

NIT No. 42/EE/MUMBAI-II/2026-27

Name of work: Providing Services of Architectural Assistant, Computer operators and Office Attendants in office of CE Mumbai-I, Architect Office & P.A.O. Office during-2026-27.

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GOVERNMENT OF INDIA
CENTRAL PUBLIC WORKS DEPARTMENT

NOTICE INVITING e-TENDER

The Executive Engineer, Mumbai - II, (Formerly EE, MCD-V), CPWD, Mumbai-37 invites on behalf of the President of India, online Percentage rate bids from approved and eligible contractors of **CPWD-CIVIL/COMPOSITE, NON CPWD CONTRACTOR & OTHER SPECIALIZED AGENCIES** for the following work :-

NIT No.: 42/EE/MUMBAI-II/2026-27

Name of Work: Providing Services of Architectural Assistant, Computer operators and Office Attendants in office of CE Mumbai-I, Architect Office & P.A.O. Office during-2026-27.

Estimated Cost: Rs. 24,60,718/-

Earnest Money: Rs. 49,214/-

Period of completion: 10 (Ten) Months

Last time and date of submission of bid: 30/09/2026

The bid forms and other details can be obtained from the website www.etender.cpwd.gov.in. The tender notice is also available on website

CHECK LIST FOR CONTRACTORS FOR SUBMISSION OF BIDS

1. The bidder should read all the instructions, terms & conditions, contract clauses, nomenclature of items, specifications etc. contained in the tender documents very carefully, before quoting the rates. The tenderer should also read the CPWD General Conditions of Contract 2023 for Maintenance work (with correction slips up to last date of submission of tender) which will be part of the agreement.
2. The agency shall quote the rate for complete scope of work in both words and figures.
3. The contractor shall quote his rates keeping in mind the scope of work, time line, specifications, terms & conditions, additional conditions and special conditions etc. and nothing shall be payable extra whatsoever unless otherwise specified.
4. The contractor shall also furnish 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** in addition to the other deposits mentioned elsewhere in the contract for proper of the agreement. The Performance Guarantee shall be in the shape of FDR or Bank guarantee as per Performa given in Annexure enclosed.
5. In the event of the tender being submitted by a firm, it must be signed separately by each partner thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so. Such power of attorney should be produced with the tender and it must be disclosed that the firm is duly registered under the Indian partnership act, 1952.
6. GST / other taxes as applicable shall be paid by the contractor himself. Amount quoted by the bidder shall be inclusive of all taxes & nothing extra shall be payable. The department shall deduct the mandatory deductions at source from the R.A bills as applicable. However for statutory deduction of income tax & GST, necessary TDS certificate shall be given by department. The contractor shall quote his rates considering all such deductions.
7. The tender, which is not duly signed by authorized signatory or is conditional shall be treated as non-responsive and shall be summarily rejected.
8. Online bid documents submitted by intending bidders shall be opened only of those bidders, whose EMD deposited with any division office of CPWD, anywhere in India and other documents scanned and uploaded are found in order.

INFORMATION & INSTRUCTIONS FOR CONTRACTORS FOR e-TENDERING

The Executive Engineer, Mumbai - II, (Formerly EE, MCD-V), CPWD, Mumbai-37 invites on behalf of the President of India, online Percentage rate bids from approved and eligible contractors of **CPWD-CIVIL/COMPOSITE, NON CPWD CONTRACTOR & OTHER SPECIALIZED AGENCIES** for the following work :-

NIT No	42/EE/MUMBAI-II/2026-27
Name of Work	Providing Services of Architectural Assistant, Computer operators and Office Attendants in office of CE Mumbai-I, Architect Office & P.A.O. Office during-2026-27.
Location	Mumbai
Estimated cost put to bid	Rs. 24,60,718/-
Earnest Money	Rs. 49,214/-
Period of Completion	10 (Ten) Months
Last date & time of online submission of bid	Up to 17:00 Hrs. on <u>30/09/2026</u>
Time and date of opening of bid	Up to 17:30 Hrs. on <u>30/09/2026</u>

1. Non CPWD Contractor/ Specialized Agencies who fulfill the following requirements shall be eligible to apply.

- a. Should have completed the similar works as mentioned below during the last Seven Years ending previous day of last date of submission of Bids.

