



PERCENTAGE RATE NIT FOR e-TENDERING

1. Assistant Engineer, Postal Civil Sub Division, **Dak Bhawan, New Delhi on behalf of the President of India invites online percentage rate bids (CPWD-7) from approved and eligible contractors of Department of Posts** in two bid systems (Eligibility and Financial bid) for the work of **“Provision of day to day maintenance in Dak Bhawan, New Delhi.(Replacement of damage doors shutter, misc fittings, window blinds, Internal finishing etc.)”**

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 costs ₹ **449711/-**-This estimate, however, is given merely as a rough guide.
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 **45 Days** 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 and structural drawings, if needed, 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.
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, Dak Bhawan, **New Delhi** between hours of 11:00 AM and 4:00 PM from **the next day of NIT to last day of submission** every day except on 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) Earnest Money of ₹ **8994/-** in the form of Treasury Challan or Demand Draft or Pay order or Banker's Cheque or Deposit at Call Receipt or Fixed Deposit Receipt (drawn in favour of Accounts Officer O/o Executive Engineer (C), Postal Civil Division, **New Delhi** payable at **New Delhi** shall be scanned and uploaded to the e-tendering website within the period of bid submission. **The original EMD should be deposited either in the office of Assistant Engineer(C) inviting bids or division office of any Executive Engineer(C/E), Postal Civil/Electrical Division within the period of bid submission. The EMD receiving Assistant Engineer / Executive Engineer shall issue a receipt of deposition of earnest money deposit to the bidder in a prescribed format (enclosed) uploaded by tender inviting AE in the NIT. This 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 **120 days or more** from the last date of receipt of tender, which is to be scanned and uploaded by the intending bidders.

OR

Earnest Money can also be deposited through RTGS/NEFT in the account of AO Postal Civil Division New Delhi, State bank of India, Sansad Marg Branch, New Delhi, Branch (Code 00691), Account No.32306998719, IFSC code no. SBIN0000691. 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 concerned will get 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 debarred from further tendering in the department in future.

(b) Copy of Enlistment Order and other documents as specified in the tender form shall be proper clean scanned and uploaded to the e-tendering website within the period of bid submission. **However, original certified copy of all the proper clean 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. The contractor who does not furnish certified copy of all the proper clean scanned and uploaded documents as specified in press notice/NIT within the prescribed time limit in physical form, his bid shall be treated as invalid and he will be debarred from tendering in the Department and without prejudice to any other right or remedy, tender opening authority shall be at liberty to forfeit the Earnest Money absolutely.**

9. The bid submitted shall become invalid if:

- (i) The bidder is found ineligible.
- (ii) The bidder does not deposit original EMD in the office of Assistant Engineer(C) inviting bids.
- (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 does not quote any percentage above/below /At par on the total amount of the tender or any section/sub head in percentage rate tender, the tender shall be treated as invalid and will not be considered as lowest tenderer.

10. The eligibility/technical bid (COVER-1) 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(COVER-2) of contractors qualifying the eligibility bid shall be communicated to them at a later date.

11. Addendum / Corrigendum shall be uploaded by the Engineer-in-Charge, if felt necessary by him, which shall form part of tender document.

12. The contractor, whose bid is accepted, will be required to furnish sec guarantee of 5% (Five Percent) of the bid amount **or estimated cost put to tender (whichever is higher) along with APG (if required) as per CPWD order no. DG/Manual-2024/20, dt.27.02.2026** 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. **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, and BOCW Welfare board including Provident Fund Code No. if applicable and also ensure the compliance of aforesaid provisions by the sub-contractor for the said work and Programme Chart (Time and progress) within the period specified in Schedule F.**

13. The description of the work is as follows:

"Provision of day to day maintenance in Dak Bhawan, New Delhi.(Replacement of damage doors shutter, misc fittings, window blinds, Internal finishing etc.)

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.

14. 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.
15. 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.
16. 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.
17. The contractor shall not be permitted to bid for works in the Postal Civil 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.
18. 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.
19. The bid for the works shall remain open for acceptance for a period of **30 days** from the date of opening of **Eligibility/Technical 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.
20. 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 15 days from the stipulated date of start of the work, sign the contract consisting of:
 - a) The Notice Inviting Bid, all the documents including additional conditions, specifications and drawings, if any, forming part of the bid as uploaded at the time of invitation of bid and the rates quoted online at the time of submission of bid and acceptance thereof together with any correspondence leading thereto.
 - b) Standard C.P.W.D. Form 7 or other Standard C.P.W.D. Form as mentioned.

