



**GOVERNMENT OF INDIA
CENTRAL PUBLIC WORKS DEPARTMENT**

TENDER DOCUMENT

FOR

Name of Work : Charge to office contingencies (SH- Outsourcing of staff under CPWD, Gwalior.)

**Issued by
EXECUTIVE ENGINEER (E)
CENTRAL PUBLIC WORKS DEPARTMENT
GWALIOR**

INDEX FOR e-TENDERING

Name of work: Charge to office contingencies (SH- Outsourcing of staff under CPWD, Gwalior.)

S. No.	Description	Page Nos.
1	Cover Page & Index	01 - 02
2	Information & Instructions for contractors for e-tendering	03 – 07
3	CPWD 6 for e-tendering	08 – 13
4	Tender & Contract -CPWD-7 including schedule 'A' to 'F'	14 – 21
5	Terms & Conditions	22 – 23
6	Schedule of Work	24

Certified that this NIT contains pages **1 to 24 (One to Twenty Four Only)** .

This NIT is approved for Rs. 19,23,478/- (Nineteen Lakh Twenty Three Thousand Four Hundred Seventy Eight Only)

NIT No. 25 /EE(E)/Gwalior/2026-27

**Executive Engineer (E)
Central P.W.D.,Gwalior.**

Note : The enlisted contractors of class-II and above can tender within their tendering limit for works all over the country irrespective of jurisdiction of the enlisting authority. The tendering limit is uniform all over India. Enlisted contractors class-III, IV and V can tender within their tendering limit for works in the region of enlisting authority only. Enlisted contractors of class-III, IV and V can participate in tenders within the jurisdiction as detailed in table-9 as per their tendering limit.

As per No. DG/Enlist.Rules-2026/Misc./01 Dated 31.12.2025

GOVERNMENT OF INDIA
CENTRAL PUBLIC WORKS DEPARTMENT

**INFORMATION AND INSTRUCTIONS FOR CONTRACTORS FOR e-TENDERING
FORMING PART OF NIT AND TO BE POSTED ON WEBSITE**

The Executive Engineer (E), CPWD, 35-City Centre, Gwalior (Tel. no. 0751-2231199)/ on behalf of President of India invites online Percentage rate tender in single bid from approved and eligible contractors of CPWD for the following Work:

Sl. No.	NIT No.	Name of work & Location	Estimated cost put to tender	Earnest Money	Period of Completion	Last date & time of submission of tender i/c eligibility document & Original EMD, Copy of receipt for deposition of original EMD (Uploading)	Time & date of opening of tender
1	2	3	4	5	6	7	8
1	25 /EE(E)Gwalior/2026-27	Charge to office contingencies (SH-Outsourcing of staff under CPWD, Gwalior.)	Rs. 19,23,478/-	Rs. 38,470/-	12 Months	Up to 15:00 P.M. On 26.09.2026	At 15:30 PM On 26.09.2026

- 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 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 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 Mandatory Documents to be scanned and uploaded within the period of tender submission.

1. Insurance Surety Bond, Demand Draft/ Account Payee Banker's Cheque / FDR/ Bank Guarantee of any commercial Bank against EMD.
2. Copy of receipt for deposition of original EMD issued from division office of any Executive Engineer, CPWD (The EMD document shall be issued from the place in which the office of receiving division is situated).
3. Enlistment order of the Contractor in CPWD which should be valid as on last date of submission of bid.
4. Certificate of registration for EPFO, ESIC .
5. G.S.T. Registration Certificate with GST return upto date, 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 other bid documents.

"If work is awarded to me, I/We shall obtain G.S.T. registration Certificate as applicable, within one month from 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 a/c of the work executed and / or for any action taken by CPWD or G.S.T. department in this regard"

6. Copy of ERP training certificate shall uploaded.
7. Address with Phone No. and email-ID of bidder.
8. Undertaking for site inspection as per Annexure-II.
9. Undertaking for submission of labour license as applicable and as per labour Act.

