



Government of India  
Ministry of Communications  
Department of Posts



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## TENDER DOCUMENT

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NIT No: 04/AE/PESD-I/ND/NIT/2026-27      dated:-14-05-2026

Name of work: **Comprehensive maintenance of schindler make 1no 16 Passenger cum goods lift and 1no 8 passenger lift at Meghdoot Bhawan, New Delhi.(For 2026-27)**

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Department of Posts  
O/o Assistant Engineer (E)  
Postal Electrical Sub Division-I  
Meghdoot Bhawan  
New Delhi- 110001

**NOTICE INVITING e-TENDER**

NIT No: 04/AE/PESD-I/ND/NIT/2026-27/37

Date:14-05-2026

1. Percentage rate bids are invited on behalf of President of India from the OEM/OEA satisfying under mentioned eligibility conditions for the following work:

NIT No.	04/AE/PESD-I/ND/NIT/2026-27 dated 14-05-2026
Name of work	Comprehensive maintenance of schindler make 1no 16 Passenger cum goods lift and 1no 8 passenger lift at Meghdoot Bhawan, New Delhi.(For 2026-27)
Estimated cost	₹ 348000/-
Earnest money deposit	₹6960/-
Period of completion	12 months
Last date and time of submission of technical and financial bid	28-05-2026 up to 15:00 hours
Date and time of opening of technical bid	29-05-2026 at 15:00 hours

- (i) The estimated cost is given merely as a rough guide.
- (ii) The e-tender will be submitted on e-tendering portal of e-procurement at <https://eprocure.gov.in> and will be opened in the presence of intending contractors or their authorized representatives.
2. Agreement shall be drawn with the successful bidder on prescribed Form No. CPWD-7, which is available as a Government of India publication and also available on website [www.cpwd.gov.in](http://www.cpwd.gov.in). Bidders shall quote his rates as per various terms and conditions of the said form, which will form part of the agreement.
3. The time allowed for carrying out the work will be **12 months** from the date of start as defined in Schedule "F" or from the first date of handing over of the site, whichever is later, in accordance with the phasing if any, indicated in the tender documents.
4. The site for the work is available.
5. The bid documents consisting of plans, specifications, the schedule of quantities of the various types of items to be executed and the set of terms and conditions of contract to be complied with and other necessary documents except Standard General Conditions of Contract Form can be seen and downloaded from website <https://eprocure.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 time(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 shall be in the form of Treasury Challan or Demand Draft / Pay Order / Banker's Cheque of a Scheduled Bank (issued in favor of Accounts Officer, Postal Electrical Division, New Delhi) or Deposit at Call Receipt / Fixed Deposit Receipt of a Scheduled Bank (pledged in favour of AO of tender inviting authority).

A part of earnest money is acceptable in the form of bank guarantee also. In such case, minimum 50% of earnest money or ₹ 20 lakh, whichever is less, shall have to be deposited in the shape prescribed above and balance may be deposited in shape of bank guarantee issued by any Scheduled Bank having validity of six months or more from last date of receipt of bids which is to be scanned and uploaded by the intending bidders.

The earnest money should be deposited (on all working days up to 16:00 hours either in the office of Executive Engineer (E) inviting bids or division office of any Executive Engineer, Postal Electrical/ Civil Division within the period of bid submission. For this list of Executive Engineers along with address where EMD can be deposited is enclosed as Annexure-II. The officer receiving EMD shall issue a receipt of deposition of earnest money to the bidder in a prescribed format as per Annexure-I. This receipt shall be scanned and uploaded on the e-tendering website within the period of bid submission.

Earnest money can also be deposited online in the account no. 32306990367 IFS code SBIN0000691 of Accounts Officer, Postal Electrical Division, New Delhi. The deposit receipt/acknowledgement shall be scanned and uploaded on the e-tendering website within the period of bid submission.

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 who have paid / deposited earnest money; and other documents scanned and uploaded are found in order.

**OEM/OEA authorization certificate if applicable and other documents as specified 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 a week physically in the office of tender opening authority.**

10. The bid submitted shall become invalid, if:
  - (i) The bidder is found ineligible.
  - (ii) The bidder does not deposit original EMD with division office of any Executive Engineer, DoP / does not pay earnest money at either at e-tendering portal through smart payment system or deposit online in the account of Accounts Officer.
  - (iii) The bidder does not upload all the documents as stipulated in the bid document including the undertaking.
  - (iv) If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted physically by the lowest bidder in the office of bid opening authority, and the Government shall, without prejudice to any other right or remedy, be at liberty to forfeit 100 % of the said earnest money as aforesaid. Further, the tenderer shall not be allowed to participate in the tendering process of the work.
  - (v) If a bidder 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 bidder.

11. The contractor whose bid is accepted will be required to furnish **performance guarantee of 5%(Five percent)** of 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 ₹ 10,000/-) or Deposit at Call Receipt / Banker's Cheque / Pay Order / Demand Draft of any Scheduled Bank (in case guarantee amount is less than ₹ 1,00,000/-) or Government Securities or Fixed Deposit Receipts or Guarantee Bonds of any Schedule 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.

The contractor whose bid is accepted will also be required to furnish either copy of the applicable licences/registrations or proof of applying for labour licences, 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 said work, and Programme Chart (Time and Progress) within the period specified in Schedule 'F'.

12. The description of the work is as follows:-

**“Comprehensive maintenance of schindler make 1no 16 Passenger cum goods lift and 1no 8 passenger lift at Meghdoot Bhawan, New Delhi.(For 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 charges consequent on any misunderstanding or otherwise shall be allowed. The bidders shall be responsible for arranging and maintaining at his own cost, all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a bid by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant etc. will be issued to him by the Government and local conditions and other factors having a bearing on the execution of the work.

