



Government of India
Ministry of Communications
Department of Posts – Civil Wing
Postal Electrical Division, Kolkata
Yogayog Bhawan, P-36, C.R. Avenue, Kolkata-700012



NOTICE INVITING e-TENDER

NIT No: 20/EE/PED/KOL/NIT/2026-27

Dated: 15.05.2026

The Executive Engineer (E), Postal Electrical Division, Kolkata on behalf of the President of India invites online Percentage rate bids from approved and eligible contractors of DOP and those of appropriate list of CPWD, DOT, MES, BSNL, Railway, Local State P.W.D. (B&R) or any manufacturer of lift or any authorized service provider who have acquired eligibility for operation & maintenance of lift, for e-Tendering as per CPWD-6 for the following work :-

NIT No	20/EE/PED/KOL/NIT/2026-27	Dated:	15.05.2026
Name of Work	Day to day operation and annual comprehensive maintenance of 2 nos 8 passenger lift at HPO and CO Bldg, Doranda, Ranchi.		
Estimated Cost (Rs)	890184.00		
EMD	17804.00		
Tender Processing fee	Not Applicable		
Time for completion of work	365 days		
Last Date & Time of Submission of Technical and Financial Bid	25.05.2026	up to	11:00 Hrs
Date & Time of Opening of Technical Bid	26.05.2026	at	11:30 Hrs
Validity of the Tender	75 days from the last day of receipt of technical bid		

1 The enlistment of the contractor should be valid on the last date of submission of tender.

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

1.1 The work is estimated to cost **Rs. 890184.00** This estimate, however is given merely as a rough guide.

1.2 **ELIGIBILITY CONDITIONS:**

1.2.1 The OEM / OEA of the make of installed lift (GE make).

OR

The firms should be Registered/ Enlisted in appropriate class for Electrical Installation Work in DOP/ BSNL/ CPWD/ Railways/ MES/ Local State PWD (B&R).

1.2.2 The Firm should have following experience of having successfully completed works in the Central Government / State Government/PSU during last seven years ending last day of the month previous to the one in which applications are invited **(for the bidders not registered with the Department of Posts):**

Three similar works each for value not less than	Rs. 356074.00	i.e. 40% of the estimated cost put to tender
	OR	
Two similar works each for value not less than	Rs. 534110.00	i.e. 60% of the estimated cost put to tender
	OR	
One similar work each for value not less than	Rs. 712147.00	i.e. 80% of the estimated cost put to tender

Note:-

(i) For the purpose of this clause 'similar work' means, the tenderer should have experienced of works of "**Maintenance of Lifts/Operation & Maintenance of Lifts**".

(ii) The value of all above executed works shall be brought to current costing level by enhancing the actual value of work at simple rate of 7% per annum calculated from the date of completion to previous day of last date of submission of tenders.

(iii) Certificate of successful completion of work in respect of the experience issued by an officer not below the rank of Executive Engineer or equivalent and shall clearly mention the capacity of the system, amount of work done. Works in which compensation is levied shall not be treated as satisfactory completion. If the work is completed beyond the stipulated date of completion then compensation levied or not levied should be mentioned in the completion report.

(iv) Joint Ventures are not accepted.

1.2.2 Average Annual financial turnover during the last 3 years, ending 31st March of the previous financial year, should be at least 100% of the estimated cost put to tender. **CA Certificate** to establish the turnover copy of the same is to be uploaded by the firm.

1.2.3 The firm should have valid GST registration/Certificate of provisional registration for GST and copy of same is to be uploaded.

1.2.4 **To become eligible for issue of bid, the bidders shall have to furnish a Notarized affidavit on non-judicial stamp paper (of value not less than Rs.10/-) as under :-**

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

3 Agreement shall be drawn with the successful tenderer on prescribed form No. **C.P.W.D.- 7** which is available as a Govt. of India Publication. Tenderer shall quote his rates as per various terms and conditions of the said form which will form part of the agreement.

4 The time allowed for carrying out the work will be **365 days** after award of work 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.

5 The site for the work is available.

6 The bid documents 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 from website <https://eprocure.gov.in/eprocure/app>.

7 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.

8 While submitting the revised bid, contractor can revise the rate of one or more item(s) any number of times (he need not re-enter rate of all the items) but before last time and date of submission of bid as notified.

9 **Earnest Money Deposit:** 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, Kolkata) or Deposit at Call Receipt / Fixed Deposit Receipt of a Scheduled Bank (pledged in favor of tender inviting authority).

9.1 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.

9.2 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.