Three similar works each costing not less than that Rs. 9.85 lakh

OR

Two similar works each costing not less than that Rs. 14.75 lakh

OR

One similar work costing not less than that Rs. 19.70 lakh.

“Similar work” shall mean work of “**Providing Services of Architectural Assistant, Computer Operators and Office Attendants**” in any Central / State Government / PSU etc. The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to previous day of last date of submission of bids. The completion certificate shall be signed an officer not less than the rank of Executive Engineer / Project Manager.

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 www.etender.cpwd.gov.in free of cost.
4. 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. (The EMD document shall only be issued from the place in which the office of receiving division office is situated) and uploading the mandatory scanned documents such as Demand Draft or pay order or Banker's Cheque or Deposit at call Receipt or Fixed Deposit Receipts and Bank Guarantee of any 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, CPWD and other documents as specified.

A part of earnest money (EMD) is acceptable in the form of bank guarantee also. In such cases, 50% of earnest money or Rs. 20 Lakh whichever is less, will have to be deposited in shape prescribed above and balance can be accepted in form of Bank Guarantee issued by a Commercial bank. The bank guarantee submitted as a part of Earnest Money shall be valid for a period of six months or more from the last date of submission of bid.

5. Those contractors not registered on the website mentioned above, are required to get registered before hand. If needed they can be imparted training on online bidding process as per details available on the website.
6. The intending bidder must have valid class-III digital signature to submit the bid.
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. Bidder should ensure that the document uploaded is legible and full documents page is properly scanned.
9. Contractor must ensure to quote his Item rate (above/below) in the attached schedules. However, if a tenderer does not quote any Item above / below on the total amount of the tender or any section / sub head in Item rate tender, the tender shall be treated as invalid and will not be considered as lowest tenderer.
10. The bid submitted shall become invalid and e-tender processing fee shall not be refunded if:
 - (i) The bidder is found ineligible.
 - (ii) The bidder does not upload the scan copies of all the documents stipulated in bid document
 - (iii) If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted physically by the lowest bidder in the office of bid opening authority.

- (iv) If a tenderer quotes nil rates against each item in item rate tender or does not quote any percentage above/below on the total amount of the tender or any section /subhead in percentage rate tender, the tender shall be treated as invalid and will not be considered as lowest tenderer.

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

- i. Copy of receipt for deposition of original EMD to division office of any Executive Engineer (including NIT issuing EE/AE), CPWD.
- ii. Treasury Challan/Demand Draft/Pay order or Banker's Cheque/Deposit at Call Receipt/ FDR/Bank Guarantee of any Commercial Bank against EMD drawn in favour of Executive Engineer, MCD-V, CPWD, Mumbai.
- iii. GST registration certificate of the State in which the work is to be taken up, if already obtained by the bidder.

If the bidder has not obtained GST registration in the state in which the work is to be taken up or as required by GST authorities, then in such case the bidder shall scan & upload following undertaking along with other bid documents.

"If work is awarded to me, I / we shall obtain GST registration certificate of the State in which work is to be taken up 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 account of work executed and/or any action taken by CPWD or GST department in this regard."

- iv. Permanent Account Number (PAN) as issued by the Income Tax Department.
- v. Work completion certificate signed by the competent authority. The completion certificate shall be signed by officer not below than the rank of Executive Engineer / Project Manager.
- vi. ERP (Enterprise Resource Planning) Training Certificate in the name of the Proprietor/ Agency/ Authorised representative issued by the Competent Authority of CPWD.

All modifications/amendments /corrigendum issued regarding this bidding process, shall be uploaded on website only and shall not be published in any News paper.

If any information furnished by the applicant is found incorrect at a later stage, he shall be liable to be debarred from tendering/taking up of works in CPWD. The department reserves the right to verify the particulars furnished by the applicant independently.

After submission of the bid the agency can re-submit revised bid any number of times but before last time and date of submission of bid as notified.