13. The competent authority on behalf of the President of India does not bind itself to accept the lowest or any other bid and reserves to itself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition including that of conditional rebate is put forth by the bidders shall be summarily rejected.
14. Canvassing whether directly or indirectly, in connection with bidders is strictly prohibited and the bids submitted by the contractors who resort to canvassing will be liable to rejection.
15. The competent authority on behalf of President of India reserves to himself the right of accepting the whole or any part of the bid and the bidders shall be bound to perform the same at the rate quoted.
16. The contractor shall not be permitted to bid for works in the DoP Circle (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 (E) and Junior Engineer (E) (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. 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 two years 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.
18. The bid for the works shall remain open for acceptance for a period of 90 days from the date of opening of technical bid. If any bidder 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 **100%** of the said earnest money as aforesaid. Further the bidder shall not be allowed to participate in the re-bidding process of the work.
19. This Notice Inviting Tender shall form a part of the contract document. The successful bidders/ 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 tender, all the documents including additional conditions, specifications and drawings, if any, forming a part of the bid as uploaded at the time of invitation of tender and the rates quoted online at the time of submission of bid and acceptance thereof together with any correspondence leading thereto.
  - (b) Standard CPWD Form as mentioned in Schedule 'F' or other Standard CPWD Form as applicable.

**Assistant Engineer (E)**  
**Postal Electrical Sub Division-I**  
**New Delhi.**  
For & on behalf of the President of  
India

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## INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR e-TENDERING

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1. The intending bidder must read the terms and conditions of Notice Inviting Tender (CPWD-6) carefully. He should only submit his bid if he considered himself eligible and he is in possession of all the documents required.
2. Information and instructions for bidders posted on e-tendering portal of e-Wizard 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 except General Conditions of Contract Form can be seen and downloaded from website at <https://eprocure.gov.in> free of cost.
4. But the bid can only be submitted after deposition of original EMD either in the office of Executive Engineer inviting bids or division office of any Executive Engineer, DoP/ payment of earnest money at the e-tendering portal of e-Wizard through smart payment system within the period of bid submission and uploading the mandatory documents as mentioned in NIT, receipt of deposition of original EMD to division office of any Executive Engineer (including NIT issuing EE/AE), DoP, if applicable.
5. Online bid documents submitted by intending bidders shall be opened only of those bidders, who has deposited / paid the earnest money; and other documents scanned and uploaded are found in order.
6. Those contractors not registered on the website mentioned above, are required to get registered beforehand.
7. The intending bidders must have valid class-III digital signature certificate (with signing and encryption uses) to submit the bid.
8. The e-tenders shall be submitted under two bid system on e-tendering portal before last time and date of submission of bid as notified - the first electronic bid will be named as Technical Bid and shall contain documents of bidder's satisfying the eligibility conditions and tender document; and second electronic bid shall be named as Financial Bid and shall contain Schedule/Bill of Quantities (BoQ). These bids shall contain one set of the following documents-

### **List of documents to be uploaded within the period of bid submission**

8.1 Technical Bid shall contain the scan copies in PDF format of following documents:

- i) Tender Document in PDF format.
- ii) Receipt of deposition of original EMD issued from Division office of any Executive Engineer (including NIT issuing EE/AE), DoP; if deposited in physical form.
- iii) Concerned OEM/OEA authorization certificate .
- iv) Any other document as specified in NIT.
- v) Undertakings per format enclosed at Annexure-III, duly signed and stamped.
- vi) Certificate of registration of GST and acknowledgement of up to date filed return, if required

“If the bidder has not obtained GST registration in the state in which work is to be taken up, or as required by GST authorities, then in such a case the bidder shall scan and 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 within one month from the date of receipt of award letter or before release of any payment by DoP, whichever is earlier, failing which I/we shall be responsible for any delay in payments which will be due towards me/us on a/c of the work executed and/or for any action taken by DoP or GST department in this regard”.

- vii) Notarized affidavit on non-judicial stamp paper of value not less than Rs.10/- as per Annexure IV
- viii) PAN Card

8.2 Financial bid shall contain:

Schedule/Bill of Quantities in MS Excel format .xlsx file duly filled & digitally signed without changing the name of file.

- 9. The technical bid shall be opened first on due date and time. Subsequently the financial bid of contractors qualifying the technical bid shall be opened either at the due date and time specified or at such date and time communicated to them at later date.
- 10. The department reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified contractors to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.

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## SPECIAL INSTRUCTIONS FOR e-SUBMISSION OF BIDS ONLINE

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The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:  
<https://eprocure.gov.in/eprocure/app>.

### Registration

1. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL:<https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online bidder Enrollment” on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign as password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### Searching for Tender Documents

1. There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
3. The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### Preparation of Bids

1. Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents.

These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

Note: My Documents space is only a repository given to the Bidders to ease the uploading process. If Bidder has uploaded his Documents in My Documents space, this does not automatically ensure these Documents being part of Technical Bid.

### **Submission of Bids**

1. Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
2. The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
4. Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
5. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
6. The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

### **Assistance to Bidders**

1. Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

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Annexure-I**Format for Receipt of Deposition of Physical Earnest Money**

Receipt No. \_\_\_\_\_

Date: \_\_\_\_\_

1.	NIT No.	04/AE/PESD-I/ND/NIT/2026-27 dated 14-05-2026
2.	Name of work	Comprehensive maintenance of schindler make 1no 16 Passenger cum goods lift and 1no 8 passenger lift at Meghdoot Bhawan, New Delhi.(For 2026-27)
3.	Estimated Cost	₹ 348000/-
4.	Earnest money deposit	₹ 6960 /-
5.	Last date and time of submission of bids	28-05-2026 up to 15:00 hours

1. Name of bidder#: .....
2. Form of EMD#: .....
3. Amount of EMD#: .....
4. Date of submission of EMD#: .....

Signature, name and designation of EMD receiving officer  
(EE/ AE(P)/ AE/ AAO) along with Office Stamp

**Note:**

#: To be filled by officer receiving the EMD.

