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Name of work: C/o New Quarters, 2 Nos. Type - V (GF), Combined block of 1 No. Type - III (GF) and 1 No. Type - II (GF) for DGMS at Parasia Distt. Chhindwara (MP) **SH: - Providing service of One No. Computer Operator and One No. helper for the Seoni Sub Division office, CPWD Seoni.**

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Certified that this bid document contains pages 1 to 24 (One to Twenty Four only).

Assistant Engineer(Seoni)
CPWD, Seoni

**CENTRAL PUBLIC WORKS DEPARTMENT
NOTICE INVITING e-TENDERS**

Assistant Engineer (Seoni), C.P.W.D, Seoni on behalf of the President of India invites online percentage rate bids from CPWD enlisted contractors of appropriate class of the **Building and Roads** category in single bid system for the following work:

1. **NIT No. 22/EE(Jabalpur)/AE(Seoni)/2026-27**
2. **Name of work:-** :- C/o New Quarters, 2 Nos. Type - V (GF), Combined block of 1 No. Type - III (GF) and 1 No. Type - II (GF) for DGMS at Parasia Distt. Chhindwara (MP) **SH: - Providing service of One No. Computer Operator and One No. helper for the Seoni Sub Division office, CPWD Seoni.**
3. **Estimated Cost: Rs.2,22,683/-**
4. **Earnest Money: Rs.4,500/-**
5. **Period of completion: 05 (Five) Months**
6. **Last time and date of submission of bid 15/09/2026 upto 3.00PM**

The tender forms and other details can be seen and downloaded from the website <https://etender.cpwd.gov.in> and <https://eauction.cpwd.gov.in>

INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR E-TENDERING FORMING PART OF BID DOCUMENT (Applicable for inviting open bids)

Assistant Engineer(Seoni), C.P.W.D, Seoni on behalf of the President of India invites online percentage rate bids from CPWD enlisted contractors of appropriate class of the Building and Roads category in single bid system for the following work:

S.No	NIT No	Name of work & Location	Estimated cost put to bid (Rs.)	Earnest Money (Rs.)	Stipulated Period of Completion Of work (In months)	Last date of online submission of bid, copy of receipt of deposition of original EMD and other documents as specified in the bid document	Time & Date of opening of Bid
1	2	3	4	5	6	7	8
1	22/EE(Jabalpur)/AE(Seoni)/2026-27	Name of works :- C/o New Quarters, 2 Nos. Type - V (GF), Combined block of 1 No. Type - III (GF) and 1 No. Type - II (GF) for DGMS at Parasia Distt. Chhindwara (MP) SH: - Providing service of One No. Computer Operator and One No. helper for the Seoni Sub Division office, CPWD Seoni.	Estimated Cost:- ₹ 2,22,683/-	₹ 4,500/-	05 Months	Up to 3:00 PM on 15/09/2026	3:30PM on 15/09/2026

- The intending bidder must read the terms and conditions of CPWD-6 carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
- Information and Instructions for bidders posted on website shall form part of bid document.
- The bid document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from website <https://etender.cpwd.gov.in> or www.cpwd.gov.in free of cost.
- But the bid can only be submitted after deposition of original EMD either in the office of Executive Engineer inviting bids or division office of any Executive Engineer, CPWD within the period of bid submission and uploading the mandatory scanned documents such as Insurance Surety Bonds, Account Payee Demand draft or Bankers Cheque or Fixed Deposit Receipts or/ and Bank Guarantee (for balance amount as prescribed) from any of the Commercial Bank towards EMD in favour of Executive Engineer as mentioned in NIT, receipt for deposition of original EMD to division office of any Executive Engineer (including NIT issuing EE/ AE), CPWD and other documents as specified
- 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>
- 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>.
- On opening date, the contractor can login and see the bid opening process. After opening of bids he will receive the competitor bid sheets.

CORRECTION NIL INSERTION NIL

CUTTING NIL OVERWRITING NIL

AE

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.
10. In case the lowest tendered amount (estimated cost + amount worked on the basis of percentage above/below) of two or more contractors is same, such lowest contractors will be asked to submit revised price bid online quoting percentage above/ below on estimated cost of tender including all sub sections/sub heads as the case may be on the revised template which has been sent to them by the Tender Inviting Authority (TIA), but the revised percentage quoted above/below on tendered cost or on each sub section/ sub head should not be higher than the percentage quoted at the time of submission of tender. The lowest tender shall be decided on the basis of revised offers.
11. In case any of such contractor refuses to submit revised offer, then it shall be treated as withdrawal of his tender before acceptance and 50% of earnest money shall be forfeited.
12. If the revised tendered amount of two more contractors received in revised offer is again found to be equal, the lowest tender, among such contractors, shall be decided by draw of lots in the presence of SE of the circle, or CE of the zone EE(s) in-charge of major & minor component(s) (also DDH in case Horticulture work is also included in the tender), & the lowest contractors those have quoted equal amount of their tenders.
13. In case all the lowest contractors those have quoted same tendered amount, refuse to submit revised offers, then tenders are to be recalled after forfeiting 50% of EMD of each contractor. Contractor(s), whose earnest money is forfeited because of non-submission of revised offer, shall not be allowed to participate in the re-tendering process of the work

