



भारत सरकार  
संचार मंत्रालय  
भारतीय डाक विभाग

Government of India  
Ministry of Communications  
Department of Posts  
The Assistant Engineer(Civil), Postal Civil Sub Division,  
CPMG Building, Bhubaneswar-751001



NO. 23(01)/CSDB/166

Dated:12/05/2026

PERCENTAGE RATE NIT FOR e-TENDERING

Assistant Engineer(C), Postal Civil Sub Division, Bhubaneswar on behalf of the President of India invites online percentage rate bids (CPWD-7) from approved and eligible contractors from the appropriate list of DOP, CPWD, MES, BSNL, Railways or Building & Road wing of respective State P.W.D./State Government in two bid systems (Eligibility / Technical and Financial bids) for the following work(s) :

| Sl. No. | NIT No.                 | Name of Work  | Estimated Cost put to Bids (Rs.) | Earnest Money (Rs.) | Time of completion | Time &last date of submission | Time &last date of opening of bids |
|---------|-------------------------|---|----------------------------------|---------------------|--------------------|-------------------------------|------------------------------------|
| 1.      | 2/CSDB/BBSR/NIT/2026-27 | Repair and Maintenance of Quarter No.85, Type-III, Unit-IV, P&T Colony, Bhubaneswar               | Rs.2,01,903/-                    | Rs.4,038/-          | 60 Days            | 19/05/2026 upto 15.00 Hrs.    | 20/05/2026 at 15.30 Hrs.           |
| 2.      | 3/CSDB/BBSR/NIT/2026-27 | Repair and Maintenance of Civil Work of Quarter No.81, Type-III, P&T Colony, Unit-IV, Bhubaneswar | Rs.4,42,088/-                    | Rs.8,842/-          | 90 Days            | 19/05/2026 upto 15.00 Hrs.    | 20/05/2026 at 15.30 Hrs.           |
| 3.      | 4/CSDB/BBSR/NIT/2026-27 | Repairing and Maintenance of Quarter No.42, Type-I, Block-4 at Unit-IV, P&T Colony, Bhubaneswar   | Rs.2,95,972/-                    | Rs.5,919/-          | 45 Days            | 19/05/2026 upto 15.00 Hrs.    | 20/05/2026 at 15.30 Hrs.           |

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. This estimate, however, is given merely as a rough guide. The eligibility of bidders will correspond to the combined estimate cost of different components put to bid.

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

*Criteria of eligibility for submission of bid documents*

**1.2.1 Criteria for eligibility for non DOP contractors.**

The Contractors, who fulfil the following requirements, shall be eligible to apply. Joint Ventures are not accepted.

- (i) Should have satisfactorily completed the works as mentioned below during the last Seven years ending previous day of last day of submission of Bids:

Three similar completed works each costing not less than **40%** of Estimated cost **OR**

Two similar completed works each costing not less than **60%** of Estimated cost **OR**

One similar completed work costing not less than **80%** of Estimated cost.

Similar work shall mean works of **“Civil Construction/Maintenance Works of Building”** under one agreement carried out with some Central/state government departments, Central/State Autonomous bodies/City Development Authority/ Municipal Corporation of city formed under any Act by Central/State Government published in any Central/State Gazette, Central/State Government Undertaking.

The value of all above 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 tenders. **The work for which levy of compensation has been imposed or the work**

for which the levy of compensation for delay has not been decided shall not be considered as satisfactorily completed work. The bidder's performance for qualifying works completed in the last Seven years should be certified by an officer not below the rank of Executive Engineer or equivalent.

(ii) The bidder's performance of qualifying works completed in the last seven years should be certified by an officer not below the rank of Executive Engineer or equivalent.

(iii) Bidder should have an average annual financial turnover (gross) of amount **50% of Estimated cost put to tender** on Civil Work during the last three consecutive financial years ending **31st March, 2025 i.e. ( 2022-23, 2023-24 & 2024-25)**. In case the balance sheet for last financial year ending **31st March, 2025** had not been audited, bidder can provide turnover based upon audited balance sheet for 3 consecutive financial years ending **31st March, 2024 i.e. (2021-22, 2022-23 & 2023-24)** [Affidavit / Certificate from Chartered Accountant mentioning financial turnover of last three years in the Form 'A' to be uploaded at the time of submission of bid]. The Year in which no turnover is shown would also be considered for working out the average.

