



**Executive Engineer(Civil-I),
CPWD, Dehradun**

NOTICE INVITING e-TENDERS

NIT No. :-68/EE(C-I)/CPWD/ D.Dun/2026-27/AE-III

Name of work: Providing the services of computer operator and office assistant/MTS in the Sub-Division office-III under Executive Engineer (C-I), CPWD, Dehradun.

ESTIMATED COST : Rs. 5,32,504/-

EARNEST MONEY : Rs. 10,650/-

COMPLETION PERIOD : 08 Month.

Certified that this N.I.T. Contains 28 Pages only.

**Assistant Engineer
Dehradun Central Sub-Division-III.
C.P.W.D., Dehradun**

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Name of Work: Providing the services of computer operator and office assistant/MTS in the Sub-Division office-III under Executive Engineer (C-I), CPWD, Dehradun.

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NIT amounting to **Rs. 5,32,504/-** only is hereby approved. This NIT contains pages marked as **1 to 28**.

**Assistant Engineer
Dehradun Central Sub-Division-III.
C.P.W.D., Dehradun**

Corrections - Nil
Insertions - Nil
Omissions - Nil

Sr. D/Man AE(P)

INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR e-TENDERING

The **Assistant Engineer, Dehradun Central Sub-Division-III**, Central Public Works Department, **Dehradun** on behalf of President of India invites online percentage rate bids from approved and eligible contractors of CPWD in appropriate class of **Buildings & Roads (erstwhile composite/Building/infrastructure) category** for the following work:

NIT No	68/EE(C-I)/CPWD/ D.Dun/2026-27/AE-III
Name of Work	Providing the services of computer operator and office assistant/MTS in the Sub-Division office-III under Executive Engineer (C-I), CPWD, Dehradun.
Location	Sub-Division Office at Dehradun
Estimated cost put to bid	Rs. 5,32,504/-
Earnest Money	Rs. 10,650/-
Stipulated Period of Completion of work	08 Months
Last date & time of submission of bid, original EMD, copy of receipt of deposition of original EMD and other documents as specified in the bid document	Up to 15:00 Hrs on 22.09.2026
Time and date of opening of Bid	15:30 Hrs on 22.09.2026

1. The intending bidder must read the terms and conditions of CPWD-6 carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
2. Information and Instructions for bidders posted on website shall form part of bid Documents.
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 deposited 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 Receipt or/and Bank Guarantee (for balance amount as prescribed) from any of the Commercial Banks** towards EMD in favour of **Executive Engineer, DCD-I, CPWD, Dehradun** 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 / updated their profile beforehand. The necessary training materials including the videos with to step process are available on downloaded section of **<https://etender.cpwd.gov.in>**
6. The intending bidder must have valid class-III digital signature to submit the bid.
7. The intending bidder must have valid class-III digital signature certificate with encryption key (combo type) to perform any operation / transaction on the e-tendering portal / website and the bidder should download and install the eMsinger on their system as per instructions available on download section of

Corrections - Nil
 Insertions - Nil
 Omissions - Nil

Sr. D/Man AE(P)

<https://etender.cpwd.gov.in>

8. On opening date, the contractor can login and see the bid opening process. After opening of bids, he will receive the competitor bid sheets.
9. Contractor can upload documents in the form of **JPG** format and **PDF** format.
10. Contractor must ensure to quote rate of each item. The column meant for quoting rate in figures appears in **Yellow** colour and the moment rate is entered, it turns sky blue.

In addition to this, while selecting any of the cells a warning appears that if any cell is left blank the same shall be treated as "0". Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as "0" (ZERO).

However, if a tenderer quotes nil rates against each item in item rate tender or does not quote any percentage above/below on the total amount of the tender or any section/sub head in percentage rate tender, the tender shall be treated as invalid and will not be considered as lowest tenderer.

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

- i) Insurance Surety Bonds/ Account Payee Demand Draft / Fixed Deposit Receipt / Banker's Cheque and Bank Guarantee (for balance amount as prescribed) from any of the Commercial Banks against EMD.
- ii) Copy of Receipt for deposition of original EMD to division office of any Executive Engineer, CPWD (including NIT issuing EE).
- iii) Enlistment order of the contractors of CPWD in appropriate class of Buildings & Roads (erstwhile composite/Building/infrastructure) category.
- iv) Certificate of registration for EPF & ESIC.
- v) GST registration certificate, if already obtained by the bidder.
- vi) Undertaking on Earnest Money Declaration Certificate 'form G'
- vii) Copy of certificate for compulsory ERP training issued through LMS or ERP obtained by enlisted contractor either by him or his authorized representative.
- viii) Letter Head indicating valid e-mail ID and Mobile No. of Firm.