While submitting the revised bid, agency can revise the rate of one or more item(s) any number of times (he need not re-enter rate of all the items) in case of item rate tender and / or revise the percentage in case of percentage rate tender, within the last time and date of submission of bid as notified.

**Executive Engineer, Mumbai - II,
CPWD, Mumbai-37.**

Government of India CPWD

Notice Inviting Tender for e-Tendering

1. The Executive Engineer, Mumbai - II, (Formerly EE, MCD-V), Kendriya Sadan, 2nd floor, Sector-7, CGS Colony, Antop Hill, Mumbai-37 (Telephone No. 9250228201, Email Id- mumeemcd5.cpwd@gov.in) on behalf of the President of India invites online Percentage rate from approved and eligible contractors of **CPWD-CIVIL/COMPOSITE, NON CPWD CONTRACTOR & OTHER SPECIALIZED AGENCIES** for the following work:-

NIT No.: – 42/EE/MUMBAI-II/2026-27

Name of work: Providing Services of Architectural Assistant, Computer operators and Office Attendants in office of CE Mumbai-I, Architect Office & P.A.O. Office during-2026-27.

The enlistment of contractors shall be valid on the last date of submission of bid.

In case the last date of submission of bid is extended, the enlistment of contractor shall be valid on the original date of submission of bid.

Joint ventures / Consortium and special purpose vehicle are not accepted.

- 1.1 The work is estimated to cost **Rs. 24,60,718/-**. 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.
- 1.1.1 The bidder should have satisfactorily completed in last 7 (seven) years ending previous day of last date of submission of bids.

- i) Three similar completed works each of value not less than **Rs. 9.85 lakh**
or
- ii) Two similar completed works each of value not less than **Rs. 14.75 lakh**
or
- iii) One similar completed works each of value not less than **Rs. 19.70 lakh**

“Similar work” shall mean work of “**Providing Services of Architectural Assistant, Computer Operators and Office Attendants**” in any Central / State Government / PSU etc. The value of executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum, calculated from the date of completion to previous day of last date of submission of bids. The completion certificate shall be signed an officer not less than the rank of Executive Engineer / Project Manager.

2. Agreement shall be drawn with the successful tenderer on prescribed Form No. CPWD-7 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 **10 (Ten) 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.

OR

The site for the work shall be made available in parts as available.

.....*

- (ii) ~~The concept architectural and structural drawings for the work are available. (*)~~

Or

~~The architectural and structural drawings if any, shall be made available in phased manner, as per requirement of the same as per approved program of completion submitted by the contractor after award of work.~~

5. The bid document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents and **Standard General Conditions of Contract 2023 for Construction Work** can be seen from the website www.etender.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 tender 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 components) but before last time and date of submission of tender as notified.

Copy of Enlistment Order and other documents as specified in NIT shall be scanned and uploaded to the e-tendering website within the period of bid submission. **However, certified copy of all the scanned and uploaded documents as specified shall have to be submitted by the lowest bidder only within the period specified 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 office of CPWD and other documents scanned and uploaded are found in order. The bid submitted shall be opened at 05:30 PM on [30/09/2026](#)

- 8A. The contractors registered prior to 01.04.2015 on e-tendering portal of CPWD shall have to deposit tender processing fee at existing rates, or they have option to switch over to the new registration system without tender processing fee any time.

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

- (i) The bidder is found ineligible.
- (ii) The bidders does not deposit original EMD with division office of any Executive Engineer, CPWD (The EMD document shall only be issued from the place in which the office of receiving division office is situated).
- (iii) The bidders does not upload all the document as stipulated in bid document.
- (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 tenderer in the office of tender opening authority.
- (v) Work completion certificate signed by the competent authority. The completion certificate shall be signed an officer not less than the rank of Executive Engineer / Project Manager