1. The Executive Engineers of all Postal Civil / Electrical Divisions should receive the physical EMD of other divisions.
2. The Executive Engineer receiving the physical EMD shall examine the EMD deposition by the bidder and shall issue the receipt of deposition of Earnest Money in the above format. The receipt may be issued by AE / AAO.
3. The Executive Engineer receiving physical EMD should also intimate tender inviting Executive Engineer about deposition of EMD by bidder through e-mail / fax or over phone.
4. The tender inviting Executive Engineer will call for physical EMD of the L-1 bidder from EMD receiving Executive Engineer immediately.
5. The physical EMD receiving Executive Engineer shall release the EMD after verification from the e-tendering portal website <https://eprocure.gov.in>[Tender Status> AOC] for the tender ID to be obtained from the tender inviting Executive Engineer) that the particular contractor is not L-1 bidder and work is awarded.
6. List of Executive Engineers (along with address), where physical EMD can be deposited is enclosed as NIT Annexure – II.

**Annexure-II****List of Executive Engineers with address**

The Executive Engineer (E) Postal Electrical Division, Meghdoot Bhawan, New Delhi- 110001. Ph: 011-23514049	The Executive Engineer (C) Postal Civil Division, Meghdoot Bhawan, New Delhi – 110001. Ph: 011-23628366	The Executive Engineer (C) Postal Civil Division,5 <sup>th</sup> Floor, C.T.T. Nagar, PO Building Bhopal – 462003. Ph: 0755-2779149
The Executive Engineer (E) Postal Electrical Division CSO, Gandhi Nagar, Jaipur – 302015. Ph: 0141 – 2708841	The Executive Engineer (C) Postal Civil Division, 2 <sup>nd</sup> Floor, HPO Building Shastri Nagar, Jaipur – 302016. Ph: 0141-2365941	The Executive Engineer (C) Postal Civil Division, Postal Colony, Roop Nagar, Jammu – 180013. Ph: 0191-2592924
The Executive Engineer (C) Postal Civil Division, GPO Building, Ambala – 133001. Ph: 0171- 2647521	The Executive Engineer (C) Postal Civil Division, PO Building, 1 <sup>st</sup> Floor, Summer Hill, Shimla – 171005. Ph: 0177–2832943	The Executive Engineer (C) Postal Civil Division, PO Building, Sector-C, Aliganj, Lucknow – 226024. Ph: 0522-2335165
The Executive Engineer (C) Postal Civil Division, HPO Bldg. Civil Lines Allahabad – 211001. Ph: 0532- 2622150	The Executive Engineer (E) Postal Electrical Division, PO Building, Sector-C,Aliganj, Lucknow – 226001. Ph: 0522 – 2336053	The Executive Engineer (C) Postal Civil Division, Yogayog Bhawan, P-36, CR-Avenue, Kolkata - 700012. Ph: 033-22121441
The Executive Engineer (C) Postal Civil Division, Meghdoot Bhawan, GPO Compound, Patna – 800001. Ph: 0612 – 2226070	The Executive Engineer (E) Postal Electrical Division, Yogayog Bhawan, P-36, CR-Avenue, Kolkata-700012. Ph: 033-22120646, 22120637	The Executive Engineer (C) Postal Civil Division, R.N. Compound, Opp. Raj Bhawan, Shillong – 793001. Ph: 0364-2224398
The Executive Engineer (C) Postal Civil Division, 3 <sup>rd</sup> floor, Postal Store Depot building, Satyanagar, Bhubaneswar – 751007. Ph: 0674 – 2570960	The Executive Engineer (C) Postal Civil Division, Meghdoot Bhawan Complex, Guwahati – 780001. Ph: 0361 – 2542679	The Executive Engineer (C) Postal Civil Division, Khadki PO Compound, Pune – 411003. Ph: 020-25817762
The Executive Engineer (E) Postal Electrical Division, 3 <sup>rd</sup> Floor, PO Building Mumbai – 400022. Ph: 022 – 24044164	The Executive Engineer (C) Postal Civil Division, PO Building, Mumbai – 400022.Ph: 022- 24013900	The Executive Engineer (C) Postal Civil Division, 2 <sup>nd</sup> Floor, HPO Building, Rajkot – 360001.
The Executive Engineer (C) Postal Civil Division, Akashwani Square, DA (P) Compound, Nagpur- 400010. Ph: 0712-2540368	The Executive Engineer (C) Postal Civil Division, 2 <sup>nd</sup> Floor, Behrampura P.O. building, Ahmedabad – 380022.	The Executive Engineer (C) Postal Civil Division, Postal Staff Quarters No. C-III/1&2, Meghdoot Nagar, Beerappagadda. Uppal, Hyderabad – 500039. Ph: 040-29563659, 29563658
The Executive Engineer (E) Postal Electrical Division 2 <sup>nd</sup> Floor, HPO Bansvangudi, Bangalore – 560004. Ph: 080-26676804	The Executive Engineer (C) Postal Civil Division, GPO Building, Mysore Road, Bangalore – 560001. Ph: 080-23332025	The Executive Engineer (C) Postal Civil Division, Manacaud, P.O. Trivandrum –695009.Ph: 0471-2466748
The Executive Engineer (C) Postal Civil Division, K.C. Park, P.O. Compound, Dharwad- 580008.Ph: 0836-2445252	The Executive Engineer (C) Postal Civil Division, No. 5, EthirajSalai, Chennai – 600008. Ph: 044-28203435	

Annexure-III**Format for Undertaking**

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*(To be submitted by bidders (on company letter head duly signed with stamp & seal) online on or before last time of date of bid submission)*

To

The Assistant Engineer (E)  
Postal Electrical Sub Division-I  
New Delhi

Subject: Acceptance of terms & conditions of tender.

