee, in addition the Standard Performance Guarantee above, shall be increased by an amount equal to the difference between eighty percent (80%) of the ECPT and the Quoted Amount.
Security Deposit	:	2.5% of tendered amount Or 2.5% of tendered value plus 50% of PG for contracts involving maintenance of the building and services/ other work after construction of same building and services/ other work.

SCHEDULE "F" (GENERAL RULES & DIRECTIONS)

Officer inviting tender	:	Executive Engineer, Mumbai-IV, CPWD, Mumbai-400 037.
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Definitions:

2(vi)	Engineer-in-Charge	Executive Engineer, Mumbai-IV, CPWD, Mumbai-400 037 or successor thereof (for Civil component)
2(vii)	Director General/ CPWD Directorate	CPWD Directorate includes Director General/Special Director General/ Additional Director General/CPM/CA/ Chief Engineer/CE-ED/PM/SE/SE-PD/ Director (Horticulture)
	Successor	Any authority as notified by the CPWD Directorate before, during and after execution of work/ agreement.
2(viii)	Accepting Authority	Authority as decided by CPWD
2(ix)	Percentage rate on cost of materials and labour to cover all overheads and profits.	7.5 %
2(x)	Standard Schedule of Rates	DSR (2023) with up to date correction slip issued upto last date of receipt of tender.
2(xi)	Department	Central Public Works Department (CPWD)
9(ii)	Standard CPWD Contract forms GCC 2023, CPWD Form 7 /8 as modified & corrected upto	GCC Maintenance work 2023 As mentioned in schedule E

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	7 (Seven) days
(ii)	Maximum allowable extension with late fee @0.1% per day of Performance Guarantee amount beyond the period provided in (i) above	3 (Three) days

Clause 2

Authority for fixing compensation under clause 2	:	Chief Engineer or any other Authority as decided by CPWD Directorate
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Clause 2A

Whether Clause 2A shall be applicable	:	No
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Clause 5

Number of days from the date of issue of letter of acceptance for reckoning date of start	:	10 (Ten) days from Letter of award or date of handing over of site whichever is later
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Mile stone(s) as per Table given below:

Sr.No	Description of Milestone (Financial)	Time allowed in months (from the date of start)	Amount to be withheld in case of non-achievement of mile stone
1	<i>¼ of tendered value of Civil</i>	1 ½ Months	<i>In the event of not achieving the necessary progress as assessed from the running payments, 1.25% of the tendered value of work will be withheld for failure of each milestone.</i>
2	<i>½ of tendered value of Civil</i>	3 Months	
3	<i>¾ of tendered value of Civil</i>	4 ½ Months	
4	<i>Full of tendered value of Civil</i>	6 Months	

Note:

1. Withheld amount shall be released if and when subsequent Milestone is achieved within respective time specified. However, in case Milestones are not achieved by the Contractor, the amount shown against each Milestone shall be withheld.
2. Intending bidder may submit phasing of activities / milestones based on their resources and methodology at the time of bidding corresponding to physical milestones / stages indicated in the above table. These shall form part of the agreement after approval of the accepting authority, otherwise it would be assumed the agency agrees with the above-mentioned physical milestone.

Authority to decide:			
(i)	Extension of time	:	Chief Engineer, MUMBAI-II or any other Authority as decided by CPWD Directorate
(ii)	Rescheduling of mile stones	:	Chief Engineer, MUMBAI-II or any other Authority as decided by CPWD Directorate
(iii)	Shifting of date of start in case of delay in handing over of site	:	Chief Engineer, MUMBAI-II or any other Authority as decided by CPWD Directorate

PROFORMA OF SCHEDULES Clause 5 schedule of handing over of site.

Part	Portion of site	Description	Time period for handing over reckoned from date of issue of letter of intent.
Part A	Portion without any hindrance	Full site for the work is available	
Part B	Portions with encumbrances		
Part C	Portions dependent on work of other agencies		

Clause 5

Applicable Clause 5/ Clause 5A	:	Clause 5 is applicable
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Clause 5.4**Schedule of rate of recovery for delay in submission of the modified programme in terms of delay days**

Sl. No.	Contract Value	Recovery Rs.
i	Less than or equal to Rs.1 Crore	500
ii	More than Rs.1 Crore but less than or equal to Rs.5 Crore	1000
lii	More than Rs.5 Crore but less than or equal to Rs.20 Crores	2500
iv	More than Rs.20 Crores	5000

Clause 6

Clause 6 :Computerized MB	:	Applicable Measurement to be submitted in shape of the either CMB/EMB though CPWD ERP Portal/CLB.
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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 Lakh for Civil work and part there of as per discretion of Engineer-in-Charge
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Clause 7A

Whether Clause 7A shall be applicable	:	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 is submitted by the contractor to the Engineer-in-charge.
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Clause 10 A

List of testing equipment to be provided by the contractor at site lab	:	Applicable
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Clause 10B(ii)

Whether Clause 10 B (ii) shall be applicable	:	No
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Clause 10 C

Component of labour expressed as percent of value of work	:	Applicable
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Clause 10CC

Applicable / Not Applicable	:	Not Applicable
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Clause – 11

Specifications to be followed for execution of work	:	CPWD Specifications 2019 (Volume- I & II) with up-to-date corrections slips
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Clause 12