10. The contractor, whose bid is accepted, will be required to furnish 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** within the period specified in Schedule F. This guarantee shall be in the form of cash (in case guarantee amount is less than Rs. 10000/-) or Deposit at Call receipt of any Commercial bank/Banker's cheque of any Commercial bank/ demand Draft of any Commercial bank/Pay order of any Commercial Bank of any Commercial bank (in case guarantee amount is less than Rs. 1,00,000/-) or Government Securities or Fixed Deposit Receipts or Guarantee Bonds of any Commercial Bank or the State Bank of India 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 alongwith bid shall be returned after receiving the aforesaid performance guarantee. The contractor whose bid is accepted will also be required to furnish either copy of applicable licenses/registrations or proof of applying for obtaining labour licenses, registration with EPFO, ESIC and BOCW Welfare Board and Program Chart (Time and Progress) within the period specified in Schedule F.

11. The description of the work is as follows:

Providing Services of Architectural Assistant, Computer operators and Office Attendants in office of CE Mumbai-I, Architect Office & P.A.O. Office during-2026-27.

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 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 bidder 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 to 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 Region Mumbai (Division in case of contractors of Horticulture / Nursery category) responsible for award and execution of contracts, in which his near relative is posted as 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.
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 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 tender or engagement in the contractor's service.
17. The bid for the works shall remain open for acceptance for a period of Thirty **(30) days** from the last date of receipt of bid in case of single bid system.
- i) If any bidder withdraw his bid or makes any modifications in the terms and conditions of the bid which are not acceptable to the department during the validity of tender (including extended validity of tender) then the Government shall, without prejudice to any other right or remedy, be at liberty to suspend the bidder for one year as per Proforma of Earnest Money Deposit Declaration irrespective of letter of acceptance for the work is issued or not.
 - ii) ~~If any bidder withdraw his bid or makes any modifications in the terms and conditions of the bid which are 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 said earnest money absolutely irrespective of letter of acceptance for the work is issued or not.~~
 - iii) In case of suspension of bidder as prescribed in Para i) above, the bidder shall not be eligible to bid for CPWD tenders from the date of issue of suspension order.
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, particular specifications, special conditions, minutes of pre-bid meeting, schedule of quantities and drawings, if any, forming part of the bid as uploaded at the time of invitation of bid and the rates quoted online at the time of submission of bid and acceptance thereof together with any correspondence leading thereto.
 - b) Standard C.P.W.D. Form 7 or other Standard C.P.W.D. Form as applicable.

**Executive Engineer Mumbai - II,
CPWD, Mumbai-37.**

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

(Note : EMD drawn in favour of Executive Engineer, MCD-V, CPWD, Mumbai.)

Name of work:- Providing Services of Architectural Assistant, Computer operators and Office Attendants in office of CE Mumbai-I, Architect Office & P.A.O. Office during- 2026-27.

1. NIT No. : **42/EE/MUMBAI-II/2026-27**
2. Estimated Cost : Rs. 24,60,718/-
3. Amount of Earnest Money Deposit : Rs. 49,214/-
4. Last date of submission of bid Up to 5.00 PM on: **30/09/2026**

(* To be filled by NIT approving authority / EE at the time of issue of NIT and uploaded alongwith NIT)

- 1) Name of contractor _____ #
- 2) Email ID of contractor _____ #
- 3) Contact Number : _____ #
- 4) From of EMD _____ #
- 5) Amount of Earnest Money Deposit _____ #
- 6) Date of submission of EMD _____ #

Signautre, Name and Designation of EMD
receiving officer (EE/AE(P)/AE/AAO)
alongwith office stamp

(# To be filled by EMD receiving EE)