**NIT No: 04/AE/PESD-I/ND/NIT/2026-27 dated 14-05-2026**

**Name of work: "Comprehensive maintenance of schindler make 1no 16 Passenger cum goods lift and 1no 8 passenger lift at Meghdoot Bhawan, New Delhi.(For 2026-27)."**

Dear Sir,

1. I/We have downloaded the tender document for the above mentioned work from the e-tendering portal of <https://eprocure.gov.in> as per your advertisement given in the above mentioned website.
2. I/We hereby certify that I/we have read the entire terms and conditions of the tender document (including all annexure, schedules etc.) which form part of the contract agreement and I/we shall abide hereby by the terms/ conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into considerations, while submitting their acceptance letter.
4. I/We hereby unconditionally accept the terms and conditions of above mentioned tender document and corrigendum(s) in its totality.
5. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the Earnest Money absolutely.
6. 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 Department of Post 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.

Yours faithfully,

(Signature of the bidder, with Official Seal)

Annexure-IV

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AFFIDAVIT

{Notarized affidavit shall be made on non-judicial stamp paper of value not less than Rs.10/-}  
( Scanned copy to be submitted by bidder at the time of submission of bid)

**NIT No. 04/AE/PESD-I/ND/NIT/2026-27      Dated : 14-05-2026**

**Name of Work :Comprehensive maintenance of schindler make 1no 16 Passenger cum goods lift and 1no 8 passenger lift at Meghdoot Bhawan, New Delhi.(For 2026-27)**

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 bidding in DOP 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.

(Signature of the Bidder with official Seal)

Annexure-V**Format of Bank Guarantee Bond for Earnest Money**

WHEREAS, contractor ..... (name of contractor) (hereinafter called "the contractor") has submitted his tender dated ..... (date) for the work of ..... (name of work) (hereinafter called "thetender").

KNOW ALL PEOPLE by these presents that we..... (name of Bank) having our registered office at ..... (hereinafter called "the Bank") are bound unto.....(name and division of Executive Engineer) (Hereinafter called "the Engineer-in-Charge") in the sum of ₹ ..... (Rupees in words..... ) for which payment well and truly to be made to the said Engineer-in-Charge the Bank binds itself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this..... day of .....20.....

THE CONDITIONS of this obligation are:

- (1) If after tender opening the contractor withdraws his tender during the period of validity of tender (including extended validity of tender) specified in the Form of Tender;
- (2) If the contractor having been notified of the acceptance of his tender by the Engineer-in-charge:
  - (a) fails or refuses to execute the Form of Agreement in accordance with the Instructions to contractor, if required;

OR

- (b) fails or refuses to furnish the Performance Guarantee, in accordance with the provision of tender document and instructions to contractor.

We undertake to pay to the Engineer-in-Charge either upto the above amount or part thereof upon receipt of first written demand, without the Engineer-in-Charge having to substantiate his demand, provided that in his demand the Engineer-in-Charge will note that the amount claimed by him is due to him owing to the occurrence of one or any of the above conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force upto and including the date\* ..... after the deadline for submission of tender as such deadline is stated in the Instructions to contractor or as it may be extended by the Engineer-in-Charge notice of which extension(s) to the Bank is hereby waived. Any demand kin respect of this Guarantee should reach the Bank not later than the above date.

DATE .....

SIGNATURE OF THE BANK

SEAL

WITNESS.....

(SIGNATURE, NAME AND ADDRESS)

*\*Date to be worked out on the basis of validity period of 6 months from last date of receipt of tender.*

**Government of India  
Department of Posts**

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**PERCENTAGE RATE TENDER & CONTRACT FOR WORKS**

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Tender or the work of **Comprehensive maintenance of schindler make 1no 16 Passenger cum goods lift and 1no 8 passenger lift at Meghdoot Bhawan, New Delhi.(For 2026-27).**

- i) To be uploaded by 28-05-2026 up to 15:00 hours one-tendering portal of e-Wizard at <https://eprocure.gov.in>.
- ii) To be opened through e-tendering in presence of bidders who may be present on 29-05-2026 at 15:00 hours in the office of the Assistant Engineer (Electrical), Postal Electrical Sub Division-I, New Delhi.

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**TENDER**

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I/We have read and examined the notice inviting tender, Schedule A, B, C, D, E, and F; specifications applicable, drawings and designs, General Rules and Directions, Conditions of Contract, Clauses of Contract, Special conditions, Schedule of Rates and other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work.

I/We hereby tender for the execution of the work specified for the President of India within the time specified in Schedule 'F', viz., schedule of quantities and in accordance in all respects with the specifications, designs, drawings and instructions in writing referred to in Rule- 1 of General Rules and Directions and in Clause 11 of the Conditions of Contract and with such materials as are provided for, by, and in respects in accordance with, such conditions so far as applicable.

I/we agree to keep the tender open for 30 day from the last date of receipt of bids in case of single bid system/ 90days from the last day of receipt of technical bid in case tender are invited on two/three bid system for specialised work (strike out as the case may be) and not to make any modifications in its terms and conditions.