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

- I. Insurance Surety Bond, Demand Draft/ Account Payee Banker's Cheque / FDR/ Bank Guarantee of any commercial Bank against EMD.
- II. Enlistment Order of the Contractor.
- III. Upload ERP training certificate.
- IV. GST Registration Certificate if already obtained by the bidder. If the bidder has not obtained GST registration as applicable, then he shall scan and upload following under taking along with bid documents. "If work is awarded to me, I/we shall obtain GST registration certificate, as applicable, within one month from the date of receipt of award letter or before release of any payment by CPWD, whichever is earlier, failing which I/we shall be responsible for any delay in payments which will be due towards me/us on account of the work executed and/or for any action taken by CPWD or GST department in this regard".
- V. Copy of receipt for deposition of original EMD issued from Division office of any Executive Engineer (including NIT issuing EE), CPWD.
- VI. Copy of PAN card.
- VII. Address with Phone No. and email-ID of bidder.

CPWD-6 E-Tendering

1. Percentage rate Tender is invited on behalf of President of India from approved and eligible Building and Roads category contractors of CPWD for the work of “C/o New Quarters, 2 Nos. Type - V (GF), Combined block of 1 No. Type - III (GF) and 1 No. Type - II (GF) for DGMS at Parasia Distt. Chhindwara (MP) SH: - Providing service of One No. Computer Operator and One No. helper for the Seoni Sub Division office, CPWD Seoni.”

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

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

- 1.1 The work is estimated to cost **Rs.2,22,683/-** This estimate, however, is given merely as a rough guide.

~~1.1.1 The authority competent to approve NIT for the combined cost and belonging to the major discipline will consolidate NITs for calling the bids. He will also nominate Division which will deal with all matters relating to the invitation of bids. For composite bid, besides indicating the combined estimated cost put to bid, should clearly indicate the estimated cost of each component separately. The eligibility of bidders will correspond to the combined estimated cost of different components put to bid.~~

2. Agreement shall be drawn with the successful bidders on prescribed Form No. **CPWD 7/8** (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 **05 (Five) 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 specified below:-~~

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

~~or~~

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

5. The bid document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents except Standard General Conditions of Contract Form can be seen on website [https:// etender.cpwd.gov.in](https://etender.cpwd.gov.in) or www.cpwd.gov.in free of cost.
6. After submission of the bid the contractor can re-submit revised bid any number of times but before last time and date of submission of bid as notified.
7. While submitting the revised bid, contractor can revise the rate of one or more item(s) any number of times (he need not re-enter rate of all the items) but before last time and date of submission of bid as notified.
8. ~~When bids are invited in three stage system and if it is desired to submit revised financial bid then it shall be mandatory to submit revised financial bid. If not submitted then the bid submitted earlier shall become invalid.~~
9. Earnest Money in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee (for balance amount as prescribed) from any of the Commercial Banks (drawn in favour of **Executive Engineer, Jabalpur Central Division, C.P.W.D, Jabalpur**) 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 of any Commercial bank having validity for a period of 90 days for single bid works ~~and 180 days for two bid system~~ or more from the last date of receipt of bids which is to be scanned and uploaded by the intending bidders.

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

Copy of Enlistment Order and certificate of work experience and other documents as specified in the 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, whose original EMD

deposited with any division of CPWD and other documents scanned and uploaded are found in order.

The bid submitted shall be opened at 03:30 PM on **15/09/2026**

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

- (i) The bidder is found ineligible.
- (ii) The bidder does not upload scanned copies of all the documents stipulated in the bid document.
- (iii) If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted physically by the lowest bidder in the office of bid opening authority.
- (iv) If a tenderer quotes nil rates against each item in item rate tender or does not quote any percentage above/below on the total amount of the tender or any section / sub head in percentage rate tender, the tender shall be treated as invalid and will not be considered as lowest tenderer.

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

12. ***The description of the work is as follows: :- C/o New Quarters, 2 Nos. Type - V (GF), Combined block of 1 No. Type - III (GF) and 1 No. Type - II (GF) for DGMS at Parasia Distt. Chhindwara (MP) SH: - Providing service of One No. Computer Operator and One No. helper for the Seoni Sub Division office, CPWD Seoni.***

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.

13. The competent authority on behalf of the President of India does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidder shall be summarily rejected.
14. Canvassing whether directly or indirectly, in connection with bidders is strictly prohibited and the bids submitted by the contractors who resort to canvassing will be liable for rejection.
15. The competent authority on behalf of President of India reserves to himself the right of accepting the whole or any part of the bid and the bidder shall be bound to perform the same at the rate quoted.
16. The contractor shall not be permitted to bid for works in the CPWD Circle (Division in case of contractors of Horticulture/Nursery category) responsible for award and execution of contracts, in which his near relative is posted a Divisional Accountant or as an officer in any capacity between the grades of Superintending Engineer and Junior Engineer (both inclusive). He shall also intimate the names of persons who are working with him in any capacity or are subsequently employed by him and who are near relatives to any gazetted officer in the Central Public Works Department or in the Ministry of 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.