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".

12. The EE/DDH of any divisions/projects of CPWD or any other officer designated by CPWD Directorate from time to time, are authorized to receive the EMDs and issue the receipt of deposition of original EMD in the prescribed format. These authorities should receive the original EMD for their tenders or tenders of any other division/projects.

**Signature of the Divisional Officer,
For and on behalf of the President of India**

FORMAT FOR RECEIPT OF DEPOSITION OF ORIGINAL EMD

Receipt No.....#...../date.....#.....	
Name of Work: Providing the services of computer operator and office assistant/MTS in the Sub-Division office-III under Executive Engineer (C-I), CPWD, Dehradun.	
1. NIT No.	: 68/EE(C-I)/CPWD/ D.Dun/2026-27/AE-III
2. Estimated Cost	: Rs 5,32,504/-
3. Amount of Earnest Money Deposit	: Rs. 10,650/-
Last date and time of submission of Bid : 22.09.2026 at 15:00 Hrs	
(* To be filled by NIT approving authority/EE at the time of issue of NIT)	
1. Name of Contractor :#..... 2. Form of EMD : #..... 3. Amount of Earnest Money Deposit#..... 4. Date of submission of EMD #	
Signature, Name and Designation of EMD receiving officer (EE/AE(P)/AE/AAO) with Officer stamp (# to be filled by EMD receiving EE or NIT issuing EE/AE as the case may be)	

Note:

- i) The Executive Engineer/DDH 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 AE(P)/AE/AAO.
- ii) The Executive Engineer/DDH receiving original EMD shall also intimate tender inviting Executive Engineer about deposition of EMD by the agency by email/ fax/telephonically.
- iii) The original EMD receiving Executive Engineer/DDH shall release the EMD after verification from the e-tendering portal website (<https://etender.cpwd.gov.in/>) that the particular contractor is not L-1 tenderer and work is awarded.
- iv) The tender inviting Executive Engineer will call for original EMD of the L-1 tenderer from EMD receiving Executive Engineer immediately.
- v) EMD shall be drawn in favour of Executive Engineer, DCD-I, CPWD, Dehradun.

Form 'G'**Undertaking on Earnest Money Declaration Certificate**

Name of Work: Providing the services of computer operator and office assistant/MTS in the Sub-Division office-III under Executive Engineer (C-I), CPWD, Dehradun.

NIT No.: 68/EE(C-I)/CPWD/ D.Dun/2026-27/AE-III

I/we undertake and confirm that the tender against above work and signed the earnest money declaration that :-

1. *If after opening of bid, I/We withdraw or modify my/our bid during the period of validity of tender (including extended validity of tender) specified in the tender documents,*
2. *If, after acceptance of the bid, I/We fail to submit performance guarantee before the deadline as defined in the NIT/bid document,*

I/We shall be suspended from bidding, making me/us ineligible to bid for CPWD tenders all over India for a period of one year from the date of issue of the order stating so and issued under the authority of Executive Engineer of this work.

Signature of notary with seal

Signature of bidder or an
authorized person of the firm with
stamp

Note: Affidavit to be furnished on a 'Non-judicial' stamp paper of Rs. 200/- (scanned copy of the notarized affidavit to be uploaded at the time of submission of bid).

Corrections - Nil
Insertions - Nil
Omissions - Nil

Sr. D/Man AE(P)

PART – A

NOTICE INVITING e-TENDER (CPWD-6), TENDER FORM (CPWD-7), SCHEDULES - A TO F AND STANDARD GCC FOR CPWD-2023 (MAINTENANCE WORK) AMENDED/ MODIFIED UP TO LAST DATE OF TENDER SUBMISSION

Corrections - Nil
Insertions - Nil
Omissions - Nil

Sr. D/Man AE(P)

CPWD-6 FOR e-TENDERING

Percentage rate bids are invited on behalf of President of India from approved and eligible contractors of CPWD in appropriate class of **Buildings & Roads (erstwhile composite/Building/infrastructure)** category for the work of “**Providing the services of computer operator and office assistant/MTS in the Sub-Division office-III under Executive Engineer (C-I), CPWD, Dehradun**”

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. 5,32,504/-** 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 composite bid, besides indicating the combined estimated cost put to bid, should clearly indicate the estimated cost of each component separately. The eligibility of bidders will correspond to the combined estimated cost of different components put to bid.