21. The e-Tenders invited under two envelopes system on <https://eprocure.gov.in/eprocure/app> the first electronic envelope will be named as Eligibility/Technical Bid Envelope & will contain documents of bidder's satisfying the eligibility conditions and 2nd electronic envelope will be named as Financial Bid Envelope containing Tender Document & Schedule/Bill of Quantities (SOQ). The bidder shall submit ELIGIBILITY/TECHNICAL BID ENVELOPE & FINANCIAL BID ENVELOPE simultaneously. The Eligibility/Technical bid envelope will be evaluated first and thereafter financial bid envelope of eligible bidders shall only be opened. The time and date of opening of financial bid of contractors qualifying the eligibility bid shall be communicated to them at a later date. These envelopes shall contain one set of the following documents: -

a. ELEGIBILITY/TECHNICAL BID ENVELOPE SHALL CONTAIN THE DOCUMENT AS BELOW:-

I	Scanned copy of Treasury Challan/ Demand Draft / Pay Order or Banker's Cheque / Fixed Deposit Receipts/ Deposit at Call Receipt / Bank Guarantee of any scheduled bank against EMD as prescribed. OR Scanned copy of unique transaction reference (UTR) of RTGS/NEFT in case the earnest money has been deposited through RTGS/NEFT in the Account of tender inviting division.
II	<i>Proper clean Copy of receipt for deposition of original EMD to division office of any Executive Engineer, Postal Civil/Electrical Division/OR Assistant Engineer [NIT issuing AE] Postal Civil sub division. OR an Undertaking that this document is not required if earnest money has been deposited through RTGS/NEFT in Account of Account officer Postal Civil Division New Delhi.</i>
III	Copy of Enlistment Order issued by Department of Post.
IV	The Contractor shall furnish the undertaking for "Daily pass, advance Pass & temporary pass of M.H.A for the entering in Dak Bhawan" that "I will provide the details of labours on letter head (Name, ID no. & mobile no.) with hard copy of IDs one day prior to the last working day of the week and will coordinate with reception for the issuing of daily pass & advance pass for working on non working days and for the issuing of temporary pass of the labours I will apply through https://swagatam.gov.in/Public/Index.aspx with required documents like Photo, ID, Police verification, acceptance letter etc.
V	"GST Registration Certificate, if already obtained by the bidder. If the bidder has not obtained GST registration as applicable, then the bidder shall scan and upload following under taking along with other 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 DOP, 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 DOP or GST department in this regard."

b) COVER-2 (FINANCIAL BID) shall contain:

I.	Tender Documenta/w Work Schedule in pdf format (TENDERXXXXX.pdf file) digitally signed as per as per requirements of e-procurement module without changing the name of file.
II.	Excel file (Performa for quoting percentage) inxlsx format (XXXXX.xlsx) file duly filled & digitally signed as per as per requirements of e-procurement module without changing the name of file.

22. Receipt of deposition of original EMD

Receipt No. _____ dated _____

1.	Name of work	:	Provision of day to day maintenance in Dak Bhawan, New Delhi.(Replacement of damage doors shutter, misc fittings, window blinds, Internal finishing etc.)
2.	NIT No.	:	01/AE-III/PCSD/NIT/206-27
3.	Estimated Cost	:	₹ 449711/-
4.	Amount of Earnest Money Deposit	:	₹8994/-
5.	Last date of submission of bid	:	23.05.2026 Upto 18:00 hrs
6.	Opening date of bid	:	25.05.2026 at 12:00 hrs

Assistant Engineer,
Postal Civil Sub Division,
Dak Bhawan New Delhi
For & on Behalf of the President of India
Dt.

No. AE-III/PCSD/NIT/2025-26/

Copy to: -

1. The Executive Engineer (Civil), PCD, Meghdoot Bhawan, New Delhi.
2. ADG(GA), Dak Bhawan, New Delhi.
3. All AE's, under Postal Civil Division, New Delhi.

Assistant Engineer