17. No Engineer of Gazetted Rank or other Gazetted Officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of one year after his retirement from Government service, without the prior permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the bid or engagement in the contractor's service.
18. The bids for the work shall remain open for acceptance for a period of 30 (Thirty) days from the date of opening of bids in case of single bid system ~~and 75 (seventy five) days from the date of opening of technical bids in case bids are invited in 2 or 3 bid system.~~ Further
- 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.
 - 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.
 - 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.
19. This notice inviting Bid shall form a part of the contract document. The successful bidder/contractor, on acceptance of his bid by the Accepting Authority shall within 15 days from the stipulated date of start of the work, sign the contract consisting of:-
- 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.
 - Standard C.P.W.D. Form 7/8 or other Standard C.P.W.D. Form as applicable.

20. ~~For Composite Bids~~

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

~~20.1.2 The bid document will include following three components:~~

Part A:- ~~CPWD-6, CPWD-7/8 including schedule A to F for the major component of the work, Standard General Conditions of Contract for CPWD 2014 as amended/ modified up to~~

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

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

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

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

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

~~EE of major component will operate Part A and Part B of the agreement. EE/DDH incharge of minor component(s) shall operate Part C alongwith Part A of the agreement.~~

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

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

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

~~20.1.9 In case the main contractor intends to change any of the above agency/agencies during the operation of the contract, he shall obtain prior approval of Engineer in Charge of relevant specialized component(s).~~

~~The new agency/agencies shall also have to satisfy the laid down eligibility criteria. In case Engineer in Charge is not satisfied with the performance of any agency, he can direct the contractor to change the agency executing such items of work and this shall be binding on the contractor.~~

~~20.1.10 The main contractor has to enter into MoU with agency(s) associated by him.~~

~~Copy of such MoU shall be submitted to EE/ DDH in charge of each relevant component as well as to EE in charge of major component. In case of change of associate contractor, the main agency(s) has to enter into MoU/agreement with the new contractor associated by him.~~

~~20.1.11 Running payment for the major component shall be made by EE of major discipline to the main contractor. Running payment for minor components shall be made by the Engineer in Charge of the discipline of minor component directly to the main contractor. The CMB shall be maintained independently by Engineer in Charge of major and minor components.~~

~~20.1.12A. The composite work shall be treated as complete when all the components of the work are complete. The completion certificate of the composite work shall be recorded by Engineer in Charge of major component after record of completion certificate of all other components.~~

~~20.1.12B. Final bill of whole work shall be finalized and paid by the EE of major component. Engineer(s) in charge of minor component(s) will prepare and pass the final bill for their component of work and pass on the same to the EE of major component for including in the final bill for composite contract.~~

21. The intending bidders are required to update their profile in CPWD e- tender portal and to upload their bids well in advance of last date of submission of tender. Any issue related to updating profile/uploading tender can be resolved through the concerned Executive Engineer / Assistant Engineer (e- mail Id- cpwd.ae.scsd@gmail.com) 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.

22. The existing enlisted contractor either himself or his authorized representative should have taken the compulsory ERP (Enterprise Resource Planning) training through any of the CPWD Regional Training Institutes (RTIs) at Delhi, Mumbai, Chennai and Kolkata, National CPWD Academy (NCA), Ghaziabad, training arranged by graduates of ERP “Train the Trainers Programme” conducted by NCA Ghaziabad or through any other special training arranged by ERP unit of CPWD before 30/06/2024. Training will be considered as valid only when participants are registered in LMS (Learning Management System) of ERP and certificate is issued through LMS of ERP.

The contractor shall upload the certificate of above ERP training attended by himself or by his authorized representative at the time of uploading his bids. The enlisted contractors will not be allowed to participate in tendering process without uploading the above ERP training certificate.

निविदा TENDER

मैंने/हमने कार्य के लिए निविदा आमंत्रण सूचना, अनुसूची-क, ख, ग, घ, ङ और च, लागू विनिर्देश, नक्शे एवं डिजाइन, सामान्य नियम एवं निर्देश, ठेके के उपबंध विशिष्ट शर्तों, दर अनुसूची एवं अन्य कागजात तथा ठेके की शर्तों में दिये गए नियम तथा निविदा कागजात में उल्लिखित अन्य बातों को पढ़ व जांच लिया है।

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.

मैं/हम, एतद्वारा भारत के राष्ट्रपति के लिए अनुसूची 'च' विनिर्दिष्ट समय के अन्दर विनिर्दिष्ट कार्य, यथा-मात्राओं की अनुसूची तथा विनिर्देशों, डिजाइनों, नक्शों के अनुरूप तथा सामान्य नियमावली के नियम-1 और ठेके की शर्तों के खंड-11 में उल्लिखित लिखित अनुदेश निष्पादन हेतु निविदा देता हूँ/देते हैं।

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.

हम निविदा की खोले जाने की निर्धारित तारीख से तीस (30) दिन के लिये खुला रखने तथा इसकी शर्तों एवं निबंधनों में, किसी प्रकार का परिवर्तन ना करने के लिए सहमत है।

I/We agree to keep the tender open for **Thirty (30) days** from the due date of opening of Bid and not to make any modification in its terms and conditions.