Types of Work	:	The Completion cost shall, in no case, exceed 1.5 times the contract amount. However, the agency shall not execute the quantity, beyond the Agreement quantity without prior approval of Engineer-in-charge. Contractor will devise a system to keep a watch on quantum of work taken up vis-avis balance items required to complete defined scope of work and will give the alerts to Engineer-In-Charge before taking up extra item(s), deviation(s) so that completion cost does not exceed above limit. Work executed beyond above limit will neither be recorded not be paid. Engineer-in-charge will verify and confirm the alerts before assigning deviation(s) and / or extra item(s) to the contractor. If additional work(s) is required to complete defined scope of work beyond above limit then Engineer-in-charge may take up such work(s) separately. The contractor will not have any claims(s) whatsoever on this account.
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Authority to decide deviation beyond 1.25 times upto 1.5 times of tender amount	:	Chief Engineer or any other Authority as decided by CPWD Directorate
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12.2 & 12.3	Deviation limit beyond which clauses 12.2 & 12.3 shall apply for building work	No limit
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12.5	i) Deviation limit beyond which clauses 12.2 & 12.3 shall apply for foundation work (except items mentioned in earthwork sub head in DSR & related items) ii) Deviation Limit for items mentioned in earth work subhead of DSR or related items	No limit
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Clause 16

Competent Authority for deciding reduced rates.	:	Chief Engineer or any other Authority as decided by CPWD Directorate
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Clause 18

List of mandatory machinery, tools & plants to be deployed by the contractor at site	:	For Civil Component As per Annexure-II attached
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Clause 19 C , 19 D, 19 G, and 19 K

Authority to decide penalty for each default	:	Executive Engineer or any other Authority as decided by CPWD Directorate
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Clause 25

Conciliator	Special Director General, Mumbai, CPWD
Arbitrator Appointing Authority	Chief Engineer (Mumbai-II), CPWD, Mumbai or his successor
Place of Arbitration	Mumbai or as decided by Learned Arbitrator and the parties.

Clause 32

Sr. No	Qualification	Number (of Major + Minor Component)	Minimum Experience in years	Designation	Rate of which recovery shall be made from the contractor in the event of not fulfilling
1	Graduate Engineer Or Diploma Engineer	1	2 years or 5 years respectively	Project Manager cum planning/ quality/Site/ Billing Engineer	Rs.25000/- Per month per person

Requirement of technical representative & recovery rate.

Assistant Engineers retired from Government services that are holding Diploma will be treated at par with Graduate Engineers.

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

Clause 38

(i)	(a)	Schedule /statement for determining theoretical quantity of cement & bitumen on the basis of Delhi Schedule of Rates	DSR 2023 with amendments up to date for Civil component.
(ii)	(ii)	Variations permissible on theoretical quantities:	
	(a)	Cement	
		For works with estimated cost put to tender not more than Rs. 25 lakh	3% (Three percent) plus / minus
		For works with estimated cost put to tender more than Rs. 25 lakh	2% (Two percent) plus / minus
	(b)	Bitumen for all works	2.5% (Two point five percent) plus only and nil on minus side
	(c)	Steel Reinforcement and structural steel sections for each diameter, section and category	2% (Two percent) plus/minus
	(d)	All other materials	Nil

TERMS AND CONDITION:

1. The agency shall have to engage suitable person who has sufficient experience in office work and must be able to handle all miscellaneous type of work pertaining to this sub division.
2. The payment will be made on monthly basis.
3. The agency shall be have to arrange the workmen on all working days except national and Gazetted holidays and Sunday.
4. The work of value operator is to be done every day .The agency shall have to arrange substitute for duties of Sunday and Holidays. In case of any absence the necessary recovery shall be made @ double rate.
5. The agency will take all safety measures. for any mishappening the agency shall be fully responsible.

Schedule of Quantity

Name of Work :- Providing services of Computer operator and Multi Tasking Staff in the division office of the EE (Mumbai) -IV, CPWD, Mumbai - 400 037.

Sr.No	Description	Qty	Unit	Rate	Amount
1	NON SCHEDULE				
1.1	Providing services of the Multi -Tasking office attendant (and having required similar experience of 5 years in Govt. office) for miscellaneous office works including assisting the Accounts /Correspondence /Drawing/ Planning branches of the Division office (EE, Mumbai -IV) and having knowledge of Hindi and English reading, Xerox / fax machine and office works i/c the work of messenger and stitching of files etc. as per directions and instructions of controlling officers etc. proficiency in usage of computer operation and knowledge shall be preferred.(Per day rate for payment for additional or less days of working on account of working on holidays or absence - leave/s shall be calculated considering 26 days of working in a calendar month.)	6	Per Month	35517.90	213107.00
1.2	Operation and general upkeep of one number personal computer for preparation of documents related to following activities by using various software's in the system such as a) MS-Word, MS-Excel, MS-PowerPoint and CPWD online portal works including filling papers and maintaining office records etc. (and having required similar experience of 3 years in Govt. office). The system is required to be operated during the office working hours on all working days as per the terms & conditions annexed with. as per the direction of Engineer-in-Charge. (Per day rate for payment for additional or less days of working on account of working on holidays or absence - leave/s shall be calculated considering 26 days of working in a calendar month.)	6	Per Month	36965.25	221792.00
	Sub-Total				434899.00
	Total				434899.00
	Say				434899.00

**Executive Engineer
EE (Mumbai)-IV,
CPWD, Mumbai-37.**

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