A sum of ₹6960/- is paid at e-tendering portal / is hereby forwarded in Treasury Challan / Demand Draft/Pay Order/Banker's Cheque of a Scheduled Bank / Deposit at Call Receipt of a Scheduled Bank / Fixed Deposit Receipt of Scheduled Bank / bank guarantee issued by a Scheduled Bank as earnest money. Receipt of deposition of earnest money is scanned and uploaded.

If I/we, fail to furnish the prescribed performance guarantee within prescribed period, I/we agree that the said President of India or his successors in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely.

Further, if I/we fail to commence work as specified, I/we agree that President of India or his successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said earnest money and 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 therein and to carry out such deviations as may be ordered, up to maximum of the percentage mentioned in Schedule 'F' and those in excess of that limit at the rates to be determined in accordance with the provision contained in Clause 12.2 and 12.3 of the tender form.

Further, I/we agree that in case of forfeiture of earnest money or performance guarantee as aforesaid, I/ we shall be debarred for participation in the re-tendering process of the work.

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 Department of Post in future forever. Also, if such a violation comes to the notice of Department before date of start of work, the Engineer-in-charge shall be free to forfeit the entire amount of Earnest Money Deposit/ Performance Guarantee.

I/We hereby declare that I/we shall treat the tender documents, drawings, and other records connected with the work as secret/confidential documents and shall not communicate information derived therefrom 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 :.....

Signatures of Contractor

Postal Address:

Witness :

Address :

Occupation :

**ACCEPTANCE**

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

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

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

Signatures:.....

..

Dated :.....

Designation:.....

..

For & on behalf of the President of India

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## PROFORMA OF SCHEDULES

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### Schedule 'A'

Schedule/Bill of Quantities (MS Excel .xlsx file on the website against this work)

### Schedule 'B'

Schedule of materials to be issued to the contractor

S.No.	Description of item	Quantity	Rates in figures & words at which the material will be charged to the contractor	Place of issue
1	2	3	4	5
Schedule 'B' deleted				

### Schedule 'C'

Tools and plants to be hired to the contractor

S.No.	Description	Hire charges per day	Place of issue
1	2	3	4
Schedule 'C' deleted			

### Schedule 'D'

Extra schedule for specified requirements/documents for the work, if any.

(i) General conditions, additional conditions and particulars specifications as attached.

### Schedule 'E'

Reference to General Conditions of contract: General Conditions of Contract for C.P.W.D. Works 2020 with amendment issued by C.P.W.D. up to date of issue of NIT.

Name of work: Comprehensive maintenance of schindler make 1 no 16 Passenger cum goods lift and 1 no 8 passenger lift at Meghdoot Bhawan, New Delhi. (For 2026-27).

Estimated cost of work: ₹348000/-

(i) Earnest money: ₹6960/- (to be returned after receiving performance guarantee)

(ii) Performance Guarantee: 5% of tendered value

(iii) Security Deposit: 2.5% of tendered value

### Schedule 'F'

#### General Rules & Directions:

Officer Inviting tender: Assistant Engineer (E), Postal Electrical Sub Division-I, New Delhi.

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: Assistant Engineer (E), Postal Electrical Sub Division-I, New Delhi

2(viii) Accepting Authority: Assistant Engineer (E), Postal Electrical Sub Division-I, New Delhi

2(x) Percentage on cost of materials and labour to cover all over-heads and profits: 15%

- 2(xi) Standard Schedule of Rates: DSR-2022  
 2(xii) Department: Department of Posts  
 9(ii) Standard CPWD Contract Form CPWD-7 as modified & corrected upto date of NIT.

**Clause 1**

- (i) Time allowed for submission of Performance Guarantee from the date of issue of letter of acceptance: 07 days  
 (ii) Maximum allowable extension with late fee @ 0.1 % per day of Performance Guarantee amount beyond the period provided in (i) above: 07 days

**Clause 2**

Authority for fixing compensation under clause 2: E.E. (E), PED, New Delhi.

**Clause 2A**

Whether Clause 2A shall be applicable: No

**Clause 5**

Number of days from the date of issue of letter of acceptance for reckoning date of start 10 days

**Table of milestones**

S.No.	Financial progress	Time allowed (from date of start)
1	1/8 <sup>th</sup> (of whole work)	1/4 <sup>th</sup> (of whole work)
2.	3/8 <sup>th</sup> (of whole work)	1/2 <sup>th</sup> (of whole work)
3.	3/4 <sup>th</sup> (of whole work)	3/4 <sup>th</sup> (of whole work)
4.	Full	Full

Time allowed for execution of work 12 months

Authority to give fair and reasonable extension of time for completion of work: E.E. (E), PED, New Delhi.

**Clause 6, 6A**

Clause applicable – (6 or 6A): NA

**Clause 7**

Gross work to be done together with net payment/adjustment of advances for material collected, if any, since the last such payment for being eligible to interim payment: NA

**Clause 8B**

- (i) This shall not apply for maintenance or up gradation contracts not involving any services.  
 (ii) For other works, the limit shall be as below:

S.No.	Contract Value	Limit (₹)
1	Less than or equal to ₹ 1 crore	₹ 2,000
2.	More than ₹ 1 crore but less than or equal to ₹ 5 crore	₹ 5,000
3.	More than ₹ 5 crore but less than or equal to ₹ 20 crore	₹ 25,000
4.	More than ₹ 20 crore	₹ 50,000

**Clause 10A**

List of testing equipment to be provided by the contractor at site lab: 1. Meggar 2. Tong Tester( Clip on type) 3. Test Lamp 4. Earthing Test Kit 5. Continuity Tester

**Clause 10B(ii)**

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

**Clause 10C**

Component of labour expressed as percentage of value of work: NA

**Clause 10CC**

Clause 10CC to be applicable in contracts with stipulated period of completion exceeding the period shown in next column: 18 month.