मैंने/हमने बोली दस्तावेज के अनुसार संबंधित कार्यपालक अभियंता के कार्यालय में निर्धारित राशि के लिए ईएमडी जमा कर दी है।

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

एक वाणिज्यिक बैंक द्वारा जारी बीमा जमानत बांड, अदाता खाता डिमांड ड्राफ्ट, सावधि जमा रसीद, बैंकर चेक या बैंक गारंटी (जैसा निर्धारित है) के रूप में जमा की गई निर्धारित राशि की बयाना राशि जमा रसीद की एक प्रति स्कैन की जाती है और अपलोड की जाती है (जैसा भी मामला हो बाकी काट दें)। यदि मैं/हम निर्धारित निष्पादन गारंटी को निर्धारित समय अवधि में प्रस्तुत करने में असफल रहते हैं तो मैं/हम यह मंजूर करते हैं कि भारत के उक्त राष्ट्रपति या उनके कार्यालय के उत्तराधिकारी किसी अन्य अधिकार या उपचारी उपाय पर प्रतिकूल प्रभाव डाले बिना उक्त धरोहर राशि जब्त करने के लिए पूर्णतया स्वतंत्र होंगे। इसके अलावा, यदि मैं/हम विनिर्दिष्ट कार्य प्रारम्भ करने में असफल रहते हैं, तो मैं/हम यह मंजूर करते हैं कि भारत के राष्ट्रपति या उनके कार्यालय के उत्तराधिकारी कानून में उपलब्ध किसी अन्य अधिकार या उपचारी उपाय पर प्रतिकूल प्रभाव डाले बिना उक्त निष्पादन गारंटी जब्त करने के लिए पूर्णतया स्वतंत्र होंगे। उक्त निष्पादन गारंटी निविदा कागजात के अनुसार उसमें निहित शर्तों व निबंधनों के अनुसार कार्यों के निष्पादन एवं आदिष्ट विचलनों को अनुसूची 'च' में वर्णित प्रतिशत से अनधिक व निविदा प्रपत्र के खंडों 12.2 व 12.3 में निहित प्रावधानों के अनुसार निश्चित की जाने वाली दरों पर उस सीमा से अधिक के विचलनों के करने के लिए उनके द्वारा गारंटी होगी।

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

इसके अतिरिक्त मैं/हम सहमत हैं कि उपर्युक्त बयाना राशि या निष्पादन गारंटी जब्त हो जाने के मामले में मुझे/हमें कार्य की पुनः निविदा प्रक्रिया में भाग लेने से रोक दिया जाएगा।

CORRECTION	NIL	INSERTION	NIL
CUTTING	NIL	OVERWRITING	NIL

AE

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.

मैं वचन देता हूँ तथा पुष्टि करता हूँ/हम वचन देते हैं तथा पुष्टि करते हैं कि पात्रता के लिए समान निर्माण कार्य को बैंक दू बैंक आधार पर एक अन्य ठेकेदार द्वारा नहीं करवाया गया है। इसके अलावा यदि इस प्रकार का उल्लंघन विभाग की जानकारी में आता है तो मुझे/हमें भविष्य में केलोनिवि में निविदा देने से हमेशा के लिए बंचित कर दिया जाएगा। साथ ही, यदि कार्य के प्रारंभ होने की तारीख से पहले इस प्रकार का उल्लंघन विभाग की जानकारी में आता है तो भारसाधक इंजीनियर को बयाना राशि जमा से और कार्य निष्पादन गारंटी की समग्र राशि जब्त करने की स्वतंत्रता होगी।

I/We undertake and confirm that eligible similar work(s) has/have not been got executed through another contractor on back-to-back basis. Further that, if such a violation comes to the notice of Department, then I/We shall be debarred for tendering in CPWD in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee.

मैं/हम एतद्वारा घोषणा करते हैं कि मैं/हम निविदा कागजातों, नक्शों और कार्य से संबंधित अन्य अभिलेखों को गुप्त/गोपनीय कागजात के रूप में रखेंगे और उनसे प्राप्त/ली गई जानकारी किसी अन्य को, जिन्हें मैं/हम सूचित करने के लिए प्राधिकृत हों, से भिन्न किसी को, नहीं बताएंगे या जानकारी को किसी ऐसे रूप में प्रयोग नहीं करेंगे जो राज्य की सुरक्षा और अखंडता के लिए प्रतिकूल हो।

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

तारीख Dated #.....

ठेकेदार के हस्ताक्षर Signature of Contractor#

डाक का पता Postal Address#

साक्षी Witness : #

पता Address: #

उपजीविका Occupation : #

To be filled in by the contractor/witness as applicable

स्वीकृति ACCEPTANCE

मैं भारत के राष्ट्रपति की ओर से तथा उनके लिए ₹ (रुपए) की राशि के लिए उपर्युक्त निविदा (अधोलिखित पत्रों के अनुसार परिवर्तित) स्वीकार करता हूँ।

The above tender (as modified you vide letters mentioned hereunder) is accepted by me for and on behalf of the President of India for a sum of ₹. _____ *

(Rupees _____ *)

नीचे दिए गए पत्र इस ठेका करार का हिस्सा होंगे।

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

a) *

b) *

c) *

भारत के राष्ट्रपति की ओर से तथा उनके लिए
For & on behalf of the President of India.