**Executive Engineer (E)
Central P.W.D.,Gwalior.**

Annexure -I**Information and instructions for tender inviting authority for e-tendering.**

1. The NIT approving authority/ Tender inviting authority at the time of issue of NIT also fills and upload the following prescribed format of receipt of deposition of original EMD along with NIT:-

Receipt of deposition of original EMD (Receipt No..... date.....)

Name of work	NIT No.	Estimated Cost	Amount of Earnest money Deposit	Last date of submission of bid.
Charge to office contingencies (SH-Outsourcing of staff under CPWD, Gwalior.)	25 /EE(E)/Gwalior/26-27	Rs. 1923478/-	Rs. 38470/-	26.09.2026

(* 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	Date of submission of EMD

(#To be filled by EMD receiving EE/DDH)

2. The Authority receiving EMD in original form examines the EMD deposited by the bidder and issues receipt of deposition of earnest money to the agency in a given format uploaded by tender inviting authority. The receipt can also be issued by any subordinate gazetted authority as authorized by the Engineer-in-Charge/DDH.
3. The authority receiving original EMD also intimates tender inviting authority about deposition of EMD by the agency by email/fax/telephonically.
4. The original EMD receiving authority releases the EMD to unsuccessful bidders after the expiry of stipulated bid validity period or immediately after acceptance of the successful bidder, whichever is earlier, after verification from the e-tendering portal website ([https:// etender.cpwd.gov.in](https://etender.cpwd.gov.in)>closedTender>all) that the particular contractor is not L-1 tenderer and work is awarded.
5. The tender inviting authority calls for original EMD of the L-1 tenderer from EMD receiving authority immediately.

**Signature, Name and Designation of EMD
Receiving officer (EE/AE(P)/AE/AAO/DDH)
Alongwith Office stamp**

FORMAT FOR UNDERTAKING FOR SITE INSPECTION

To,

Executive Engineer (E),

Central P.W.D., Gwalior

“I/we hereby give an undertaking for the given work as follow :”

NIT No. 25 /EE(E)/Gwalior/2026-27

Name of Work : Charge to office contingencies (SH- Outsourcing of staff under CPWD,Gwalior.)

I/we have inspected and examined the site and its surroundings is/are satisfied before submitting our bid 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 I/we may require and in general shall myself/ourselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect our bid. I/we shall be deemed to have full knowledge of the site whether I/we inspect it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. I/we shall be responsible for arranging and maintaining at our 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 I/we implice(s) that I/we have read this notice and all other contract documents and has made myself/ourself 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 us by the Government and local conditions and other factors having a bearing on the execution of the work.

Place:

Date :

Yours faithfully

(Signatures of Bidder(s))

CPWD- 6 For e –Tendering

1. The Executive Engineer (E), CPWD, 35-City Centre, Gwalior (Tel. no. 0751-2231199)/ on behalf of President of India invites online Percentage rate tender in single bid from approved and eligible contractors of CPWD for the following Work:

N/W : Charge to office contingencies (SH- Outsourcing of staff under CPWD,Gwalior.)

The enlistment of the contractors should be valid on the last date of submission of tenders.

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. 19,23,478/-** This estimate, however, is given merely as a rough guide.

- 1.2 Intending bidders is eligible to submit the bid provided he has definite proof from the appropriate authority, which shall be to the satisfaction of the competent authority, of having satisfactorily completed similar works of magnitude specified below:-
Criteria of eligibility for submission of bid documents

- 1.2.1 ~~Conditions for Non CPWD registered contractors only, if bids are also open to non-CPWD Contractors.~~

~~For works estimated cost upto tendering limit of class I Buildings & Roads (erstwhile Composite/ Building/ infrastructure) category Contractor (However, for Horticulture category, it may be modified as per bidding limit of CPWD class I contractors of Horticulture category).~~

- (i) ~~Three similar works each of value not less than 40% of estimated cost put to tender or two similar works each of value not less than 60% of estimated cost put to tender or one similar work of value not less than 80% of estimated cost put to tender (all figures rounded to nearest convenient figure) during the last 7 years ending last day of the month previous to the one in which tenders are invited.~~