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 (here in after called "The Government") has invited bids under_____(NIT NUMBER).....dared..... for.....(Name of work)..... The Government has further agreed to accept irrevocable Bank Guarantee for Rs..... (Rs..... only) valid up to..... (Date)..... as Earnest Money Deposit from.....(Name and address of contractor).....(here in after 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 (here in after called "The Government") has entered into an agreement bearing number with..... (Name and address of the contractor)..... (Here in after called "the Contractor") for execution of work..... (Name of work) The Government has further agreed to accept an irrevocable Bank Guarantee for Rs..... (Rs..... only) valid up to..... (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..... (Name of the bank)..... (Here in after referred as "The Bank"), hereby undertake to pay to the Government an amount not exceeding Rs..... (Rs.....only) on demand by the Government within 10 days of the demand.
3. We..... (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..... (Rs.....only).
4. We..... (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..... (Name of the Bank)....., further agree that the Government shall have the fullest liberty without our consent and without affecting in any manner, our obligation here under to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said contractor and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said contractor or for any forbearance, act of omission on the part of the Government or any indulgence by the Government to the said contractor or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. We..... (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 constitution of the bank or the Contractor.
8. We..... (Name of the Bank)..... Undertake not to revoke this guarantee except with the consent of the Government in writing.
9. This Bank Guarantee shall be valid up to..... unless extended on demand by the Government. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs..... (Rs.....only) unless a claim in writing is lodged with us within the date of expiry or extended date of expiry of this guarantee, all our liabilities under this guarantee shall stand discharged.

Date.

Witnesses:

1. Signature.....

Authorized signatory

Name and address

Name

Designation

Staff code no.

Bank seal

2. Signature.....

Name and address

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

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

**GOVERNMENT OF INDIA
CENTRAL PUBLIC WORKS DEPARTMENT**

STATE: MAHARASTRA

BRANCH: B & R

Percentage Rate Tender and Contract for works

Tender for the work of: - **Providing Services of Architectural Assistant, Computer operators and Office Attendants in office of CE Mumbai-I, Architect Office & P.A.O. Office during-2026-27.**

- (i) To be uploaded by 17:00. Hours on **30/09/2026** to on website: www.tenderwizard.com/CPWD
- (ii) To be opened in presence of tenderers who may be present at 17.30 hours on **30/09/2026** in the office of **The Executive Engineer, Mumbai - II, Central Public Works Department, Kendriya Sadan, 2nd floor, Sector-7, CGS Colony, Antop Hill, Mumbai-37.**

BID

I / We have read and examined the notice inviting bid, schedule - A, B, C, D, E & F, specifications applicable, Drawings & Designs, General Rules and Directions, Conditions of Contract for CPWD Works of 2023 for Construction with amendments up to the last date of submission of bids, clauses of contract, Special conditions, schedule of rates & other documents and Rules referred to in the conditions of contract and all other contents in the bid document for the work.

I/We hereby bid for the execution of the work specified for the President of India within the time specified in Schedule 'F' viz., user requirement, schedule of quantity and approved drawings and in accordance in all respect with the specifications, designs, drawing and instructions in writing referred to in Rule-1 of General Rules and Directions and in Clause 11 of the Conditions of contract of 2023 for Construction with amendments up to the last date of submission of bids 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 bid open for **Thirty (30) days** from the date of last date of receipt of bid 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. If I/We, fail furnish 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 bid 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 (as modified) of the bid 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-bidding process of the work.

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 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 Deposited/Performance Guarantee.

I/We hereby declare that I/We shall treat the bid documents drawings and other records connected with the work as secret/confidential documents and shall not communicate information/derived there from to any person other than a person to whom I/We am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

Dated:

Witness:

Signature of Contractor

Address:

Postal 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..... (Rs.....).

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

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

For & on behalf of President of India

Signature

Designation

Dated:

PROFORMA OF SCHEDULES: A TO F

SCHEDULE 'A':

Schedule of quantity for quoting
rates:

Enclosed.

SCHEDULE 'D'

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

NIL

SCHEDULE 'E'

Reference to General Conditions
of contract:

General Conditions of Contract 2023 for
MAINTENANCE WORKS as amended / modified
up to the last date of submission of Bid.

Name of work: **Providing Services of Architectural Assistant, Computer operators and Office Attendants in office of CE Mumbai-I, Architect Office & P.A.O. Office during- 2026-27.**

Estimated cost of work:

Rs. 24,60,718/-

Earnest money:

Rs. 49,214/-

Performance Guarantee:

5% of tendered value.