2. Agreement shall be drawn with the successful bidder on prescribed Form No. **CPWD 7** (or other Standard Form as mentioned) which is available as a Govt. of India Publication and also available on website www.cpwd.gov.in. Bidder shall quote his rates as per various terms and conditions of the said form which will form part of the agreement.
3. The time allowed for carrying out the work will be **08 Month** from the date of start as defined in schedule 'F' or from the first date of handing over of the site, whichever is later, in accordance with the phasing, if any, indicated in the bid documents.
4. The site for the work is available.
5. The bid document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents except Standard General Conditions of Contract Form can be seen from website **<https://etender.cpwd.gov.in/> or www.cpwd.gov.in** 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 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.

Corrections - Nil
 Insertions - Nil
 Omissions - Nil

Sr. D/Man AE(P)

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, C-I, CPWD, Dehradun**) 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 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, minimum 50% of earnest money or Rs. 20 lacs, whichever is less, shall have to be deposited in shape prescribed above, and balance may be deposited in shape of Bank Guarantee of any Commercial Bank having validity for six months **or more from last date of receipt of bids which is to be scanned and uploaded by the intending bidders.**

The earnest money given by all the tenderers except the lowest tenderer shall be refunded immediately after the expiry of stipulated bid validity period or immediately after acceptance of 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 other documents as specified in the bid document shall be scanned and uploaded to the e-tendering website within the period of bid submission.

However, certified copy of all the scanned and uploaded documents as specified in the bid document shall have to be submitted by the lowest bidder only 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.

The bid submitted shall be opened at 03:30 PM on 22.09.2026

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 deposit original EMD with division office of any Executive Engineer, CPWD.
 - (iii) ***The bidder does not upload scanned copies of all the documents (including GST registration OR undertaking in lieu of GST registration) as stipulated in the bid documents.***
 - (iv) If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted physically by the lowest bidder in the office of bid opening authority.

Corrections - Nil
 Insertions - Nil
 Omissions - Nil

Sr. D/Man AE(P)

- (v) If a tenderer quotes nil rates against each item on item rate tender or does not quote any percentage above/below on the total amount of the tender or any section/sub-head in percentage rate tender, the tender shall be treated as invalid and will not be considered as lowest tenderer.
- 2 The contractor whose bid is accepted will be required to furnish performance guarantee at **specified percentage of tendered amount as mentioned in scheduled 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, Banker's Cheque or Bank Guarantee (for balance amount as prescribed) 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 and Programme Chart (Time and Progress) within the period specified in Schedule F.

11. *Intending Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids as to the nature of the ground and sub-soil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. The bidder shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other Services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a bid by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and conditions and other factors having a bearing on the execution of the work.*
12. *Few particular specifications/general/special/ Conditions of NIT may have cost implications; therefore bidders must visit the site and go through all conditions and BOQ items in detail before quoting rates.*
13. The competent authority on behalf of the President of India does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidders shall be summarily rejected.

14. Canvassing whether directly or indirectly, in connection with bidders is strictly prohibited and the bids submitted by the contractors who resort to canvassing will be liable to rejection.
15. The competent authority on behalf of President of India reserves to himself the right of accepting the whole or any part of the bid and the bidder shall be bound to perform the same at the rate quoted.
16. The contractor shall not be permitted to bid for works in the CPWD Circle (Division in case of contractors of Horticulture/Nursery category) responsible for award and execution of contracts, in which his near relative is posted a Divisional Accountant or as an officer in any capacity between the grades of Superintending Engineer and Junior Engineer (both inclusive). He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any gazetted officer in the Central Public Works Department or in the Ministry of Urban Development. Any breach of this condition by the contractor would render him liable to be removed from the approved list of contractors of this Department.
17. No Engineer of Gazetted Rank or other Gazetted Officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of one year after his retirement from Government service, without the previous permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the bid or engagement in the contractor's service.
18. The bids for the work shall remain open for acceptance for a period of **Thirty (30) days** from the date of opening of bids further.
 - (i) If any tenderer withdraws his tender or makes any modification in the terms and conditions of the tender which is not acceptable to the department, within 7 days after last date of submission of bid, then the Government shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the earnest money absolutely irrespective of letter of acceptance for the work is issued or not.
 - (ii) If any tenderer withdraws his tender or makes any modification in the terms and conditions of the tender which is not acceptable to the department, after expiry of 7 days after last date of submission of bid, 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 in prescribed in para (i) and (ii) above the bidder shall not be allowed to participate in the rebidding process of the same work.
19. *This notice inviting Bid shall form a part of the contract document. The successful bidder/contractor, on acceptance of his bid by the Accepting Authority shall within 7 Days from the stipulated date of start of the work, sign the contract consisting of:*

