



भारत सरकार
संचार मंत्रालय
भारतीय डाक विभाग

Government of India
Ministry of Communications
Department of Posts
O/o Executive Engineer(C)
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CPWD-6

N.I.T.No. **06/PCD/C/2026-27**

Date: **15/05/2026**

DRAFT PERCENTAGE RATE NIT FOR SHORT PERIOD e-TENDERING

1. Executive Engineer (Civil), Postal Civil Division, Chennai on behalf of the President of India invites online percentage rate composite bids from approved and eligible contractors of Department of Posts for the work of **“Civil works to provide ACP in false ceiling of PO hall and sash bar in UPVC windows at Anna Road HO, Chennai.”**

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

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

- 1.1 The work is estimated to cost **Rs.8,29,737/-**. This estimate, however, is given merely as a rough guide.
 - 1.1.1. The authority competent to approve NIT for the combined cost and belonging to the major discipline will consolidate NITs for calling the bids. He will also nominate Division which will deal with all matters relating to the invitation of bids. For composite bid, besides indicating the combined estimated cost put to bid, should clearly indicate the estimated cost of each component separately. The eligibility of bidders will correspond to the combined estimated cost of different components put to bid.
- 1.2 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. The Bidder shall be enlisted in Department of Posts.
2. Agreement shall be drawn with the successful bidder on prescribed Form No. CPWD 7 (or other Standard Form as mentioned) which is available as a Govt. of India Publication and also available on website www.cpwd.gov.in with up to date correction slips. 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 60 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.
or
The site for the work shall be made available in parts as specified below:-
.....
- (ii) The architectural and structural drawing for the work is available
or
The architectural and structural drawings shall be made available in phased manner, as per requirement of the same as per approved programme of completion submitted by the contractor after award of work.
5. The bid document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents except Standard General Conditions of Contract Form can be seen on website <https://eprocure.gov.in/eprocure/app> free of cost or in the office of the Executive Engineer (C), Postal Civil Division, Chennai 06/PCD/C/2026-27 between hours of 11:00 AM and 4:00 PM from Monday to Friday every day except on Saturday & Sunday and public holidays

6. After submission of the bid, the contractor can re-submit revised bid any number of times or withdraw it before last date and time of submission of bid as notified. No post-tender modification is allowed by the tenderers except through negotiations, if required. In case, any tenderer does so, the tender will be rejected and the tenderer will be debarred for future tendering in DoP for two years (In case of DoP enlisted contractor) and by the concerned CE/SE (In case of non enlisted contractor).

7. (a) Applicant has to deposit **Earnest Money** of Rs. **16,595/-** 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 **Sr.Accounts Officer O/o Executive Engineer (C), Postal Civil Division, Chennai payable at Chennai**) or Bank Guarantee including e- Bank Guarantee(for balance amount as prescribed) from any of the Commercial Banks(drawn in favour of Executive Engineer(C), Postal Civil Division,Chennai) 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 Executive Engineer inviting bids or division office of any Executive Engineer (Civil/Electrical) Postal Civil/Electrical Division within the period of bid submission. The EMD receiving Executive Engineer (including NIT issuing EE) shall issue a receipt of deposition of earnest money deposit to the bidder in a prescribed format (enclosed) uploaded by tender inviting EE in the NIT. This receipt shall also be uploaded to the e-tendering website by the intending bidder up to the specified bid submission date and time.**

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(Civil/Electrical) 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 and bank guarantee of any scheduled bank towards EMD in favour of Accounts Officer O/o Executive Engineer as mentioned in NIT, receipt for deposition of original EMD to division office of any Executive Engineer(Civil/Electrical)(including NIT issuing EE) Postal (Civil/Electrical) Division and other documents as specified. **OR**

Earnest Money can also be deposited through RTGS/NEFT in the account of Accounts Officer Postal Civil Division, Chennai, having account no. 40574453618 with State Bank of India Egmore branch (IFSC Code SBIN0001516). 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:-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 for one year.