- (ii) ~~(ii) For EPC tender under Mode I/II only (Applicable for CPWD enlisted contractors of appropriate class also).~~

~~One completed work costing not less than Rs. executed with the structural system technology as proposed by bidder in the letter of transmittal during the last 7 years ending last day of the month previous to the one in which tenders are invited. This work can be part of eligible work at 1.2.1 (i) above or as a separate work.~~

Note: ~~For works costing above tendering limit of class II Buildings & Roads(erstwhile Composite/ Building/ infrastructure)category contractors but upto tendering limit of Class I Buildings & Roads(erstwhile Composite/ Building/ infrastructure)category Contractor (However, for Horticulture category, it may be~~

~~modified as per bidding limit of CPWD class II and CPWD Class I contractors respectively of Horticulture Category) when bids are open to non-CPWD contractors also, then class II contractors of CPWD registered shall also be eligible if they satisfy the eligibility criteria specified in 1.2.1 above.~~

1.2.2 ~~To become eligible for issue of bid, the bidders shall have to furnish an affidavit as under:-~~

~~I/We undertake and confirm that eligible similar works(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then I/we shall be debarred for bidding 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. (Scanned copy to be uploaded at the time of submission of 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 **12 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. The work is to be carried out in occupied building.
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. Earnest Money in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee including e- Bank Guarantee (for balance amount as prescribed) from any of the Commercial Banks (drawn in favour of **Executive Engineer, GCD- II, CPWD, Gwalior.**) shall be scanned and uploaded on 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 including e- Bank Guarantee of any Commercial bank having validity for a period of **90 days** for single bid works 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.

Copy of Enlistment Order and certificate of work experience and other documents as specified in the notice inviting e- tender shall be scanned and uploaded on 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 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, who has deposited EMD 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 26.09.2026

9. The bid submitted shall become invalid and e-Tender processing fee (if applicable) 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 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. 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.

11. **The description of the work is as follows:**

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 bidders shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. The bidders shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a bid by a 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.

12. 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.
13. 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.
14. 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.
15. 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 Housing and Urban Affairs. Any breach of this condition by the contractor would render him liable to be removed from the approved list of contractors of this Department.

16. 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 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.
17. The bids for the work shall remain open for acceptance for a period of **30 (thirty)** days from the date of opening of bids.
 - (i) If any tenderer withdraws his tender or makes any modification in the terms & conditions of the tender which is not acceptable to the department within 7 days after last date of submission of bids, then the Government shall without prejudice to any other right or remedy, be at liberty to forfeit 50% of the earnest money absolutely irrespective of letter of acceptance for the work is issued or not.
 - (ii) If any tenderer withdraws his tender or makes any modification in the terms & conditions of the tender which is not acceptable to the department after expiry of 7 days after last date of submission of bids, then the Government shall without prejudice to any other right or remedy, be at liberty to forfeit 100% of the earnest money absolutely irrespective of letter of acceptance for the work is issued or not.
 - (iii) In case of forfeiture of earnest money as prescribed in para (i) and (ii) above, the bidders shall not be allowed to participate in the rebidding process of the same work.
18. This notice inviting Bid shall form a part of the contract document. The successful bidder/ contractor, on acceptance of his bid by the Accepting Authority shall within 15 days from the stipulated date of start of the work, sign the contract consisting of:-
 - (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 7/8 or other Standard C.P.W.D. Form as applicable.
19. The intending bidders are required to update their profile in CPWD e- tender portal and to upload their bids well in advance of last date of submission of tender. Any issue related to updating profile/uploading tender can be resolved through the concerned Executive Engineer/ Assistant Engineer (Phone No. 0751-2231199, e- mail Id gwa-eee@cpwd.gov.in or ERP helpline no. 18001803286 or e-mail Id cpwd.support@techmahindra.com. The e- tendering bidders are also advised not to wait to raise any issues till the last date of submission of bid in their own interest.
20. **Price Preference to SC/ST individual contractor for item rate/percentage rate tender:**
 Price preference in quoted item rate/percentage rate tender shall be applicable to the individual enlisted/non-enlisted SC/ST contractor as under:-

(i) For work(s) upto and equal to an estimated cost of Rs. 2.70 lakh a price preference upto 5% (with reference to the lowest valid tender) may be allowed in favor of individual SC/ST enlisted/non-enlisted contractor. No earnest money is required in such case(s).