हस्ताक्षर Signature *

तारीख Dated *

पदनाम Designation *

CORRECTION	NIL	INSERTION	NIL
CUTTING	NIL	OVERWRITING	NIL

AE

अनुसूचियां SCHEDULES**अनुसूची 'क' SCHEDULE 'A'**

मात्राओं की अनुसूची (संलग्न)

Schedule of quantities (As per PWD-3) (Enclosed)

Page No. 24

अनुसूची 'घ' SCHEDULE 'D'

कार्य के लिए विशेष अपेक्षाएं/दस्तावेज, यदि कोई हों, की अतिरिक्त अनुसूची

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

अनुसूची (ड) SCHEDULE 'E'

टेके की सामान्य शर्तों का संदर्भ

1. Reference to General Conditions of contract

General Conditions of Contract 2023

(Maintenance Work) with correction slips issued up to a day previous to last date of submission of bid.

कार्य का नाम Name of work :

:- C/o New Quarters, 2 Nos. Type - V (GF), Combined block of 1 No. Type - III (GF) and 1 No. Type - II (GF) for DGMS at Parasia Distt. Chhindwara (MP) SH: - **Providing service of One No. Computer Operator and One No. helper for the Seoni Sub Division office, CPWD Seoni.**

कार्य की अनुमानित लागत Estimated cost of work

Cost : Rs.2,22,683/-

(i) धरोहर राशि Earnest money:

₹ 4,500/-**(To be returned after receiving Performance Guarantee)**

(ii) निष्पादन गारंटी Performance guarantee :

5% of tendered value. निविदित मूल्य का 5 प्रतिशत

(iii) प्रतिभूति निक्षेप: Security Deposit:

2.5% of tendered Value

अनुसूची 'च' SCHEDULE 'F'

सामान्य नियम एवं दिशानिर्देश:

General Rules & Directions:

निविदा आमंत्रण करने वाला प्राधिकारी

Officer inviting tender -

Assistant Engineer(Seoni), C.P.W.D, Seoni

कार्य की मर्दों की मात्रा के लिए अधिकतम प्रतिशत जिससे अधिक निष्पादित मर्दों के लिए दरों का निर्धारण खण्ड 12.2(c) के अनुसार होगा

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

As per provision against clause-12

Definitions:

2(v) भारसाधक इंजीनियर
Engineer-in-ChargeAssistant Engineer(Seoni), C.P.W.D, Seoni
or his successor thereof.2(viii) स्वीकार कर्ता प्राधिकारी
Accepting AuthorityAssistant Engineer(Seoni), C.P.W.D, Seoni
or his successor thereof.2(x) अतिरिक्त और लाभों को पूरा करने के लिए श्रम एवं सामग्रियों की लागत पर प्रतिशतता
Percentage on cost of materials and labour to cover all overheads and profits.**7.5% (Seven point five per cent)**

2(xi) दरों की मानक अनुसूची
Standard schedule of Rates

Labour rate issued vide CLC(C) and MOLE,
GOI dated 30/03/2026/Market Rate with
correction slips issued upto a day previous to last
date of submission of bid.

2(xii) विभाग
Department

Central Public Works Department

9(ii) मानक के.लो.नि.वि. ठेका फार्म
Standard CPWD contract Form

CPWD Form 7 modified & corrected upto
up to a day previous to last date of
submission of bid.

खण्ड Clause 1

- (i) स्वीकृति पत्र जारी होने की तारीख से निष्पादन
गारंटी के प्रस्तुतीकरण के लिए अनुमत समय
Time allowed for submission of
performance guarantee, programme chart
(Time & Progress) and applicable labour
licenses, registration with EPFO, ESIC and
BOCW welfare board or proof of applying
thereof : from the date of issue of letter of
acceptance : 04 days
- (ii) (उपर्युक्त i) में दी गई अवधि के पश्चात् अधिकतम
अनुमेय एक्सटेंशन
Maximum allowable extension with late
fee @ 0.10% per day of performance
guarantee amount beyond
the period as provided in (i) above : 03 days

खण्ड Clause 2

खण्ड 2 के तहत प्रतिकार निश्चित करने वाला प्राधिकारी
Authority for fixing
compensation under clause 2

Superintending Engineer(Jabalpur),
CPWD, Jabalpur or his successor thereof
with the recommendation of Assistant
Engineer(Seoni), C.P.W.D, Jabalpur or his
successor thereof

खण्ड Clause 5

कार्य आरंभ की तारीख की गणना के लिए स्वीकृति पत्र के जारी होने की
तारीख से दिनों की संख्या
No. of days from the date of issue of letter of
acceptance for reckoning date of start 07 days.

लक्ष्य नीचे दी गई सारणी के अनुसार

Milestone(s) : - As per Table given below

लक्ष्य (मील-पत्थर) सारणी
Table of milestone(s)

S No	Description of Milestone (Financial)	Time allowed (From date of start)	Amount to be withheld in case of non-achievement of milestone as assessed from the running payments
1.	1/8th of tender value	1/4th of stipulated time period	1.25% of the tendered value for each milestone.
2.	3/8th of tender value	1/2 of stipulated time period	
3.	3/4th of tender value	3/4th of stipulated time period	
4.	Full	Full	

CORRECTION NIL INSERTION NIL

CUTTING NIL OVERWRITING NIL

AE

कार्य निष्पादित करने के लिए अनुमत्य समय

Time allowed for execution of work

05(Five) Months

Authority to decide

(i) Authority to convey the decision of shifting of milestone and extension of time

Assistant Engineer(Seoni), CPWD, Seoni or his successor thereof.