1.2.2. To become eligible for bid, all the firms/ contractors shall have to furnish **an affidavit on Rs.100.00 Non Judicial Stamp Paper duly notarised mentioning name of work and NIT Number as under: -**

**"I/We undertake and confirm that eligible similar works(s) has/have not been got executed through another contractor on back to back basis. Further that, if such a violation comes to the notice of Department, then I/we shall be debarred for bidding in Department of Posts (Civil Wing) in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Engineer-in-Charge shall be free to forfeit the entire amount of Earnest Money Deposit/Performance Guarantee." (Scanned copy to be uploaded at the time of submission of bid).**

2. Agreement shall be drawn with the successful bidders on prescribed **Form No. CPWD 7**. Bidders shall quote their 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 as mentioned in respective tender document 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.

(ii) The architectural drawings shall be made available in phased manner, as per requirement of the same as per approved programme of completion to be submitted by the contractor after award of work.

(iii) ~~The structural drawings shall be as per condition No. 52 of special condition for design and drawing as on page no. 53 of the NIT documents.~~

5. The bid documents consisting of plans, specifications, the schedule of quantities of various types of works to be done and the set of terms and conditions of the contract to be complied with the contractor whose bid may be accepted and other necessary documents can be seen in the office of the Assistant Engineer (C), Postal Civil Sub Division, Bhubaneswar between hours of **11:00 AM and 4:00 PM** from **Monday to Friday** every day except on **Saturday, Sunday** and public holidays or can be seen on website <https://eprocure.gov.in/eprocure/app>.

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 percentage any number of times but before last time and date of submission of bid as notified.

8. (a) Applicant has to deposit earnest money of the above work in the form of Receipt/Treasury challan/Deposit at call receipt of a schedule bank/fixed deposit receipt of a schedule bank/demand draft of a schedule bank issued in favour of Accounts Officer, Postal Civil Division, Bhubaneswar payable at Bhubaneswar along with tender document. A part of earnest money is acceptable in the form of bank guarantee also. In such case, minimum 50% of earnest money or ₹ 20.00 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 schedule bank having validity for 120 days or more from the last date of receipt of tender, which is also to be scanned and uploaded by the intending bidders.

But the bid can only be submitted after deposition of original EMD either in the office of Executive Engineer(C), Postal Civil Division, Bhubaneswar or division office of any Executive Engineer(C) (C/E), Department of Posts within the period of bid submission 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 receipt or bank guarantee of any scheduled bank towards EMD in favour of Accounts Officer, O/o Executive

Engineer(C) as mentioned in NIT, receipt for deposition of original EMD to division office of any Executive Engineer(C)(C/E), Postal Civil/Electrical Division and other documents as specified.

Earnest Money can also be deposited through RTGS/NEFT in the account of **Accounts Officer, Postal Civil Division, Bhubaneswar having account no. 39103605128 Code No.009025 (IFSC Code : SBIN 0009025) State Bank of India, Govt. Treasury Branch, Bhubaneswar.** The unique transaction reference (UTR) of RTGS/NEFT shall have to be uploaded by the bidder in the e-tendering system by the prescribed date. The Executive Engineer(C) concerned will get tender cost/earnest money verified from the Bank based on the unique transaction reference number against each RTGS/NEFT payment before the tenders are opened.

Note:-

- (i) Earnest money must be deposited through separate transaction.
- (ii) The bidder will use one UTR for one work only. In case it is found that he has used one UTR number for different tenders, all the tenders submitted by him will be rejected and he shall be debarred from further tendering in the department in future.
- (iii) **The department shall not be liable in case of bank's NEFT/RTGS default in respect of submission of EMD. The bidder should check their statement of account to ensure EMD fee deposition. In case of failure, bidder should submit the EMD in the manner as mentioned in 1<sup>st</sup> Para of 8(a).**

**Receipt of deposition of original EMD**

(Receipt No. \_\_\_\_\_ dated \_\_\_\_\_)

|    |                                 |    |  |
|----|---------------------------------|----|--|
| 1. | Name of work                    | :- |  |
| 2. | NIT No                          | :- |  |
| 3. | Estimated Cost                  | :- |  |
| 4. | Amount of Earnest Money Deposit | :- |  |
| 5. | Last date of submission of bid  | :- |  |
| 6. | Time allowed                    | :- |  |

|    |                                 |    |  |
|----|---------------------------------|----|--|
| 1. | Name of Contractor.             | :- |  |
| 2. | Amount of Earnest Money Deposit | :- |  |
| 3. | Form of EMD                     | :- |  |
| 4. | Date of Submission of EMD       | :- |  |

Signature, Name and Designation of EMD receiving Officer (EE/AO/AAO) along with Office Stamp

**This above receipt shall also be uploaded to the e-tendering website by the intending bidder up to the specified bid submission date and time.**

A part of earnest money is acceptable in the form of bank guarantee also. In such case, minimum 50% of earnest money or Rs. 20 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 scheduled bank having validity for **180 Days or more** from the last date of receipt of tender, which is to be scanned and uploaded by the intending bidders.