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 submission of tender, which is to be scanned and uploaded by the intending bidders.

The earnest money given by all the tenderers except the lowest tenderer shall be refunded immediately after the expiry of stipulated bid validity period or immediately after acceptance of the successful bidder, whichever is earlier.

(b) Copy of Enlistment Order and other documents as specified in the notice inviting e- tender shall be scanned and uploaded on the e-Tendering website within the period of bid submission. However, certified copy of all the scanned and uploaded documents as specified in e- tender notice shall have to be submitted by the lowest bidder within a week physically in the office of tender opening authority. Online bid documents submitted by intending bidders shall be opened only of those bidders, who has deposited EMD with any division of Postal and other documents scanned and uploaded are found in order.

(c) The bid submitted shall be opened at **12:00 PM** on **22/05/2026**.

"The MSE firms registered in NSIC under PP policy are exempted from payment of EMD and bidder claiming Earnest Money Deposit exemption has to submit/upload EMD declaration form (part of CPWD-6 form) duly filled and signed by the bidder, failing which the bid submitted will not be processed further."

8. The bid submitted shall become invalid if:

- (i) The bidder is found ineligible.
 - (ii) The bidder does not upload scanned copies of all the documents stipulated in the bid document.
 - (iii) If any discrepancy is noticed between the documents as uploaded at the time of submission of bid and hard copies as submitted physically by the lowest bidder in the office of bid opening authority.
 - (iv) If a tenderer quotes nil rates against each item in item rate tender or does not quote any percentage above/below on the total amount of the tender or any section / sub head in percentage rate tender, the tender shall be treated as invalid and will not be considered as lowest tenderer.
9. The contractor whose bid is accepted will be required to furnish performance guarantee at specified percentage of the tendered amount as mentioned in schedule E and within the period specified in Schedule F. This guarantee shall be in the form of Account Payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee from any of the Commercial Banks in accordance with the prescribed form. In case the contractor fails to deposit the said performance guarantee within the period as indicated in Schedule 'F', including the extended period if any, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor. The earnest money deposited along with bid shall be returned after receiving the aforesaid performance guarantee.

The contractor whose bid is accepted will also be required to furnish either copy of applicable licenses/registrations or proof of applying for obtaining labour licenses, registration with EPFO, ESIC and BOCW Welfare Board including Provident Fund Code, if applicable, and also ensure the compliance of aforesaid provisions by the sub-contractors, if engaged by the contractor, within the period specified in Schedule F.

10. The description of the work is as follows **Civil works to provide ACP in false ceiling of PO hall and sash bar in UPVC windows at Anna Road HO, Chennai.**

Intending Bidders are advised to inspect and examine the site and its surroundings and satisfy themselves before submitting their bids as to the nature of the ground and sub-soil (so far as is practicable), the form and nature of the site, the means of access to the site, the accommodation they may require and in general shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. A bidder shall be deemed to have full knowledge of the site whether he inspects it or not and no extra charge consequent on any misunderstanding or otherwise shall be allowed. The bidder shall be responsible for arranging and maintaining at his own cost all materials, tools & plants, water, electricity access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a bid by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and of conditions and rates at which stores, tools and plant, etc. will be issued to him by the Government and local conditions and other factors having a bearing on the execution of the work.

- 11. 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.
- 12. Canvassing whether directly or indirectly, in connection with bidders is strictly prohibited and the bids submitted by the contractors who resort to canvassing will be liable for rejection.
- 13. 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.
- 14. 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 or in the Ministry of Communications. Any breach of this condition by the contractor would render him liable to be removed from the approved list of contractors of this Department.
- 15. No Engineer of Gazetted Rank or other Gazetted Officer employed in Engineering or Administrative duties in an Engineering Department of the Government of India is allowed to work as a contractor for a period of one year after his retirement from Government service, without the prior permission of the

Government of India in writing. This contract is liable to be cancelled if either the contractor or any of his employees is found any time to be such a person who had not obtained the permission of the Government of India as aforesaid before submission of the bid or engagement in the contractor's service.