(ii) For work(s) beyond an estimated cost of Rs. 2.70 lakh and upto and equal to estimated cost of Rs. 6.20 lakh, the price preference upto 5% (with reference to the lowest valid tender) may be allowed in favour of individual enlisted SC/ST contractor. However, earnest money at a reduced rate of ½% may be accepted in such cases.

The price preference upto 5% (with reference to the lowest valid price bid) may be allowed in favour of individual SC/ST contractor only. The above concession shall be allowed only after verification of the individual contractor's claim of belonging to SC/ST community.

Executive Engineer (E)
CPWD, Gwalior.

**GOVERNMENT OF INDIA
CENTRAL PUBLIC WORKS DEPARTMENT**

Percentage Rate Tender & Contract for Works

Tender for the work of: -

N/W : Charge to office contingencies (SH- Outsourcing of staff under CPWD,Gwalior.)

- (i) To be submitted up to 3:00 PM online on : 26.09.2026
- (ii) e-tenders to be opened at 3:30 PM on 26.09.2026 in the office of the Executive Engineer (Elect.), CPWD, Gwalior.

Issued to

Signature of officer issuing the documents

Designation : Executive Engineer (Elect.), CPWD, Gwalior.

Date of Issue

TENDER

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

I/We hereby tender for the execution of the work specified for the President of India within the time specified in Schedule 'F', viz., schedule of quantities and in accordance in all 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 respects in accordance with, such conditions so far as applicable.

I/We agree to keep the tender open for **30 (Thirty)** days from the due date of opening of tender 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 his 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 guarantee to execute all the

AE(E)(P) Correction...Nil..Insertion...Nil..Overwriting...Nil..Deletion...Nil..... EE(E)

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, 12.3 & 12.4 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 Deposited / 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 the 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: #

Signature of Contractor #

Witness: #

Postal Address #

Address: #

To be filled in by the contractor/ witness as applicable

Occupation: #

ACCEPTANCE

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

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

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

For & on behalf of President of India

Signature

Dated:

Designation

PROFORMA OF SCHEDULES

(Separate Performa for Civil, Elect. & Hurt. Works in case of Composite Tenders)
(Operative Schedules to be supplied separately to each intending tendered)

SCHEDULE 'A'

Schedule of quantities (as per PWD-3) – as per schedule of work attached -

SCHEDULE 'B'

Schedule of materials to be issued to the contractor.

Sl. No.	Description of Item	Quantity	Rates in figures & words at which the material will be charged to the contractor	Place of Issue
1	2	3	4	5
----- NIL -----				

SCHEDULE 'C'

Tools and plants to be hired to the contractor

Sl. No.	Description	Hire charges per day	Place of Issue
1	2	3	4
----- NIL -----			

SCHEDULE 'D'

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

----- As Enclosed -----

SCHEDULE 'E'

Reference to General Conditions of contract.

Name of Work : Charge to office contingencies (SH- Outsourcing of staff under CPWD,Gwalior.)

Estimated cost of work :

(i) Earnest Money :

(ii) Performance Guarantee :

Rs. 19,23,478/-

Rs. 38,470/-

**(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
or
~~2.5% of tendered value plus 3% 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 :

Maximum percentage for quantity of items of work to be executed beyond which rates are to be determined in accordance with Clauses 12.2 & 12.3.

See below

Officer inviting tender

EXECUTIVE ENGINEER (ELECT.),
CPWD, GWALIOR.

Definitions:

2(v) Engineer-in-Charge

EXECUTIVE ENGINEER (ELECT.),
CPWD, GWALIOR.