Security Deposit:

2.5% of tendered value

SCHEDULE 'F': (General Rules & Directions)

Officer inviting tender:
Mumbai-II, CPWD, Mumbai

Executive Engineer,

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

Definitions:

2(v) Engineer-in-charge (For civil)

Executive Engineer,
Mumbai-II, CPWD, Mumbai

2(viii) Accepting Authority:

Executive Engineer,
Mumbai-II, CPWD, Mumbai

2(x) Percentage on cost of materials and
labour to cover all overheads and profits.

7.5%

2(xi) Standard Schedule of Rates:

CPWD, DSR 2023 with amendments

upto the date of submission of bids.

2(xii) Department

Central Public Works Department

9(ii) Standard CPWD contract Form

GCC-2023 for MAINTENANCE WORKS,

CPWD Form-7 modified & corrected up to : Last date of submission of bid.

Clause 1

i) Time allowed for submission of performance Guarantee, program chart, (Time and Progress) and applicable labour licenses, registration with GST, EPFO, ESIC and BOCW Welfare Board or proof of applying thereof from the date of issue of letter of acceptance, in days.

07 (Seven) days

ii) Maximum allowable extension with late fee @ 0.1% (Non refundable) per day of performance Guarantee amount beyond the period provided in i) above in days.

03 days with late fee @ 0.1% per day

Clause 2

Authority for fixing Compensation under clause 2:

CPWD, Mumbai

CE, MUMBAI-I.

Clause 5

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

10 (Twelve) days from Letter of Award or date of handing over of site whichever is later.

Time allowed for execution of work:**10 (Ten) Months****Authority to decide:**

i.	Authority to convey the decision of shifting of milestone and extension of time	: Executive Engineer, Mumbai-II, CPWD, Mumbai
ii.	Authority to decide rescheduling of milestone and extension of time	: Chief Engineer, Mumbai-I, CPWD, Mumbai
iii.	Shifting of date of start in case of delay in handing over of site	: Chief Engineer, Mumbai-I, CPWD, Mumbai

Proforma of Schedule: (Clause – V, Schedule of Handing Over of site)

Part	Portion of site	Description	Time period for handing over reckoned from the date of issue of letter of intent
Part A	Portion without any hindrance	Total site	Available
Part B	Portion with encumbrances		NA
Part C	Portion dependent on work of other agencies		NA

Clause 6 – Electronic Measurement Book (eMB)

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:

2.45 Lakh

Clause 7A

Whether Clause 7A shall be applicable: Yes, No Running Account Bill shall be paid for the work till the applicable labour licenses, registration with GST, EPFO, ESIC and BOCW Welfare Board, whatever applicable as submitted by the Bidder to the Engineer-in-Charge.

Clause 10A

Testing equipment to be provided by the contractor at Field testing laboratory:

1. Nil
2. Nil

Clause 10B (ii)

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

Clause 10C

Component of labour expressed as percent of value of work

: **Applicable**
100% (Qualifying amount for labour component will be 92.50% of the value of the work executed during period under consideration)

Clause 10CA : Not applicable

Clause 10CC:

Schedule of component of other Materials, Labour, POL etc. for price escalation (Component of civil & electrical construction materials expressed as percent of total value of work).

Not Applicable

Clause 11

Specifications to be followed for execution of work:

CPWD Specifications-2019 Vol. I & II with up to date correction slips.

Clause 12

Name of Work: Maintenance Work.

- (i) Up to 1.25 Times Of contract amount : EE MUMBAI-II, CPWD, Mumbai -37.
- (ii) Authority to decide deviation 1.25 to 1.5 times of tendered amount: : CE MUMBAI-I, CPWD, Mumbai-20.
- (iii) Authority to decide deviation 1.50 to 2.0 times of tendered amount : ADG/SDG, MUMBAI, CPWD, Mumbai-20

Clause 12.2. & 12.3

Deviation Limit beyond which
Clauses 12.2 & 12.3 shall apply
for building work:

Clause 12.5

- (i) Deviation limit beyond which
clauses 12.2. & 12.3 shall apply
for foundation work (except items
mentioned in earth work subhead
in DSR and related items) :
- (ii) Deviation Limit for items in Earth
Work Sub-Head of DSR or related
items:

No Limit

Clause 16

Competent Authority for deciding
Reduced rate.