**Clause 11**

Specification to be followed for execution of work: Latest CPWD Specification (Internal & External) and as per enclosed terms and conditions

As per NIT/CPWD specifications amended upto date

**Clause 12**

Type of work:

12.2 & 12.3 Deviation limit beyond which clauses 12.2 & 12.3 shall apply for building work: 25%

12.5 Deviation limit beyond which clauses 12.2 & 12.3 shall apply for foundation work: NA

**Clause 16**

Competent Authority for deciding reduced rates: E.E. (E), PED, New Delhi.

**Clause 18**

List of mandatory machinery, tools & plants to be deployed by the contractor at site: -1. Electrical Drill Machines 2. Spanner Sets 3. Ladders. 4. Safety gloves and other safety requirements

**Clause 36(i)**

Sl No.	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 clause 36(i)	
						Figures	Words
1.	Graduate Engineer	Elect. Engg	Principal Technical	Nil	--	₹15000/- per month	₹ fifteen thousand per month
2.	Diploma Holder	Elect. Engg	Technical representative	5year	--	₹ 15000/- per month	₹ fifteen thousand per month

**Clause 42**

- (i) Schedule/ statement for determining theoretical quantity of cement & bitumen on the basis of Delhi Schedule of Rates 2013 printed by CPWD.
- (ii) Variation permissible on theoretical quantities.
- a) Cement for works with estimated cost put to tender not more than ₹ 5 lakh: 3% plus/ minus
- For works with estimated cost put to tender more than ₹ 5 lakhs: 2% plus/ minus
- b) Bitumen for all works: 2.5% plus only & nil on minus side
- c) Steel Reinforcement and structural steel

sections for each diameter, section and category: 2% plus/minus  
 e) All other materials: NIL

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## CORRECTIONS TO CPWD 7/8

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### Corrections to CPWD 7/8 Form for use in Department of Posts

All reference to:-

- (i) CPWD / Public Works Department;
- (ii) Administrative Head of CPWD;
- (iii) Director General of works, CPWD;
- (iv) Chief Engineer, CPWD;
- (v) CPWD Circle; and
- (vi) Ministry of Urban Development

in various clauses shall respectively be taken to mean:

- (i) Department of Posts / Civil Wing;
- (ii) Administrative Head of Department of Posts;
- (iii) Chief Engineer (C), Department of Posts;
- (iv) Chief Engineer (C), Department of Posts;
- (v) Postal Electrical Circle; and
- (vi) Ministry of Communications, Department of Posts

except in the following places and clauses where no modifications are intended:

- (i) C.P.W.D. Safety Code;
- (ii) Clause 11, 19 B(i), 19B(iii), 19C and 19 G;
- (iii) Model rules for protection of health and sanitary arrangement for workers employed by CPWD or its contractors (heading only);
- (iv) C.P.W.D. Contractor's Labour Regulations (in heading and Regulation No.1 only); and
- (v) CPWD Delhi Schedule of Rates and CPWD Specifications.

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## **TERMS AND CONDITIONS**

### **1. SCOPE OF MAINTENANCE**

The maintenance of lifts is to be carried out on comprehensive basis. *No material* will be supplied by the department, except those consumables specifically mentioned. The contractor has to adhere to the maintenance schedule attached.

Lifts are to be kept in healthy and clean conditions. Specific details of maintenance activities required are detailed separately.

### **2. METHODOLOGY**

I) The lift will be handed over for maintenance on as-on-where-basis. After award, the maintenance of the installation under O& M contract shall be the responsibility of the contractor during contract period.

II) After the award of work, the firm is required to check all the control and display and safety of the lifts and required to repair them within 15 days of taking over and to keep them in perfectly working condition. This is to be noted that lifts will be handed in as-on-where-basis and nothing extra will be paid in any condition for any additional major or minor repairing or fault.

III) A complaint book as per Annexure –II shall be kept up to date at site by the firm and the same shall be available for checking and verification.

IV) Firm shall maintain logbooks.

V) At the start of each month the firm in consultation AE (E) concerned shall prepare a program for preventive maintenance to be carried out during the month as per Annexure –III & IV the actual maintenance carried out shall be discrepancies vis-à-vis, the status of installation at the start of work plus any modification carried out during the currency of the contract.

VI) If during the currency of contract, any modification and minor additions are done, the comprehensive maintenance shall be done by the firm without any extra cost.

VII) The scope of work includes preparation of elevators for Lift Inspector's inspection and to obtain Lift License / renewals of the Lift licenses during period of Contract.. All the Legitimate Fees shall be paid by the Department.

### **3. STAFF**

I) since the firm will be doing the maintenance of critical services responsible & trained person (S) send to the site should be able to take initial steps- under emergency situation.

II) Agency must observe and follow all the labour rules like payment of minimum wages, EPF & other rules regulations in force.

### **4. MATERIAL AND T & P**

i) Material: - The scope of work includes maintenance of complete installation on Comprehensive basis i.e. no material is to be supplied by the Department. The contractor is required to ensure the availability of spares whenever required so that the system remains fully operational all the time without fail.

ii) T& P –All tools and plants, testing & safety equipments required for carrying out various tasks relevant to maintenance have to be arranged by agency at its own cost.