2(viii) Accepting Authority

EE(E), CPWD, Gwalior

2(x) Percentage on cost of materials and Labor to cover all overheads and profits:

15% (Fifteen percent)

2(xi) Standard Schedule of Rates: -

SCHEDULE OF RATES (ELECTRICAL) – 2025
& M.R. OF NON-SCHEDULE ITEMS

2(xii) Department :

CENTRAL PUBLIC WORKS DEPARTMENT

9(ii) Standard CPWD Contract Form
GCC maintenance work 2023, CPWD
Form 7/8 as modified &
corrected upto **previous day of the
last date of submission of the
tender.**

CPWD Form – 7

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 there of from the date of issue of letter of acceptance

07 DAYS

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

03 DAYS

Clause 2

Authority for fixing compensation under clause 2

SUPERINTENDING ENGINEER
CPWD, Gwalior

AE(E)(P) Correction...Nil..Insertion...Nil..Overwriting...Nil..Deletion...Nil..... EE(E)

Clause 2A

Whether Clause 2A shall be applicable

No

Clause 5

Number of days from the date of issue of letter of acceptance for reckoning date of start.

10 DAYS

Milestone(s) :- as per Table given below

Table of milestone(s)

S.No.	Description of Milestone	Time allowed in days (From date of start)	Amount to be withheld in case of non-achievement of milestone
	N.A.		

Time allowed for execution of work

12 Months

Authority to decide:

(i) Extension of time

EXECUTIVE ENGINEER (ELECT.),
CPWD, GWALIOR.

(ii) Rescheduling of mile stone

SUPERINTENDING ENGINEER
CPWD, Gwalior(iii) Shifting of date of start in
case of delay in handing over of siteSUPERINTENDING ENGINEER
CPWD, Gwalior**Clause 5**

Applicable clause 5/ Clause 5A

5

Clause 6 :Computerised Measure Book (CMB)
/Electronic Measurement Book (EMB)

Mode of Measurement

CMB

Clause 7Gross 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

1.60 Lakh

Clause 7(A) – Whether clause 7(A) shall be applicable -

Yes

Clause 10AList of testing equipment to be provided
by the contractor at site lab.- ~~As per Annexure "A"~~

AE(E)(P)

Correction...Nil..Insertion...Nil..Overwriting...Nil..Deletion...Nil..... EE(E)

Clause 10B (ii)

Whether Clause 10B (ii) shall be applicable

No

Clause 10C

Component of labor expressed as percent

Applicable

Clause 10CC

NOT APPLICABLE

Clause 11Specifications to be followed
for execution of work**Part-I** (Internal) 20203, **Part-II** External 2023

1. **Part- III** Lift & Escalators – 2023, Amendment No. 1, **Part -V** Wet Riser & Sprinkler Systems –2020, General Specifications for Heating, Ventilation & Air-Conditioning (HVAC) - [2024](#), **Part- VI** Fire detection & Fire alarm system-2018 , With correction slips up-to the previous day of the last date of submission of Bid including extension., if any and manufacturer's specification and as per direction of Engineer-in-charge.
2. Additional specifications as per attached with Schedule of work

Clause 12

Authority to decide deviation beyond
1.25 times & upto 1.5 times of tender
amount :
Type of work :

SE/CPWD/Gwalior
Maintenance work

12.2

Deviation limit beyond which
clause 12.2 shall apply
for work.

No Limit

Clause 16

Competent Authority for
deciding reduced rates.

SE,CPWD,Gwalior

Clause 18

List of mandatory machinery, tools & plants
to be deployed by the contractor at site:

- As per Annexure "A"

Clause 19C

Executive Engineer (E),CPWD, Gwalior authority to decide penalty for each default.

Clause 19D

Executive Engineer (E), CPWD,Gwalior authority to decide penalty for each default.

Clause 19G

Executive Engineer (E), CPWD,Gwalior authority to decide penalty for each default.

Clause 19K

Executive Engineer (E), CPWD,Gwalior authority to decide penalty for each default.