- (b) Copy of Enlistment Order and certificate of work experience and other documents as specified in the tender form shall be scanned and uploaded to the e-tendering website within the period of bid submission. However, Originals / Certified copy of all the scanned and uploaded documents as specified in tender notice shall have to be submitted by the lowest bidder within a week of opening of financial bid physically in the office of tender opening authority.
9. Interested contractor who wish to participate in the bid has also to make following payments within the period of bid submission:  
*Online bid documents submitted by intending bidders shall be opened only of those bidders, who have deposited Earnest Money Deposit in above mentioned manner and other eligibility documents scanned and uploaded are found in order.*
10. The bid submitted shall become invalid and e-tender processing fee shall not be refunded if:
  - (i) The bidder is found ineligible.

- (ii) The bidder does not deposit original EMD with division office of any Executive Engineer (C) & (E), Department of Posts.
- (iii) The bidder does not upload all the documents (including GST registration) as stipulated in the bid document including the copy of receipt of deposition of original EMD.
- (iv) If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted physically by the lowest bidder in the office of tender opening authority.
- (v) 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 e-Tenders invited under two bids system on <https://eprocure.gov.in/eprocure/app>, the first electronic bid will be named as Eligibility / Technical Bid & will contain documents of bidder's satisfying the eligibility / Technical conditions and 2nd electronic bid will be named as Financial Bid containing tender document & schedule/bill of quantities (BOQ). The bidder shall submit ELIGIBILITY / TECHNICAL BID & FINANCIAL BID simultaneously. The eligibility bid on <https://eprocure.gov.in/eprocure/app> shall be opened first on due date and time as specified herein above. The time and date of opening of financial bid of contractors qualifying the eligibility / Technical bid shall be communicated to them at a later date. These bids shall contain one set of the following documents:-

- a) ELIGIBILITY / TECHNICAL BID shall contain the documents as below:

|       |  |
|-------|--|
| I.    | Scanned copy of transaction reference for EMD payment through NEFT/ RTGS e-tender portal <b>OR</b> Copy of receipt for deposition of original EMD to division office of any Executive Engineer, if any Postal Civil/Electric Division in case EMD by Treasury Challan/ Demand Draft / Pay Order or Banker's Cheque / Fixed Deposit Receipts/ Deposit at Call Receipt-  |
| II.   | Copy of Enlistment Order. GST Registration and PAN   |
| III.  | FORM 'A': Certificate for financial turnover from Chartered Accountant of amount 50% of Estimated cost put to tender. Proforma has been given in this Tender Document. (Not required for Department of Posts enlisted Contractor).   |
| IV.   | FORM 'B' : Bankers certificate from a scheduled Bank for an amount of 40% of Estimated cost put to tender or Net Worth Certificate of minimum 10% of the Estimated Cost put to tender issued by certified Chartered Accountant with Unique Document Identification Number (UDID) issued within 01(One) year ending previous day of last day of submission of bid. Proforma has been given in this Tender Document. (Not required for Department of Posts enlisted Contractor). |
| V.    | Form 'C' : Details of eligible similar nature works class completed during the last Seven years ending previous day of last day of submission of bid. Proforma has been given in this Tender Document. (Not required for Department of Posts enlisted Contractor).   |
| VI.   | Form "D" : Performance report of works referred to in forms "C". Proforma has been given in this Tender Document. (Not required for Department of Posts enlisted Contractor).  |
| VII.  | To become eligible for bid, all the firms/ contractors shall have to furnish an Affidavit on Rs.100/- Non Judicial Stamp Paper duly notarised as per provision of 1.2.2 of CPWD-6 duly signed over his rubber stamp. (Not required for Department of Posts enlisted Contractor).   |
| VIII. | GST Registration and PAN.  |
| IX.   | <b>Any other related documents.</b>  |

**NOTE:-**

1. All above required documents may be submitted in prescribed format only, otherwise it will not be considered as valid document. Please submit required documents only at the time of submission of bid.
2. Uploaded document must be clearly readable otherwise tender will be liable to rejected.
3. The department shall not be liable in case of bank's NEFT/RTGS default in respect of submission of EMD. The bidder should check their statement of account to ensure EMD fee deposition. In case of failure, bidder should submit the EMD in the manner as mentioned in 1<sup>st</sup> Para of 8(a).