CE MUMBAI-I, CPWD, Mumbai -20.

Clause 18

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

Description of Machinery	Quantity
Not applicable	

Clause 19 (C)

Authority to decide penalty for
each default:

EE MUMBAI-II, CPWD, Mumbai -37.

Clause 19 (D)

Authority to decide penalty for
each default:

EE MUMBAI-II, CPWD, Mumbai -37.

Clause 19 (G)

Authority to decide penalty for
each default:

EE MUMBAI-II, CPWD, Mumbai -37.

Clause 19 (K)

Authority to decide penalty for
each default:

EE MUMBAI-II, CPWD, Mumbai -37.

Clause 25

Conciliator

: Special Director General, CPWD,
Mumbai-20.

Arbitrator Appointing Authority : Chief Engineer, Mumbai-I, CPWD, Mumbai -20.

Place of arbitration : Mumbai.

(As per OM No. DG/CON/317 dated 28.06.2021)

Clause 32

The Requirement of Technical Representative(s) and Recovery Rates: Not Applicable as below:-

S. N O.	Minimum Qualification of Technical Representative	Discipline	Designation(Principal Technical/ Technical Representative)	Minimum experience	Number	Rate at which recovery shall be made from the contractor in the event of not fulfilling provision of Clause36(I)	
						Figure	Words
			----- N.A. -----				

TERMS & CONDITIONS

- 1) The agency shall provide Three number Architectural Assistant for the office of the Architect, CPWD, Mumbai. Person to be employed should have 2 (Two) year diploma in Civil Draughtmen/B. Arch from recognized Institute.
- 2) Two numbers computer operators for the Office of the Architect, CPWD, Mumbai at Mumbai & PAO office at Mumbai on monthly basis for carrying out works such as typing letters on computer and maintaining of register, preparing comparative statement for division office, assisting in preparation of NIT, assisting in Tender uploading & opening, Maintain Registers, diary, dispatch, filing of papers and ancillary works, Operating PIMS as per requirement, attending telephone call, assisting in preparing Preliminary and Detailed estimate, preparing extra item statement, Deviation statement, EOT case, rent case, arbitration letters, forwarding of Bills and any other required works on daily basis on all working days (except all Sundays & National Holidays) during office hours as per direction of Engineer- in-charge.
- 3) Two numbers Office Attendant an Office Attendant in the Office of the Chief Engineer (Mumbai-I), CPWD, having working Knowledge of Hindi and English for carrying out office -related duties including diary and Dispatch of letters, Maintenance and Upkeeping of files & registers, Transportation of dak, Stitching of files, Operation of Photocopier (Xerox) and Fax machines and basic computer operations for day-to-day office work, or any other duties assigned by the Engineer- in-charge, Complete."
- 4) The Architectural Assistant, Operator /Office Attendant should have work proficiency and should be tested before deployment. If the person is found not proficient enough, he/she should be removed and suitable person shall be deployed as directed by Engineer-in-Charge.
- 5) (i) The agency should make payment as per minimum wages fixed by the Dy. LWC(C).
 (ii) The agency should be registered with EPFO, ESIC & BOCW.
 (ii) The agency should obtain required Labour Licenses.
 (iii) EPF & ESIC of contributing employee should be deducted from the wages paid to them and the same shall be deposited in Government A/c along with employer contribution. Employer contribution will be reimbursed by CPWD.