(ii) Authority to decide Rescheduling of milestones and extension of time

Executive Engineer(Jabalpur), CPWD, Jabalpur or his successor thereof.

(iii) Authority to decide Shifting of date of start in case of delay in handing over of site

Assistant Engineer(Seoni), CPWD, Seoni or his successor thereof.

खण्ड Clause 6 Computerized Measurement Book / Electronic Measurement Book

Electronic Measurement Book (EMB)

(i) Mode of measurement

EMB

खण्ड Clause 7

अंतरिम भुगतान के लिए पात्र होने के लिए अंतिम ऐसे भुगतान के बाद कुल भुगतान एकत्रित सामग्रियों के अग्रिमों के समायोजन सहित किया जाने वाला कुल कार्य
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

Monthly

खण्ड 7 क Clause7A

Weather clause 7 A shall be applicable

Yes

- (a) No running Account Bill/Final bill shall be paid for the work till the applicable labour licenses, registration with EPFO, ESIC and BOCW Welfare Board, whatever applicable are submitted by the contractor to the Engineer-in-charge
- (b) The following documents shall also be part of the bill submitted by the contractor (these documents shall be owned by the contractor) before making payment:-
 1. Details of person employed with date of their employment up to previous month.
 2. Documents of payment made to the employees directly into their bank accounts up to previous month.
 3. Documents of attendance through biometric attendance or other mode up to previous month.
 4. Documents of deposition of EPF and ESI deductions in the employee's accounts up to previous month.
 5. Any penalty imposed on the agency for delay in disbursing payment and deposition of EPF and ESI deductions in the employee's accounts up to previous month.
 6. Any other document(s) required as per statutory requirement and/or as directed by Engineer-in-charge.
- (c) In case, any of the documents submitted by the contractor is found false/forged at a later date, action for debarment of contractor will be taken by the SE/CE concerned.

Modification of clause 7A vide latest DG, CPWD circular no. DG/CON/Maintenance 2023/13 dated 31/01/2025

खण्ड 7 क Clause 8A

Authority to decide compensation on account if contractor fails to submit Completion plans

Assistant Engineer(Seoni), C.P.W.D, Seoni or his successor thereof.

खण्ड Clause10B(i)

क्या खण्ड 10 ख (i) लागू होगा

Whether clause 10B (i) shall be applicable

Not Applicable

खण्ड Clause10C

Component of labour expressed as Percent of value of work

Applicable

100% (Qualifying amount for labour component will be 85% of the value of the work executed during period under consideration.)

खण्ड Clause10CA**खण्ड Clause10CC**

Not applicable

Not Applicable

खण्ड Clause 11

कार्य निष्पादन के लिए अनुपालन

Specifications to be followed for execution of work

As per terms & conditions

खण्ड Clause 12 Type of work

12.2(c)

विचलन सीमा जिसके परे खण्ड 12.2(c) भवन निर्माण कार्य के लिए लागू होगा

Deviation limit beyond which clause 12.2 (c) shall apply for building work (Other than foundation)

No limit

12.4

(i) Deviation limit beyond which clauses 12.2 (c) shall apply for foundation work (except items mentioned in earth work subhead of DSR and related items)

No limit

(ii) Deviation limit for items mentioned in earth work subhead of DSR and related items

No limit

खण्ड Clause 16

घटी हुई दरे निर्धारित करने की लिए सक्षम प्राधिकारी

Competent Authority for deciding reduced rates

(i) Superintending Engineer(Jabalpur), CPWD, Jabalpur or his successor thereof up to 5% of the Contract Value.

(ii) Superintending Engineer(Jabalpur), CPWD, Jabalpur or his successor beyond 5% of Contract Value with prior approval of Additional Director General (RBH) , CPWD, Bhopal or his successor thereof.

खण्ड Clause 18

कार्यस्थल पर ठेकेदार द्वारा लगाये जाने वाली अनिवार्य मशीनरी औजार एवं सयंत्रों की सूची :-

List of mandatory machines, tools and **Specifications plants to be deployed by the contractor at site.**

Not applicable

खण्ड Clause 19 C

Authority to decide penalty for each default

Assistant Engineer(Seoni), C.P.W.D, Seoni or his successor thereof.

खण्ड Clause 19 D

Authority to decide penalty for each default

Assistant Engineer(Seoni), C.P.W.D, Seoni or his successor thereof.

खण्ड Clause 19 G

Authority to decide penalty for each default

Assistant Engineer(Seoni), C.P.W.D, Seoni or his successor thereof.

खण्ड Clause 19 K

Authority to decide penalty for each default

Assistant Engineer(Seoni), C.P.W.D, Seoni or his successor thereof.