16. The bids for the work shall remain open for acceptance for a period of **75 (seventy five) days** from the date of opening of bid.

Further

(i). If any tenderer withdraws his tender within 7 days after last date and time (24 hrs basis) of submission of bids, then the Government shall without prejudice to any other right or remedy, be at liberty to forfeit 50% of the earnest money absolutely irrespective of letter of acceptance for the work is issued or not

(ii) If any tenderer withdraws his tender after expiry of 7 days after last date and time (24 hrs basis) of submission of bids, then the Government shall without prejudice to any other right or remedy, be at liberty to forfeit 100% of the earnest money absolutely irrespective of letter of acceptance for the work is issued or not.

(iii) Withdrawl of the tender, by the tenderer, shall only be made through e-tender portal. Any other method ie through letter/ e-mail etc. shall not be considered.

(iv) In case of forfeiture of earnest money as prescribed in para (i) and (ii) above, the bidders shall not be allowed to participate in the rebidding process of the same work.

17. This notice inviting Bid shall form a part of the contract document. The successful bidder/contractor, on acceptance of his bid by the Accepting Authority shall within 15 days from the stipulated date of start of the work, sign the contract consisting of:-

(a) The Notice Inviting Bid, all the documents including additional conditions, 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 7/8 or other Standard C.P.W.D. Form as applicable.

18. The e-Tenders invited under TWO COVER system on <https://eprocure.gov.in/eprocure/app> , the 1st (first)

21. Receipt of deposition of original EMD Receipt No. _____ dated _____	
Name of work	Civil works to provide ACP in false ceiling of PO hall and sash bar in UPVC windows at Anna Road HO, Chennai
NIT No.	06/PCD/C/2026-27
Estimated Cost	Rs.8,29,737/-
Amount of Earnest Money Deposit	Rs. 16,595/-
Last date of submission of bid	21/05/2026 at 12:00 Hrs.
Date and Time of opening of Bid	22/05/2026at 12:00 Hrs.

ELECTRONIC COVER will be named as ELIGIBILITY BID/QUALIFYING DOCUMENTS & will contain documents of bidder's satisfying the eligibility conditions and 2nd (SECOND) ELECTRONIC COVER will be named as Financial Bid Cover containing TENDER DOCUMENT and WORK SCHEDULE and Performa for quoting the percentage. The bidder shall submit both the covers simultaneously. The TECHNICAL BID/QUALIFYING DOCUMENTS (1stcover) will be evaluated first and thereafter FINANCIAL BID (2ndcover) of eligible bidders shall only be opened. The time and date of opening of financial bid of contractors qualifying the eligibility/technical bid shall be communicated to them later. These envelopes shall contain one set of the following documents: -

COVER 1 (QUALIFYING DOCUMENTS) shall contain the documents 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 including e- Bank Guarantee (for balance amount as prescribed) of any scheduled bank against EMD as prescribed/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.
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ii	Copy of receipt for deposition of original EMD to division office of any Executive Engineer (Civil)/(Electrical) [including NIT issuing EE] Postal Civil Division. OR an Undertaking that 'this document is not required' if earnest money has been deposited through RTGS/NEFT in Account of tender inviting division.
iii	Copy of Enlistment Order .
iv	GST registration Certificate , if already obtained by the bidder. If the bidder has not obtained GST registration as applicable, then he shall scan and upload following under taking along with other bid documents. <i>"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 the Department, 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 the department or GST department in this regard."</i>

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

I	Tender Document in pdf format (XXXXX.pdf file) digitally signed.
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.

**Executive Engineer (Civil),
Postal Civil Division, Chennai,
For & On behalf of President of India**