### **5. COMMERCIAL**

i) The tender must obtain himself at its own expense all the information necessary for the purpose of tendering, inspect the site & acquaint himself with all the local conditions, mean of access to work & nature of work etc. no claim shall be entertained on this account.

ii) quarterly payment shall be made after completion of maintenance period with each bill, a certificate from contractor confirming that maintenance has been carried out Properly and testing required during the period have been performed. The Certificate has to be countersigned by the AE (E) otherwise Annexure II to V shall be attached with each bill.

### **6. PENALTY CLAUSE**

- I) Any damage to the installation building during the maintenance period due to carelessness on the part of the maintenance staff shall be the responsibility of firm and shall be replaced / rectified without any extra cost.
- II) Any Accident or damage during maintenance will be the responsibility of the Agency and the department will not entertain any claim, compensation, and penalty Extra on this account or an account of non-observance of any other requirement of Law relevant to this work.
- III) The response time of the firm should not be more than 4 hours in case of fault and the fault repairing time should be 24 hours in case of minor fault and 48 hours in case of major fault. If any Lift is stopped from functioning beyond 72 hours (or more than 120 hours in a month) continuously due to non attending or non replacement of required spare parts, recovery at the rate of double the original quoted rate (per/day) shall be made for the downtime period beyond 3 days. In case the fault is of emergency nature which may affect the normal functioning of the services and the firm fails to take immediate necessary action. The work shall be carried out at the risk and cost of the firm without giving any notice. The decision of EE (E) shall be final and binding to the firm / agency. This is in addition to any other clauses applicable to contract. Necessary action as per the relevant clauses will be taken.

#### **7. GENERAL CONDITION**

- I) The contractor has to keep all the equipments and site neat and clean to avoid any accident.
- II) Dismantled material shall be returned to the department except those items for which replacement is supplied by the agency.
- III) The firm should have around the clock contact telephone no. In case of emergency, Contractor or and his authorized engineer /supervisor shall be available at site on short notice from Engineer-in-charge and make all efforts to make the situation normal at the earliest.
- IV) The contractor shall not sublet the work part thereof however services of specialized agencies for specific works can be obtained.
- V) The agency is responsible for:
  - A] Maintenance of lifts without fail during the contract period.
  - B] Identifying the fault in advance for operation of lift without stop.
  - C] Attending the fault within 4 hours of reporting through phone / fax / letter / telegram etc.
  - D] Supervising and for sending adequate qualified / authorized staff for maintenance work and for ensuring smooth functioning.

#### **8. CURRENCY OF CONTRACT**

The currency of contract shall be 12 months.

- I) The department reserves the right to terminate the contract by giving show cause notice of 15 days duration to rectify the discrepancy at any time during the currency of the contract. The payment shall be made on the basis of services delivered by the Contractor.
- II) The department reserves the right to extend the contract for maximum period of twelve months (6 months at a time) at the same rate and conditions.

9. Intellectual property rights and Force majeure clause shall be applicable.

**Assistant Engineer (E)  
Postal Electrical Sub Division-I  
New Delhi.**

**SPECIFICATIONS FOR WORK*****Passenger Lift*****Part –1 Scope of maintenance**

1. To maintain the lift in clean & healthy working condition. The firm will where applicable, maintain the performance characteristic of the Equipment as originally designed and installed by the original manufacturer or as amended by mutual written agreement between the department and firm.
2. Carry out periodical maintenance routine as specified in part III.
3. The vendor shall replace the batteries of the lift, free of cost, whenever required during the currency of the contract.

**Part II – Tasks to be performed within 15 days**

1. Inspect the entire installation for proper working, short coming, to be recorded and brought to the notice of Engineer in charge.
2. Educate all the other persons of department what to do in case of emergency.

**Part –III -Maintenance schedule to be followed.**

The firm will in accordance with the terms hereof, regularly examine, lubricate and adjust the equipment and generally carry out planned maintenance in a systematic and controlled Manner using firm's developed techniques and expertise. The firm will give priority in its service, repair and manufacturing facilities to restoring the Equipment to normal service.

The firm will, repair or replace any parts detailed in the following section which is defective during the time to time checkups .This is in addition to the breakdown maintenance and repair to avoid the possibility of bigger fault.

- a) Renew all wire ropes and chains (Where fitted) as often as required to maintain an adequate factor of safety, to equalize the tension on all hoisting ropes, repair or replace conductor cables and hoist way and machine room elevator wiring.
- b) Furnish lubricants compounded to original manufacturer's stringent specifications.
- c) Examine periodically all safety devices and governors and make all customary safety tests.
- d) Systematically examine and adjust the following components: Machine, Worm Gear, Thrust Bearings, Drive Sheave, Drive Sheave Bearings, Break Contact, Lining and components. Motor, Motor Generator, Motor Windings, Rotating Elements, Commutator, Brushes, Brush Holders, Bearings, Coils, Resistance for opening and Motor Circuits, Magnet Frames and other Mechanical parts. Controller, Selector, Levelling devices, Cams, relays, solid state Components e.g. PCB's, Transducers, Resistors, Condensers, Power Amplifiers, Transformers, Contacts, leads, Dashpots, Timing Devices, Steel .Selector Tapes and mech. & electrical Driving equipment. Governor, Governor Sheave, Shaft Assembly, Bearings, Contacts and Governor Jaws. Car and Hall Mechanical Buttons, Car and Hall position indicators, Hall Lanterns, Car direction indicators and all other Car and Landing Signal Fixtures as installed by the original manufacturer. Deflector or Secondary sheave, bearings, car and counterweight guide and buffers, top and bottom limit switches, Governor Tensions Sheave Assembly, compensating sheave Assembly, Car, Counterweight and Counterweight Guide shoes including Rollers or Gibs. Interlocks on Hoistway Door, Hoist way Door Hangers, Guides, Automatic power operated door operator, Car Door Hanger, Car Door Contact, Safety shoe, Load weighing Equipment, Car Frame, Car Safety Mechanism and Platform, Emergency light & alarm.