खण्ड Clause 25

Not applicable

खण्ड Clause 31

Whether clause 31 shall be applicable

Not applicable

खण्ड Clause 32

Not applicable

खण्ड Clause 38

I) क) सीमेन्ट और बिटुमन की अनुमानमूल मात्रा निर्धारित करने के लिए अनुसूची/विवरण

बाजार दर के आधार पर

I) (a) Schedule/statement for determining theoretical quantity of cement & bitumen

on the basis of market rate with correction slips issued upto a day previous to last date of submission of bid and market rate

II) अनुमानमूलक मात्राओं में अनुमत्य विचलन
Variations permissible on theoretical quantities.

Not applicable

क) सीमेन्ट जिन कार्यों के लिए निविदा में अनुमानित मूल्य रु. 5 लाख से अधिक न हो

a) Cement
for works with estimated cost put to tender not more than Rs. 5 lakhs

जिन कार्यों के लिए निविदामें अनुमानित मूल्य रु. 5 लाख से अधिक हो

for works with estimated cost put to tender more than Rs. 5 lakhs

Not applicable.

ख) बिटुमन सभी कार्यों के लिए

b) Bitumen for all works

Not applicable.

ग) इस्पात प्रत्येक व्यास, कोट और श्रेणी के लिए पूर्णवर्लन और संरचनात्मक इस्पात काट

c) Steel Reinforcement and structural steel sections for each diameter, section and category.

Not applicable

घ) सभी अन्य सामग्रियां

d) All other materials

Nil.

अनुमत्य विचलन से अधिक की मात्राओं के लिए वसूली दरें

RECOVERY RATES FOR QUANTITIES BEYOND PERMISSIBLE VARIATION

क्रम सं. Sl No.	मद विवरण Description of item	अंको और शब्दों में वह दर जिस पर ठेकेदार से वसूली की जाएगी Rates in figures and words at which recovery shall be made from the Contractor
		अनुमत्य विचलन से अधिक आधिक्य Excess beyond permissible variation
		अनुमत्य विचलन से अधिक उपयोग घटाया Less use beyond the permissible variation
1.	सीमेन्ट Cement	N.A.
2.	ईस्पात Steel Reinforcement	N.A.

CORRECTION **NIL** INSERTION **NIL**CUTTING **NIL** OVERWRITING **NIL**

AE

(On non-judicial stamp paper of minimum Rs. 100)
(Guarantee offered by Bank to CPWD in connection with the execution of contracts)
Form of Bank Guarantee for Earnest Money Deposit / Performance Guarantee/ Security
Deposit/Mobilization Advance

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

OR**

Whereas the Executive Engineer (name of division) , CPWD on behalf of the President of India (hereinafter called "The Government") has entered into an agreement bearing number..... with (name and address of the contractor) (hereinafter called "the Contractor") for execution of work (name of work) The Government has further agreed to accept an irrevocable Bank Guarantee for Rs. (Rupees..... only) valid upto..... (date) as Performance Guarantee/Security Deposit/Mobilization Advance from the said Contractor for compliance of his obligations in accordance with the terms and conditions of the agreement.

2. We, (indicate the name of the bank) (hereinafter referred to as "the Bank"), hereby undertake to pay to the Government an amount not exceeding Rs. (Rupees only) on demand by the Government within 10 days of the demand.
3. We, (indicate the name of the Bank), do here by undertake to pay the amount due and payable under this guarantee without any demur, merely on a demand from the Government stating that the amount claimed is required to meet the recoveries due or likely to be due from the said Contractor. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. (Rupeesonly)
4. We, (indicate the name of the Bank), further undertake to pay the Government any money so demanded notwithstanding any dispute or disputes raised by the contractor in any suit or proceeding pending before any Court or Tribunal, our liability under this Bank Guarantee being absolute and unequivocal. The payment so made by us under this Bank Guarantee shall be a valid discharge of our liability for payment there under and the Contractor shall have no claim against us for making such payment.
5. We, (indicate the name of the Bank), further agree that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligation here under to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said contractor and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said

Contractor or for any forbearance, act of omission on the part of the Government or any indulgence by the Government to the said Contractor or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. We, (indicate the name of the Bank), further agree that the Government at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor at the first instance without proceeding against the Contractor and notwithstanding any security or other guarantee the Government may have in relation to the Contractor's liabilities.
7. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor.
8. We, (indicate the name of the Bank), undertake not to revoke this guarantee except with the consent of the Government in writing.
9. This Bank Guarantee shall be valid up to..... unless extended on demand by the Government. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. (Rupees only) and unless a claim in writing is lodged with us within the date of expiry or extended date of expiry of this guarantee, all our liabilities under this guarantee shall stand discharged.
Date

Witnesses:

- | | | |
|----|------------------------------------|--|
| 1. | Signature.....
Name and address | Authorized signatory
Name
Designation
Staff Code No.
Bank Seal |
| 2. | Signature.....
Name and address | |

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

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

FORMAT OF RECEIPT OF DEPOSITION EMD ALONGWITH NIT :-

Receipt of Deposition of Original EMD (Receipt No./ date.....)
1. Name of work:- C/o New Quarters, 2 Nos. Type - V (GF), Combined block of 1 No. Type - III (GF) and 1 No. Type - II (GF) for DGMS at Parasia Distt. Chhindwara (MP) SH: - Providing service of One No. Computer Operator and One No. helper for the Seoni Sub Division office, CPWD Seoni. 2. NIT No.22/EE(Jabalpur)/AE(Seoni)/2026-27 3. Estimated cost of work : Rs. 2,22,683/- 4. Amount of Earnest money Deposit ₹ 4,500/- 5. Last date of submission of bid 15/09/2026 upto 15.00 Hrs.
1. Name of contractor..... 2. Form of EMD 3. Amount of Earnest Money Deposit 4. Date of submission of EMD Signature, Name and Designation of EMD receiving officer (EE/AE(P)/AE) alongwith stamp (# To be filled by EMD receiving Executive Engineer/A.E.(P) or A.E./DDH)

