

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

Notice Inviting Tender

The Assistant Engineer (E), Shimla Central Elect. Sub Division-I, CPWD, Kennedy Cottage, Shimla (H.P.) [(Ph : 0177- 2652249) (Email : cpwdelectsub1@gmail.com) on behalf of The President of India **invites** online Percentage Rate tenders from approved and eligible contractors in Composite Category in appropriate class of C.P.W.D. for the following work (s):

S. No.	NIT No.	Name of work & Location	Estimated cost put to tender	Earnest Money	Period of Completion	Last date & time of submission of Bid, original EMD, Copy of receipt for deposition of original EMD, and other documents as specified.	Time & date of opening of bid
1	2	3	4	5	6	7	8
1	93/EE(E)/ShCED/CPWD/2026-27	Annual Repairs and maintenance, Operation (AR & MO) of Chadwick House, NAAA under sub-Division I Shimla (HP).(SH: - Providing service connection, AC Units and Other E.I Works at server room).	Rs. 5,39,135/-	Rs. 10,783/-	01 Months	18/09/2026 upto 03.00 PM	18/09/2026 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 bidders posted on website shall form part of bid document.
- The bid document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website **<https://etender.cpwd.gov.in>** or **www.cpwd.gov.in** free of cost.
- 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 Banker's Cheque or Fixed Deposit Receipts or/and Bank Guarantee including e-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 key (combo type) to perform any operations / transactions on the e-tendering portal / website and the bidder should download and install the eMSigner on their system as per instructions available on download section of <https://etender.cpwd.gov.in>.
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 rate in the prescribed column(s) meant for quoting rate in figures appears in yellow colour and the moment rate is entered, it turns sky blue.
In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as "0". Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO).
However, If a tenderer quotes nil rates against each item in item rate tender or does not quote any percentage above/below on the 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.

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

- I. Insurance Surety Bond/ Demand Draft/ Account Payee Banker's Cheque / FDR/ Bank Guarantee of any commercial Bank against EMD.
- II. Copy of receipt of deposition of original EMD issued from division office of any Executive Engineer, CPWD (including NIT issuing EE)
- III. Enlistment order of the CPWD contractors in appropriate class in composite category.
- IV. GST Registration Certificate if already obtained by the bidder.
If the bidder has not obtained GST registration as applicable, then he shall scan and upload following 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 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. Valid Electrical contractor licence OR undertaking that they will either obtain valid electrical licence at the time of execution of electrical work or associate contractor having valid electrical licence of appropriate class.
- VI. The bidder does upload compulsory ERP training certificate from any CPWD Regional Training Institute (RTIs) and Training arranged by Graduates of ERP "Train the Trainers Programme" conducted by NCA, Ghaziabad or through any other special training arranged by ERP unit of CPWD. Attach - ERP training workshop certificate.
- VII. Any other document as specified in the NIT.

Assistant Engineer (Elect.) Shimla,
Central Electrical Sub Division-I,
CPWD, Kennedy Cottage,
Shimla – 171004