- (i) The Notice Inviting Bid, all the documents including additional conditions, specifications and drawings, if any, forming part of the bid as uploaded at the time of invitation of bid and the rates quoted online at the time of submission of bid and acceptance thereof together with any correspondence leading thereto.
- (ii) Standard **CPWD Form-7** or other Standard CPWD Form as mentioned.
20. 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 (e- mail Id eedcd1cpwd@yahoo.co.in) or ERP help line no. 18001803286 or e-mail Idgpwd.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.

**Signature of the Divisional Officer,
For and on behalf of the President of India**

Corrections - Nil
Insertions - Nil
Omissions - Nil

Sr. D/Man AE(P)

**GOVERNMENT OF INDIA
CENTRAL PUBLIC WORKS DEPARTMENT**

STATE: Uttarakhand

BRANCH: B & R

ZONE: Dehradun

DIVISION: EE (C)-1, Dehradun

PERCENTAGE RATE TENDER & CONTRACT FOR WORKS

Tender for the work of “Providing the services of computer operator and office assistant/MTS in the Sub-Division office-III under Executive Engineer (C-I), CPWD, Dehradun.”

- (i) To be uploaded by **15:00 Hrs. on 22.09.2026** on website: <https://etender.cpwd.gov.in/> or www.cpwd.gov.in
- (ii) To be opened in the presence of tenderers who may be present at **15:30 Hrs. on 22.09.2026** in the office of the **Assistant Engineer, Dehradun Central Sub-Division-III.**

TENDER

I/We have read and examined the notice inviting tender, schedule-A, D, E & F, Specifications applicable, Drawings & Designs, General Rules and Directions, Conditions of Contract, clauses of contract, Special conditions, Schedule of Rate & other documents and rules referred to in the conditions of contract and all other contents in the tender document for the work.

I/We hereby tender for the execution of the work specified for the President of India within the time specified in Schedule ‘F’ viz., schedule of quantities and in accordance in all respect with the specifications, designs, drawing and instructions in writing referred to in Rule-1 of General Rules and Directions & 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 date of its opening and not to make any modification in its terms and conditions.

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

A copy of earnest money **deposit receipt of prescribed amount deposited in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee (as prescribed) issued by a Commercial Bank**, is scanned and uploaded (strike out as the case may be) If I/We, fail to furnish the prescribed performance guarantee within prescribed period, I/We agree that the said President of India or his successors, in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if I/We fail to commence work as specified, I/We agree that President of India or the successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said performance guarantee absolutely, the said performance guarantee shall be a guarantee to execute all the works referred to in the tender documents upon the terms and conditions contained or referred to those in excess of that limit at the rates to be determined in accordance with the provision contained in clause 12.2 and 12.3 of the tender form.

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.

Corrections - Nil
Insertions - Nil
Omissions - Nil

Sr. D/Man AE(P)

I/we undertake and confirm that eligible similar work(s) has/have not been got executed through another agency on back-to-back basis. Further that, if such a violation comes to the notice of Department, then I/we shall be debarred for 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 and integrity of the State.

Dated:

Signature of Contractor

Postal Address:

Witness:

Address:

Occupation:

ACCEPTANCE

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

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

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

(For & on behalf of President of India)

Dated:

Signature.....

Designation.....