TERMS AND CONDITIONS

Name of Work C/o New Quarters, 2 Nos. Type - V (GF), Combined block of 1 No. Type - III (GF) and 1 No. Type - II (GF) for DGMS at Parasia Distt. Chhindwara (MP) **SH: - Providing service of One No. Computer Operator and One No. helper for the Seoni Sub Division office, CPWD Seoni.**

1. The tenderers are advised to visit and inspect thoroughly the site of work and installation required to be operated/ maintained before tendering.
2. The staff will be available in office on all working days & working hours as being observed by the regular staff working in **Assistant Engineer, CPWD, Seoni Office.**
3. The work shall be deemed to be started as soon as the requisite staff is deputed by the contractor at site of work.
4. It shall be responsibility of the contractor for safety and cleanliness of the installation / equipments particularly which are under his sole possession / use as required. Nothing extra shall be paid to the contractor in this regard.
5. The staff deployed at site of work shall be trained and qualified and should be able to behave properly with the department officials. In case any complaint about any misbehavior & or for improper working of any of staff of contractor is received / noticed the concerned person shall be removed and replace by contractor immediately failing which it shall be presumed that no such staff was on duty, beside taking any other suitable action by Engineer-in-charge as deemed fit and recovery for such absent shall be deducted with double rate of the rate as below: Contractor shall arranged alternative arrangement for absent employee. In case of late coming by staff after 10 minutes will be treated has absentee and double rate recovery will be made.
 - (a) Srl. Item No. 1 of schedule of quantity – **Rs. 781/-** per day.
 - (b) Srl. Item No. 2 of schedule of quantity – **Rs. 556/-** per day
6. The contractor shall bound to make the payment of wages to the staff deployed at work by 5th of each month in their bank account either through cheque, draft or e-transaction and will submit the evidence of such transaction like photocopy of bank passbook / Account statement of staff etc. to the department along with bill to insure the payment of wages.
7. No recovery will be affected on account of closed days/holidays as observed by Central Government.
8. The agency has to maintain the attendance register & get the attendance market at division office & checked by office superintendent.
9. Rates are including of GST.
10. The contractor shall be responsible to maintain records, attendance and payment etc. of his deputed on duty staff as per rules.

11. In case any staff deputed by the contractor processed and continuous leave/remains absent continuously the contractor shall make alternative arrangement for deputing staff against such a person.
12. The department reserves the right to terminate / close the agreement / contract any time without assigning any reason.
13. 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.
14. Skilled staff shall have minimum qualification of minimum qualification of graduation and good knowledge of computer application in English & Hindi typing in MS Office, web searching tender wizard searching, CPWD site searching and other allied multi tasking clerical office works.
15. Rates quoted shall be inclusive of all taxes & duties as levied by the Govt. from time to time and nothing extra shall be paid on this account except for the service tax which shall not be reimbursed.
16. Before deploying on the services all individuals mentioned in schedule Srl. Item No. 1 to 2 have to go for interview with entire satisfaction of Engineer-in-Charge.
17. Extra expenses by the contractor due to payment of bonuses to the workers as per Gezetterd Notification will be reimburse by the division.

SCHEDULE OF QUANTITY

Name of work:- C/o New Quarters, 2 Nos. Type - V (GF), Combined block of 1 No. Type - III (GF) and 1 No. Type - II (GF) for DGMS at Parasia Distt. Chhindwara (MP) **SH: - Providing service of One No. Computer Operator and One No. helper for the Seoni Sub Division office, CPWD Seoni.**

Sl. No.	Description	Qty	Unit	Rate	Amount
1	Providing services of computer/data entry operator having good knowledge of working in MS word, MS Excel, MS power point, Internet etc. for updating of data in computer, assisting in preparation of estimates, statements, tenders, checking of computerized measurement books and bills, preparation of various reports, uploading and entering records in e-Nimit, e-tendering, e-sewa, ERP or any other software developed for CPWD etc. including Hindi and English typing and other miscellaneous works etc. complete during office hours in the office of AE Seoni Sub division office CPWD, Seoni as per direction of Engineer-in-charge. Working time shall be 10.00 AM to 6.00 PM for all working days.	5	Per month	26015.75	130079.00
2	Providing services of multi-tasking staff for physical maintenance of record, general cleanliness and upkeep of office, carrying of files and other papers within office, photocopying, delivery of dak outside of building, opening and closing of rooms, dusting of furniture and other miscellaneous work as assigned during working hours in the office of AE Seoni Sub division office CPWD, Seoni as per direction of Engineer-in-charge. Working time shall be 10.00 AM to 6.00 PM for all working days.	5	Per month	18520.80	92604.00
				Total	222683.00

**Assistant Engineer(Seoni)
CPWD, Seoni**