Clause 25 : Settlement of Dispute by Conciliation and Arbitration

AE(E)(P)

Correction...Nil..Insertion...Nil..Overwriting...Nil..Deletion...Nil..... EE(E)

1	Conciliator	ADG ,Bhopal
2	Arbitrator Appointing Authority	SE, Gwalior
3	Place of Arbitration	Gwalior

Clause 32**Requirement of Technical Representative(s) and recovery Rate**

Sl. No	Minimum Qualification of Technical Representative	Discipline	Designation (Principal Technical representative)	Minimum Experience	Number	Rate at which recovery shall be made from the contractor in the event of not fulfilling provision of clauses 32	
						Figure	words
			N.A.				

NOTE: 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 printed by C.P.W.D.
- [ii] Variations permissible on theoretical quantities:
- (a) Cement
- For works with estimated cost put to tender not more than Rs. 25 lakh. 3% plus/minus.
- For works with estimated cost put to tender more than Rs. 25 lakh. 2% plus/minus.
- (b) Bitumen All Works 2.5% plus & only & nil on minus side.
- (c) Steel Reinforcement and structural steel sections for each diameter, section and category 2% plus/minus.
- (d) All other materials. Nil.

Executive Engineer (E)
Central P.W.D, Gwalior

Annexure-A**(As Per Clause 10A & 18)**

List of mandatory machinery, tools and plants & testing Equipment to be deployed by the contractor at site.

1.	Steel/Aluminium Ladder 1.5 m to 8 m. -	2 Nos.
2.	Chase cutting machines. -	2 Nos.
3.	Electrical wire drawing equipment -	2 Set.
4.	Torque wrench for nut/bolt/screws -	2 Nos.
5.	Conduit die set. -	2 Set.
6.	Pipe vice. -	1 No.
7.	Bench vice. -	1 No.
8.	L.T.Megger 500/1000 volts. -	1 No.
9.	Tong Tester. -	1 No.
10.	Multimeter. -	1 No.
11.	Hydraulically operated & hand operated crimping machine. -	1 No.
12.	Earth tester. -	1 No.
13.	Electrically operated drilling machine. -	2 Nos.
14.	Electrically operated Hammer drilling machine.-	2 Nos.
15.	Electrically operated Chase cutting machine. -	1 No.
16.	Gas charging kit -	1 No.
17.	Pressure Jet Machine -	1 No.
18.	TDS & pH meter -	1 Set

Note : The Engineer In Charge may add or delete above listed mandatory machinery, tools and plants & testing equipments as per actual requirement at site.

TERMS & CONDITIONS

Name of work : Chargeable to office contingencies (SH- Outsourcing of staff under CPWD, Gwalior).

1. The work shall be carried out strictly in accordance with the terms & conditions of the agreement & directions of the Engineer-In-charge.
2. The staff as mentioned in the schedule of work should be physically present at site for 8 hrs daily as decided by the Engineer-in-charge except Sundays & Holidays. The staff should be well qualified for different Computer related operations.
3. The deployed person should have an experience of similar type of work for not less than five years against item No. 1 & 2 .
4. The staff deployed should be punctual & well behaved.
5. In case, any staff deployed by the agency is found indulged in undesired activities, he shall be replaced by the contractor immediately.
6. Recovery shall be made at the following rates for the absence of the staff on any working day – high skilled staff - Rs. 2016/- per day, skilled staff –Rs. 1836/- per day & unskilled staff – Rs. 1386/- per day.
7. The contractor shall maintain necessary attendance register etc. i. r. o. the staff deployed & produce a copy of the same along with each running/ final bill.
8. The rates quoted shall be inclusive of all taxes duties i.e. GST.
9. The timing of the shift shall be decided by the Engineer-in-charge.
10. The list of the staff to be deployed shall be submitted to the engineer-in-charge alongwith their name, address, qualification etc. for his approval before commencement of the work.
11. Labour engaged by the contractor shall not be paid less than the minimum wages as fixed by the Government from time to time, strictly.
12. No worker shall be changed by the contractor without prior approval of the Engineer-In-Charge.
13. The contractor shall produce the bank statement showing labour payment is made through bank before preparation of RA Bill/Final Bill.