PROFORMA OF SCHEDULES : A TO F**SCHEDULE 'A'**

Schedule of quantities: (for Civil Works: As per sheets attached)

SCHEDULE 'D'

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

SCHEDULE 'E'

Reference to General Conditions of Contract: General Conditions of Contract-2023 (**Maintenance works**) as amended / modified up to the last date of submission of Tenders.

Name of Work: "Providing the services of computer operator and office assistant/MTS in the Sub-Division office-III under Executive Engineer (C-I), CPWD, Dehradun."

Estimated cost of work: Rs. 5,32,504/-

(i)	Earnest Money	Rs. 10,650/- (to be returned after receiving Performance Guarantee) EMD shall be made/issued only from the account of the bidder/tenderer submitting the bid/tender. EMD made/issued from the account other than that of the bidder/ tenderer submitting the bid, shall not be accepted.
(ii)	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.
(iii)	Security Deposit	2.5% of tendered value

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

Officer inviting Tender: **Assistant Engineer, Dehradun Central Sub-Division-III, CPWD, Dehradun.**

Definitions:

2(vi)	Engineer-in-Charge	Assistant Engineer, Dehradun Central Sub-Division-III, CPWD, Dehradun
2(viii)	Accepting Authority	Assistant Engineer, Dehradun Central Sub-Division-III, CPWD, Dehradun
2(x)	Percentage on cost of materials and Labour cover all to overheads and profits	7.5%

	Standard Schedule of Rates	Minimum wages as notified by Ministry of Labour, Govt. of India/Market Rate
2(xi)	Department	Central Public Works Department (CPWD)
9(ii)	Standard CPWD Contract Form:	GCC 2023 (Maintenance works), CPWD Form 7 as modified & Corrected up-to the last date of submission of tenders

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.	07 (Seven) days
(ii)	Maximum allowable extension with late fee @ 0.1% per day of Performance Guarantee amount beyond the period provided in (i) above	03 (Three) days

Clause-2:

(i)	Authority for fixing compensation under clause 2	Chief Engineer-Dehradun, CPWD, Dehradun or his successor thereof
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Clause-5:

(i)	Number of days from the date of issue of letter of acceptance for reckoning date of start	10 (Ten) days
(ii)	Time allowed for completion of work	08 Months

Authority to decide:

(i)	Authority to convey the decision of shifting of Mile stone and Extension of time	Assistant Engineer-III, CPWD, Dehradun
(ii)	Authority to decide Rescheduling of of Mile stone and Extension of time	Chief Engineer-Dehradun, CPWD, Dehradun
(iii)	Shifting of date of start in case of delay in handing over of site	Chief Engineer-Dehradun, CPWD, Dehradun

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 available with client	10 days
Part B	Portions with encumbrances	NA	NA
Part C	Portion dependent on work of other agencies	NA	NA

Clause-7:

Gross work to be done together with net payment /adjustment of advances for material collected, if any, since the last such payment for being eligible to interim payment	Rs. 1.00 Lakh
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Clause-7A:

Whether clause 7A shall be applicable	Yes
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Clause-10B(i): Not Applicable**Clause-10C:** Applicable

Component of labour expressed as percent of value of work	100%
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Clause-10CA: Not Applicable**Clause-11:**

Specifications to be followed for execution of work:	
Civil work	CPWD Specifications 2019 Vol. 1 and Vol. 2 with uptodate correction slips (Hereinafter called CPWD specifications).

Clause-12: Deviation limit beyond which clause 12 shall apply for

Maintenacne Work**No Limit**

Corrections - Nil
 Insertions - Nil
 Omissions - Nil

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Clause-16:

Competent Authority for deciding reduced rates:	
Civil work	Chief Engineer-Dehradun, CPWD, Dehradun or his successor thereof

Clause -19:

Clause-19	Penalty for each default as mentioned in relevant clause of GCC
Clause-19 C	EE, inchargeAuthority to decide penalty for each default.
Clause-19 D	EE, inchargeAuthority to decide penalty for each default.
Clause-19 G	EE, inchargeAuthority to decide penalty for each default.
	EE, inchargeAuthority to decide penalty for each default.
Clause-19 K	EE, inchargeAuthority to decide penalty for each default.

Clause-25:

i	Conciliator:	ADG Chandigarh Region.
ii	Arbitrator appointing authority:	Chief Engineer-Dehradun
iii	Place of Arbitration:	Dehradun.