- b) FINANCIAL BID shall contain:

|     |  |
|-----|--|
| I.  | Tender Document/work schedule in pdf format (TENDERXXXXX.pdf file) digitally signed as per requirement of <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> module.  |
| II. | Schedule / Performa for quoting rates in *.xlsx format file duly filled & digitally signed as per requirement of <a href="https://eprocure.gov.in/eprocure/app">https://eprocure.gov.in/eprocure/app</a> module without changing the name of file. |

12. Addendum / Corrigendum shall be uploaded by the Engineer-in-Charge, if felt necessary by him, which shall form part of tender document.
13. The contractor, whose bid is accepted, will be required to furnish **Performance Guarantee of 5% (Five Percent)** of the bid 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. 10,000/-) or Deposit at Call receipt of any scheduled bank/Banker's cheque of any scheduled bank/Demand Draft of any scheduled bank/Pay order of any Scheduled Bank of any scheduled bank (in case guarantee amount is less than Rs. 1,00,000/-) or Government Securities or Fixed Deposit Receipts or Guarantee Bonds of any Scheduled 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 along with bid shall be returned after receiving the aforesaid performance guarantee.
14. The description of the work is as follows:-

Intending Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids as to the nature of the ground and sub-soil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. A 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 bidders shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a bid by bidders 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.
15. The competent authority on behalf of the President of India does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidders shall be summarily rejected.
16. 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.
17. 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.
18. The contractor shall not be permitted to bid for works in the Postal Civil Circle & Postal Electrical Circle 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 Department of Posts- Civil Wing. Any breach of this condition by the contractor would render him liable to be debarred from tendering in the Department.
19. No Engineer of gazetted rank or other Gazetted Officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of one year after his retirement from Government service, without the previous permission of the Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the bid or engagement in the contractor's service.
20. The bid for the works shall remain open for acceptance for a period of **75 days** from the date of opening of **Technical bid/Eligibility bid**, if any bidders withdraws his bid before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the bid which are not acceptable to the department, then the Government shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest

money as aforesaid. Further the bidders shall not be allowed to participate in the rebidding process of the work.

21. This notice inviting Bid shall form a part of the contract document. The successful bidders/contractor, on acceptance of his bid by the Accepting Authority shall within 30Days from the stipulated date of start of the work, sign the contract consisting of: -
- a) The Notice Inviting Bid, all the documents including additional conditions, specifications and drawings, if any, forming part of the bid as uploaded at the time of invitation of bid and the rates quoted online at the time of submission of bid and acceptance thereof together with any correspondence leading thereto.
  - b) Standard C.P.W.D. Form 7 or other Standard C.P.W.D. Form as mentioned.

22. **For Bids**

- 22.1.1 The Assistant Engineer in charge of the work will call bids for the work. The Earnest Money will be fixed with respect to the estimated cost put to bid.
- 22.1.2 The bid document will include following three parts:
  - Part A. CPWD-6, CPWD-7 including schedule A to F for the work, Standard General Conditions of Contract for Construction / maintenance CPWD 2020 or latest edition as applicable with all amendments/ modifications up to last date of submission of bids.
  - Part B. Special conditions, Additional conditions of Contract, Specific to Green Building Practices, Particular specifications.
  - Part C. **Price Bid:** Schedule of quantities applicable of the work.
- 22.1.3 The eligible bidder shall quote percentage below/above on the total amount of tender.
- 22.1.4 After acceptance of the bid by competent authority, the AE in charge of the work shall issue letter of award on behalf of The President of India. After the work is awarded, the contractor will have to enter into agreement with AE. AE will operate part A, part B and part C of the agreement.
- 22.1.5 Running payment for the work shall be made by EE to the contractor.
- 22.1.6 ~~The work shall be treated as complete when all the components of the work are complete. The completion certificate of the work shall be recorded by Engineer-in-Charge of work after record of completion certificate of all other components.~~
- 22.1.7 Final bill of whole work shall be finalized and paid by the EE of the work.
- 22.1.8 It will be obligatory on the part of bidder to sign the contract document before the first payment is released.

23. In case of reduction in scope of work no claim on account of reduction in value of work, loss of expected profit, consequential overheads etc. shall be entertained.

**Assistant Engineer (C),  
Postal Civil Sub Division, Bhubaneswar.  
For & on Behalf of the President of India**

No.23 (01)/CSDB/166

Dated:12/05/2026

Copy to: -

- 1) The Chief Postmaster General, Odisha Circle, Bhubaneswar.
- 2) The Executive Engineer (Civil), Postal Civil Division, Bhubaneswar.
- 3-5) The Assistant Engineer, Postal Civil Sub-Division, Cuttack/Berhampur/Sambalpur.
- 6) Notice Board.

Assistant Engineer(C)  
Postal Civil Sub-Division,  
Bhubaneswar.