14. The rates tenderer shall be inclusive of all taxes, duties, octroi, levies, freight & watch and ward for the work at site etc. EPF & ESI contribution paid shall be reimbursed to the contractor on actual basis on production of proof as per CPWD works manual 2022 corrected upto date.
15. The contractor shall provide uniform to the engaged staff . The staff deployed of work shall be trained and qualified as per the CPWD manual requirement and should be able to behave properly with the department's officials . In case complaint about any misbehavior and/or for improper working of any staff of contractor is received /noticed the concerned person shall be removed and replaced by contractor immediately failing of which it shall be presumed that no such staff was on duty, besides taking any other suitable action by Engineer-in-charge.
16. This is purely temporary and stop gap arrangement. This does not give the right to the contractor or the person deployed by him for the employment in the department.
17. The contractor shall bound to make the payment of wages to the staff deployed at work by 3rd of each month in their bank account through cheque or draft or e-transaction and contractor has to furnish a certificate to this office duly verified by AE(E) & JE(E)/ failing which a recovery has been made @ Rs. 1000/- per day in each RA bill /Final bill.
18. The contractor shall be responsible to maintain records attendance and payment etc. of his deputed on duty staff as per rules and shall be paid 10% extra of minimum wages revised time to time on account of experience of staff against item No. 3, every month.
19. ESIC & EPFO of the deployed staff shall be deposited by the contractor in their A/c on monthly basis.
20. AE (E) may be ensure the deployed staff having valid qualification before start the work and handing over the site to the agency.
21. No RA bill shall be paid without document of ESI & EPF contribution of employee , salary sheet & attendance sheet. If contractor fails to submit the proof of ESI & EPF contribution of employee for each month a recovery of double rate shall be made in each month.
22. The contractual employees will be paid as per the wages updated from time to time under the Jabalpur Labor Act and on submission of EPF/ESIC. If they are paid less than minimum wages and the complaint is found, the contract of the contractor will be terminated and the performance guarantee will be forfeited and the Executive Engineer will have full authority over it.
23. The payment shall be subject to availability of budget.

Assistant Engineer (E) P
CPWD, Gwalior

Executive Engineer (E)
CPWD, Gwalior

SCHEDULE OF WORK**Name of Work: Charge to office contingencies (SH- Outsourcing of staff under CPWD,Gwalior.)**

S.No	Description of Item	Qty	Rate	Unit	Amount
	(EE(E),CPWD,Gwalior Staff)				
1	Providing services of skilled outsource staff for operation of computer system for compiling of data including typing of official records such as routine office correspondence and other works i.e. budget & expenditure work, progress reports, RTI matters , arbitration ,WPMS,PFMS,LIMBS ,PG Portal ,GeM ,Bhavisya portal & other as required for the office of EE(E), Gwalior during working hours on all working days except Sunday & holidays complete etc as reqd. - 2 Nos.	12	65789	Month	789468
2	Providing services of unskilled outsource staff to discharge various /miscellaneous office duties in the office during working hours on all working days except Sunday & holidays complete etc as reqd. - 2 Nos.	12	49753	Month	597036
3	Providing services of high skilled outsource staff for Divisional office at Gwalior in one shift of 8 Hrs. daily during working hours on all working days except Sundays & Holidays. (Graduate & above having minimum 10 Years of experience) to perform all Computer related operations like e-tendering / ERP/NIT/ PE/ DE / e-Quotation/e-Auction/ Justification/ TS & other technical documentations work i/c maintaining the records of divisional planning branch & day to day office work as per terms & conditions etc. as required.- 1 No.	12	39702	Month	476424
4	Extra for providing the duty beyond 8 hours (normal duty) as and when required (against item No. 3)	350	173	Hrs	60550
	Total				1923478

Assistant Engineer (E) (P)
CPWD,Gwalior

Executive Engineer (E)
CPWD, Gwalior

AE(E)(P)

Correction...Nil..Insertion...Nil..Overwriting...Nil..Deletion...Nil..... EE(E)