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**

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** 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. (Rupeesonly)
 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

Corrections - Nil
Insertions - Nil
Omissions - Nil

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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 liabilities against this guarantee is restricted to Rs..... (Rupees..... only) and unless a claim in writing is lodged, we shall stand discharged. Date. Witnesses: the constitution of the Bank or the, undertake not to revoke this ng, unless extended on demand bY the anything mentioned above, our liability against this guarantee is (Rupees..... only) and unless a claim in writing is lodged. With us within the date of expiry of the 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.

SPECIAL CONDITIONS

1. The person on duty should be in decent attire and well behaved. If any person do smoking, chewing tobacco or consuming alcohol or found misbehaving with any one during duty, the personnel shall be removed from the duty immediately and additional fine of Rs.500/- shall be recovered from the bill of agency for each such complaint.
2. The contractor shall insure payment of minimum wages as per Minimum Wages Act and as applicable from time to time to his workmen and records to this effect shall be produced to the Engineer in charge with the bill for release of payment.
3. The work is purely temporary and can be cancelled at any time.
4. Contractor has to make monthly payment to the persons deployed by him by the 10th day of every month.
5. ~~Agency has to submit duty roster for each month well in advance to the concern Assistant Engineer/Assistant Engineer(P) under this office as per duty assigned by the Engineer In charge.~~
6. Agency has to insure that the persons engaged by him is punctual to time and duty. Any unauthorized absence of duty will be penalized and recovery will be made from the bill of agency at proportionally double the rate of per day for per day default.
7. Any damage or loss caused to the office premises (including the building) or to any office article by workers on duty would be at the risk and cost of the agency undertaking the above work. The cost of the losses or damages decided by Engineer in charge shall be recovered from the agency and the amount determined by the Engineer in charge will be final and binding to agency.
8. All necessary medical aids etc. and other facilities that may be necessary for the workers on duty shall be arranged by the agency.
9. Payment will be made on submission of bill by the agency as per attendance sheet maintained in the office, subjected to clause 7 of GCC.
10. Payment will be made on the availability of fund. Nothing extra shall be paid for due to delay of payment.
11. Necessary recovery from the bill i.e Income Tax, Education Cess & Labour Cess etc. shall be made as per rules.
12. Agency shall have valid ESI & EPFO license and as per O.M. No. DG/MAN/252 dated 08.11.2012. The ESI and EPF contributions 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.

Corrections - Nil
 Insertions - Nil
 Omissions - Nil

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13. The rate quoted by the contractor shall be inclusive of cost of providing of all the items and services mentioned in schedule of quantity and as detailed in this tender document.
14. The Contractor shall ensure that it pays minimum wages to its workmen as also provide all statutory and social security benefits such as Provident Fund, Monthly component of Bonus and comply with provisions of other legislations such as Contract Labour Act, Payment of Insurance Act, Minimum Wages Act, Workmen Compensation Act and other labour laws. The Caterer shall obtain a license under the Contract Labour Act with regard to the workmen employed by him for providing Office assistant and Data Entry Operator services and shall furnish the department with the details of the same. The Office assistant and Data Entry Operator shall further maintain records required to be maintained under various statutory requirements and give details of the same to the department from time to time as also keep the departmental representative informed about the date of disbursement of wages to enable the departmental representative to remain present at the time of disbursement of wages as provided for under the Contract Labour Act. **The bill for the successive months shall be paid to the contractor only after he produces the records before the Engineer-in-charge relating to payment of wages to the workers, remittances of provident fund contribution to the EPF authorities, ESIC contribution and payment of bonus (due in the relevant month).**
15. The contractor should hold valid provident fund registration number allotted by the employees provident fund Commissioner.
16. The Contractor shall make necessary deductions on account of Provident Fund and deposit the same with the respective authorities by 15th of every month and furnish the copies so deposited.
17. The Contractor will take insurance policies for sufficient amounts to cover him-self against third party risks, workmen's compensation, etc. and will keep the Government indemnified against all such risks.
18. The Contractor at his own cost will require each of its employees to submit to a health examination by a qualified physician & submit a medical certificate indicating that the workmen is not suffering from venereal disease, tuberculosis and / or other contagious, infectious or communicable disease. The **Officer-in-charge** may at any time request the Contractor's employees be subjected to examination, and if said employee is found to have any of the aforementioned diseases, Contractor will immediately replace the said employee.
19. The Contractor will withdraw immediately any of his employees / agent who in the opinion of the **Officer-in-charge** are undesirable and the decision of the Officer-in-charge in this regard shall be final and binding on the Contractor.