Following will be the MAINTENANCE SCHEDULE in brief. The firm will attach all these forms with the quarterly bill. Cost of all the log books and forms is included in the contract.

**Fortnightly**

Schedule of activates is attached as Annexure V.

**Monthly**

The maintenance activities required and actually done should be reported in the Performa given in annexure III and annexure IV

1. Complete check up of operation and safe working condition of lift including cleaning, oiling, replacement of faulty parts, alignment of replaced parts, etc.
2. Checking for any abnormal noise/ vibration and take corrective action.

**QUARTERLY**

1. Checking and tightening of electrical connections.
2. Clean internal parts of lift.

**YEARLY**

1. Complete servicing of the lifts.
2. Check for any rust spots. Dry, emery such spots, patch up with red oxide and paint.

**Part-IV : Material**

The firm will maintain a reasonable supply of genuine spare lending and replacement parts in its Service Depot. All defective parts will be furnished by firm on an exchange basis under which replaced parts become the property of firm.

All the materials required for carrying out maintenance with the exception of following shall be arranged by the contractor at his own cost.

1. Replacement of complete lift.
2. Replacement of lift car.
3. Replacement of Light and Fans installed in the lift.
4. Replacement of Lift car door and landing doors
5. ARD Batteries

All other materials required for upkeep of the system shall be arranged by the contractor at his own cost.

The replacement of material shall be with the same rating and make as that of the original. However, in case of non-availability of a particular make, the Engineer-in-charge will approve the alternate make.

**Assistant Engineer (E)  
Postal Electrical Sub Division-I  
New Delhi.**

**ANNEXURE-I  
DETAILS TO BE DISPLAYED AT SITE**

**1. DETAIL OF THE EXECUTION AGENCY.**

<b>Name of Agency (With Office Address)</b>	
<b>Name of proprietor</b>	
<b>Telephone No. (s) of the firm</b>	
<b>Name &amp; Address of the supervisor</b>	
<b>24 hours contact No of supervisor</b>	
<b>Particulars of the license/ Registration</b>	

**ANNEXURE-II**

**COMPLAINT REGISTER**

Complaint No	Date & Time of complaint	Detail of complaint	date&time attending of complaint	Report by the p attending the complaint	Type of Complaint		Sign
					Major	Minor	

**ANNEXURE - III**

PROGRAMME FOR PERIODICAL MAINTENANCE FOR THE MONTH OF \_\_\_\_\_

Name of contractor: \_\_\_\_\_.

Agreement No: \_\_\_\_\_.

Name of Sub Division : \_\_\_\_\_.

S. No	Location	Name of Service	Action for Monthly/ Quarterly /Half yearly/ Yearly maintenance	Remarks

Certified that the minimum inventory of material & T&P-as per clause 4 of the special conditions of the contract- has been maintained at site.

Signature of contractor

**ANNEXURE –IV**

ACTUAL PERIODICAL MAINTENANCE CARRIED OUT IN THE MONTH OF \_\_\_\_\_

Name of contractor: \_\_\_\_\_.

Agreement No. : \_\_\_\_\_.

Name of Sub Division: \_\_\_\_\_.

S. No.	Location	Name of Service	Periodical maintenance actually out	Remarks

1. Certified that we have carried out maintenance properly as per schedule of work and as per terms and condition of the agreement and testing etc. required during the period has-been performed.

Signature of contractor

**MAINTENANCE SCHEDULE – LIFTS      ANNEXURE V**  
**FREQUENCY                      FORTNIGHTLY**

Sl.No	Description of Item	II Week	IV Week	Remarks
1	Checking control accessories			
2	Checking car and hall buttons			
3	Checking indication bulbs			
4	Checking safety points			
5	Checking the levelling			
6	Checking gear oil level & lubrication of main motor bearing			
7	Checking selection apparatus			
8	Checking brake spring & brake drum			
9	Lubricating governor pulleys			
10	Checking car gate & landing gate shoes			
11	Checking leakage of oil			
12	Checking car light and shaft light			
13	Checking emergency light and hooter			
14	Checking car telephone and readiness of emergency operations			
15	Cleaning of door guide shoe grooves of sill			
16	Checking of fireman switch			
17	Cleaning of machine room			
18	Check shaft light and replace bulbs if reqd.			
19	19 Cleaning car light and fan			
20	Checking machine room lighting DB and S/			

**Assistant Engineer (E)**  
**Postal Electrical Sub Division-I**  
**New Delhi.**

**SCHEDULE OF QUANTITY**

<b>Name of Work: Comprehensive maintenance of schindler make 1no 16 Passenger cum goods lift and 1no 8 passenger lift at Meghdoot Bhawan, New Delhi.(For 2026-27)</b>							
Sr. No.	Description of Items	Qty		Rate	Unit	Amount	Remarks
1	Comprehensive maintenance of following detailed 1no 8 passenger Schindler make passenger lift and 1no 16 passenger cum goods lift serving upto B+G+10 floors and operation on 415V/50Hz three phase AC supply including making monthly servicing of lift taking all preventive maintenance as per specifications.						
1.1	2 nos lifts with 12 stops & landings serving (B+G+10) V3F, Speed of 1.5m/s	12.00	month	29000.00	month	348000.00	(Quotaion from OEM)
-	-						
-				<b>Total</b>		<b>₹ 3,48,000.00</b>	