- 6) The work shall be carried out as per direction and satisfaction of Engineer-in-Charge. If the services are not found satisfactory the agreement can be terminated at any time without giving notice and no claim whatsoever on this account shall be entertained.
- 7) The duty shall be performed as per normal working hours (9.30 AM to 6.00 PM) including half hour of lunch break for all working days.
- 8) The contract shall not create any relationship of master and servant between the department and service provider.
- 9) In case of failure to provide the required services, for more than 3 consecutive days, the Engineer- in-charge shall engage the same from local market and expenditure on such account shall be recovered in full from the service Providing agency.
- 10) The agency shall not be eligible for payment on any working day on which service is not provided.
- 11) Income tax and other surcharges as applicable would be deducted from the bills.
- 12) The service provider has to ensure that the equipment is kept in good condition and as any defect is noticed the same shall be brought of the notice of Engineer-in-charge and before leaving office the equipments shall be properly closed and covered by the operator.
- 13) The contractor will be fully responsible for the conduct of the staff deputed by him.
- 14) Contractor has to disburse the salary before 5th of every month to all employees under this contract without any fail otherwise a penalty of Rs. 500 per day per employee will imposed and deducted from RA/Final Bill.
- 15) Time allowed: 10 (Nine) Months.

EXECUTIVE ENGINEER
MUMBAI-II, CPWD, MUMBAI-37

Schedule of Quantities

Name of Work :- Providing Services of Architectural Assistant, Computer operators and Office Attendants in office of CE Mumbai-I, Architect Office & P.A.O. Office during-2026-27.					
Sr. No.	Description of Items	Unit	Qty	Rate	Amount
1	Providing services of Architectural assistant for preparation of drawings & other related works in software of Auto CAD, RAVIT etc as per direction of Architect O/o CE, Mumbai-I, CPWD, Mumbai. (Person to be employed should have 2 (two) year diploma in Civil Draughtmen/B. Arch from recognized Institute). (One job means one month)	Per month Per person	30.00	36806.45	1104194.00
2	Providing services for operation of computer operator in the office of the Chief Engineer / Superintending Engineer / Executive Engineer / Assistant Engineer on monthly basis for carrying out works such as typing letters on computer and maintaining of register, preparing comparative statement for division office , assisting in preparation of NIT, assisting in Tender uploading & opening, Maintain Registers, diary, dispatch, filing of papers and ancillary works, Operating PIMS as per requirement, attending telephone call, assisting in preparing Preliminary and Detailed estimate, preparing extra item statement, Deviation statement, EOT case, rent case, arbitration letters, forwarding of Bills and any other required works on daily basis on all working days (except all Sundays & National Holidays) during office hours as per direction of Engineer-in-charge. (One Job means One month)	Per month Per person	20.00	33913.10	678262.00
3	Providing the services of an " Office attendant" at architect, Office of the Chief Engineer (Mumbai-I), CPWD, having working Knowledge of Hindi and English for carrying out office -related duties including Operation of Plotter Drawing Printing, Scanning, Architectural drawing file folding, Dispatch of letters, Maintenance and Upkeeping of files, registers, Transportation of dak, Stitching of files, Operation of Photocopier (Xerox) and basic computer operations for day-to-day office work, or any other duties assigned by the Architect".	Per month Per person	10.00	33913.10	339131.00

4	"Providing the services of an Office Attendant in the Office of the Chief Engineer (Mumbai-I), CPWD, having working Knowledge of Hindi and English for carrying out office - related duties including diary and Dispatch of letters, Maintenance and Upkeeping of files & registers, Transportation of dak, Stitching of files, Operation of Photocopier (Xerox) and Fax machines and basic computer operations for day-to-day office work, or any other duties assigned by the Engineer- in-charge, Complete."	Permonth Person	10.00	33913.10	339131.00
TOTAL					2460718.00

PERCENTAGE _____% (Above / below) (* Strike off whichever is not applicable)

IN WORDS _____

EXECUTIVE ENGINEER
MUMBAI-II, CPWD, MUMBAI – 37.



Central Public Works Department



NIT No. 42/EE/MUMBAI-II/2026-27

Name of Work :- Providing Services of Architectural Assistant, Computer operators and Office Attendants in office of CE Mumbai-I, Architect Office & P.A.O. Office during-2026-27.

PRICE BID

Name of the Contractor					
Sr. No.	Name of component	Estimated cost	Percentage above or below the estimated cost	% in Figures	Total Cost
1	Providing Services of Architectural Assistant, Computer operators and Office Attendants in office of CE Mumbai-I, Architect Office & P.A.O. Office	Rs 24,60,718			
	GRAND TOTAL				