ADDITIONAL CONDITIONS

1. One job for item no.1 will require one person working 8 hours per day during one month or as per direction of Engineer-in-charge.
2. One job for item no. 2 will require one person working 8 hours per day during one month or as per direction of Engineer-in-charge.
3. The person on duty should be well behaved. If any person do smoking, chewing tobacco or consuming alcohol or found misbehaving with any one during duty, the personnel shall be removed from the duty immediately and additional fine of Rs. 500/- shall be recovered from the bill of agency for each such complaint.
4. The contractor shall insure payment of minimum wages as applicable from time to time to his workmen and records to this effect shall be produced to the Engineer in charge with the bill for release of payment.
5. Contractor has to make monthly payment to ~~watchman/security personnel~~ & Computer operator and MTS deployed by him by the 10th of every month.
6. The office assistant, Computer operator have to be engaged by the agency as their employee and no claim for their absorption in the department will be entertained as this work is of temporary nature.
- ~~7. Agency has to submit duty roster for each month well in advance to the concerned Assistant Engineer/Assistant Engineer (P) under this Division, as per duty desired by Engineer In charge.~~
8. Agency has to insure that Office assistant/MTS & Computer operator provided is punctual to time and duty. Any unauthorized absence of duty will be penalized and recovery will be made from the bill of agency at proportionally double the rate of per day for per day default.
9. Any damage or loss caused to the office premises (including the building) or to any office article by workers on duty would be at the risk and cost of the agency undertaking the above work. The cost of the losses or damages decided by Engineer in charge shall be recovered from the agency and the amount determined by the Engineer in charge will be final and binding to agency.
10. All necessary medical aids etc. and other facilities that may be necessary for the workers on duty shall be arranged by the agency.
- ~~11. Watchman should be provided for round the clock duty daily as desired and directed by Engineer in Charge.~~
12. Payment will be made on submission of bill by the agency as per attendance sheet maintained in the office, subjected to Caluse 7 of GCC.
13. Payment will be made on the availability of fund. Nothing extra shall be paid for due to delay of payment.

14. Agency shall have valid ESI & EPFO license and as per O.M. No. DG/MAN/252 dated 08.11.2012. The ESI and EPF contributions 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.
15. Providing skilled computer operator having knowledge of MS word, Excel, Access, Power Point, E-mail and Internet operations.
16. The agency has to make payment to the workers as per minimum wages Act.
17. Monthly component of Bonus shall be payable to the workers as employed based on applicable orders by Government in this regard. Necessary recovery shall be made for non-payment of the same.
18. Current rates of minimum wages as per minimum wages Act for Dehradun are as under:-
 1. Computer operator = Rs. 918.00/day
 2. MTS = Rs. 693.00/day

ANNEXURE-I**DEPLOYMENT OF MANPOWER**

The contractor shall employ the following minimum manpower skilled in their field at the Architect-Dehradun at Dehradun and any increase in manpower whenever required, shall be deployed by the contractor at his own cost:

(i) Computer Operator : 01 Nos.

(ii) MTS : 01 Nos.

GENERAL TERMS AND CONDITIONS

1. The Work shall be carried out as per direction of Engineer-in-charge.
2. The contract can be terminated at any time without assigning any reason there of to the contract or the decision of Engineer-in-charge shall be final & binding to the contractor.
3. The payment shall be made quarterly.
4. The recovery shall be made from the contractor bill all taxes such as income Tax, GST & cess etc. as per Govt. rule.
5. **In case of any staff found absence from duty, the recovery will be made at the following rates from the contractor bill.**
 - a. **Un-skilled Personal- Rs. 1,500/- per staff/day**
 - b. **Skilled Personal- Rs. 2,000/- per staff/day**
6. The Firm /Contractor shall maintain wage record of workers and he should pay **minimum wages** as prescribed/amended by the Labour Department / Ministry. In case wages are revised, firm has to pay revised minimum wages.
7. The contractor will pay the salary through **cheque/RTGS/Net Banking** in workers bank account and submit the receipt of same to the Engineer-in-Charge. EPF /ESI contribution paid to the contract workers, if any, shall be reimbursed on actual basis on production of proof of payment. Documentary evidence if required shall be submitted to department. Contractor has to make payment of EPF/ESI contribution into workers account by 15th of each month failing which an amount Rs. 200/- per day per person shall be recovered subject to maximum of Rs.1500/- per month.
8. The contractor shall be bound to abide by all labour laws & shall pay minimum wages as per act under force to the deployed labour latest by 7th day of every month through bank. If payment is not made upto 10th day of every month an amount Rs.100/- per day per person shall be recovered from agencies RA bill for each default subject to maximum of Rs.10,000/- per month.
9. GST as applicable has been considered in this NIT and if any changes are made in GST rate by Govt. the same shall be effected from date of order.
10. The recovery such as Income Tax, Cess & GST etc. shall be made from the contractor Bill as per Govt. rules.
11. The rates should be quoted inclusive of all taxes, GST, levies; cartage etc., nothing extra shall be paid by the department.
12. The payment shall be made to the firm at regular interval such as quarterly. However it may be delayed due to any reason like non-availability of funds, LOC and other unforeseen reasons, the firm shall not claim anything extra in such contingencies but shall continue the work.
13. However, in respect of EPFO and ESIC same shall be paid by the contractor to the concerned department on demand and it will be reimbursed to him by the Engineer-in-charge after satisfying documentary proof that it has been actually and genuinely paid by the contractor.

Corrections - Nil
 Insertions - Nil
 Omissions - Nil

Sr. D/Man AE(P)

14. However, in respect of bouns same shall be paid by the contractor and it will be reimbursed to him by the Engineer-in-charge after satisfying documentary proof that it has been actually and genuinely paid by the contractor.
15. If the performance of engaged person is found unsatisfactory, the same be replaced by the contractor immediately or shall be removed by the deptt. Without notice.
16. Following Documents are to be submitted by contractor before start of work :-
 - (i) List of Personal to be deployed at site.
 - (ii) Bank Account Number with IFSC Code of each employee.
 - (iii) UAN No. & ESI Card No. of employee.
17. Following documents are to be submitted alongwith RA bill without which bill shall not be considered for payment:-
 1. Payment slip of workers deployed at site.
 2. Proof of payment of EPF/ESI of previous month.
18. Any complaint regarding Minimum wages/EPF&ESI contribution received by any personal/employee deployed by the agency to the Engineer in Charge, disciplinary action initiated against the agency as per agreement clauses.
19. Any violence in above terms & conditions than tender are canceled without notice and action taken against agency/contractor.

Schedule of Quantity

State: Uttarakhand

Division

EE (C-I)

Branch : B & R

Sub Division

DCSD-III

Name of Work :- Providing the services of computer operator and office assistant/MTS in the Sub-Division office-III under Executive Engineer (C-I), CPWD, Dehradun.

S. No.	Description	Qty	Unit	Rate	Amount
1	Providing the services of Computer/ Data Entry Operator for operating computers & peripherals, preparing Pay bills, typing letters in Hindi & English, printing work, preparing monthly reports, Tender documents, Estimates & Technical Sanctions and various office works in M.S. Windows7/8.1, M.S. Office i/c Work, Excel, PowerPoint, Access, WBPMS, PMS and can handle small problems of computer hardware & peripherals etc all complete as per direction of Engineer-in-charge.	8.00	Per Month	30,579.00	244,632.00
2	Providing services of MTS/ office boy for maintaining files/documents in sub- division office, carrying letter/document from sub-division to other higher offices and vice versa including assisting JE/AE at site for carrying out verification of measurements and field test etc. all complete as per direction of Engineer-in-charge.	8.00	Per Month	23,084.00	184,672.00
3	Extra for additional hour's of services provided beyond normal working hours i.e. before 9:30 am and after 5:30 pm on all working days on item No. 1.	200.00	Hour	294.00	58,800.00
4	Extra for additional hour's of services provided beyond normal working hours i.e. before 9:30 am and after 5:30 pm on all working days on item No. 2.	200.00	Hour	222.00	44,400.00
				Total Rs.	5,32,504.00

**Assistant Engineer
Dehradun Central Sub-Division-III,
C.P.W.D., Dehradun**

Corrections - Nil
Insertions - Nil
Omissions - Nil

Sr. D/Man AE(P)