9.3 Alternatively, earnest Money may also be deposited through Direct Credit/NEFT/RTGS/ECS in the account of Accounts Officer, Postal Electrical Division, Kolkata. The bank A/c's details are as follows:- A/c's Name: Accounts Officer, Postal Electrical Division, Kolkata, State Bank Government Business Branch, Kolkata. Account No. 32348385589, IFSC Code- SBIN0000001 (Kolkata Main Br.). (UTR) of Direct Credit/NEFT/RTGS/ECS 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 Direct Credit/NEFT/RTGS/ECS 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 submitted by him will be rejected and he shall be debarred from further tendering in the department in future.
- 10 Interested contractor who wish to participate in the bid has to be enrolled on the e-Procurement module of the Central Public Procurement portal (URL: <https://eprocure.gov.in/eprocure/app>). No E-Tender Processing Fee is required.
- 11 Copy of certificate of work experience 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.**
- 12 Online bid documents submitted by intending bidders shall be opened only of those bidders, who has paid e-tender processing fee, and has paid / deposited earnest money; and other documents scanned and uploaded are found in order.
- 13 The e-Tenders shall be submitted under two envelopes system to the e-tendering website before the last date and time of Bid submission, the first electronic envelope will be named as **Technical BID Envelope** & shall contain documents of bidder's satisfying the eligibility conditions and tender document i/c schedule of works and second electronic envelope shall be named as **Financial BID Envelope** containing Bill of Quantities (BoQ). The bidder shall submit TECHNICAL BID & FINANCIAL BID simultaneously. The technical bids will be evaluated first and thereafter financial bids of eligible bidders only shall be opened. These envelopes shall contain one set of the following documents:-
- 14.1 **Technical Bid Envelope shall contain :**
- i) 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.
 - ii) Scanned copy of PAN Card in **.pdf format**.
 - iii) Scanned copies of Certificate of Registration of GST/Certificate of provisional registration for GST in **.pdf format**.
 - iv) Scanned copy of valid licence / authorization for maintenance of lift OR erection & maintenance of lift in **.pdf format**.
 - v) Scanned copy of Affidavit in **.pdf format**. (as per page 12 of this document)
 - vi) Scanned copy of UNDERTAKING (as per page 11 of this document) duly filled, stamped & signed in **.pdf format**.
 - vii) Scan copies of WORK EXPERIENCE CERTIFICATES of requisite magnitude with appropriate Authority as per NIT in **.pdf format**. The contractor is required to submit satisfactory work completion certificate issued by an officer not below the rank of Executive Engineer, clearly stipulating the "Date of start, stipulated date of completion, actual date of completion". The completion certificate without these details shall not be considered and tender shall be rejected. OR Authorisation letter from OEM.
 - viii) Scanned copy of Chartered Accountant's Certificate for turnover for last 3 financial years.
 - ix) NIT Document in **.pdf format** (NIT XXXX.pdf file) digitally signed.
 - x) Tender Document in **.pdf format** (TENDER XXXX.pdf file) digitally signed.
 - xi) Schedule of Quantities Document in **.pdf format** (SoQ XXXX.pdf file) digitally signed.
 - xii) Any other document required to establish the eligibility as per the NIT conditions.
- 14.2 **Financial Bid Envelope shall contain :**
- i) Bill of Quantities (BoQ) in **xlsx format** (BoQXXXXXX.xls) file duly filled & digitally signed without changing the name of file.
- 14.3 The bidder shall have to down load the Full Tender Documents and again shall upload the documents with Digital Signature before the prescribed date and time of submission.
- 14.4 All documents shall be self attested/digitally signed & original document may be demanded at anytime before or after award of work.
- 14.5 The online bids shall be submitted before or on **25.05.2026** up to **11:00 Hrs**
Online Technical bid envelope will be opened by Executive Engineer (E), Postal Electrical Division, Kolkata or his authorized representative in his office, on **26.05.2026** at **11:30 Hrs** The technical bids will be evaluated first and thereafter financial bids of eligible bidders only shall be opened.
- 14.6 In case the date of submission (opening) of bid is declared to be a holiday, the date of submission (opening) of bid will get shifted automatically to next working day at the same scheduled time.
- 15 The bid submitted shall become invalid if:**
- 15.1 The bidder is found ineligible.

- 15.2 **The bidder does not upload all the eligibility documents as stipulated in the bid document (as per para 13.1 & 13.2 above) including the NIT documents, Tender documents and Schedule of Quantities/Works.**
- 15.3 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.
- 16 The eligibility/technical bid envelope on www.dopcivil.euniwizarde.com shall be opened first on due date and time as specified herein above. The time and date of opening of financial bid envelope of contractors qualifying the eligibility bid shall be communicated to them at a later date.
- 17 Addendum / Corrigendum shall be uploaded by the Engineer-in-Charge, if felt necessary by him, which shall form part of tender document.
- 18 The contractor whose bid is accepted will be required to furnish performance guarantee of **5%** of the bid amount within the period specified in Schedule F. This guarantee shall be in the form of cash (in case guarantee amount is less than Rs. 10000/-) 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 (in case guarantee amount is more than Rs. 1,00,000/-) in accordance with the prescribed form given at page **13** of this NIT. 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 bank A/c's details of Postal Electrical Division, Kolkata are as follows:- A/c's Name: Accounts Officer, Postal Electrical Division, Kolkata, State Bank Government Business Branch, Kolkata. Account No. 32348385589, IFSC Code- SBIN0000001 (Kolkata Main Br.)

- 19 The description of the work is as follows:

Day to day operation and annual comprehensive maintenance of 2 nos 8 passenger lift at HPO and CO Bldg, Doranda, Ranchi.

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 bidders 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 a 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.

- 20 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.
- 21 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.
- 22 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.
- 23 The contractor shall not be permitted to bid for works in the Postal Electrical Circle, Bangalore 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 Junior Engineer and Superintending 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. Any breach of this condition by the contractor would render him liable to be debarred for tendering in this Department.

- 24 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.
- 25 The bid for the works shall remain open for acceptance for a period of **75 days from the last day of receipt of 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 bidder shall not be allowed to participate in the re-bidding process of the work.
- 26 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 :-
- 26.1 The Notice Inviting Tender, 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 (in BoQXXXXX.xls file) at the time of submission of bid and acceptance thereof together with any correspondence leading thereto.
- 26.2 Standard CPWD Form as mentioned in Schedule 'F' or other Standard CPWD Form as applicable.
- 26.3 CPWD General Conditions of Contract for Maintenance Works-2020 (GCC for Maintenance Works-2020)
- 27 In case any discrepancy is noticed between the document as uploaded at the time of submission of the bid online and hard copies as submitted physically in the office of Executive Engineer, then the bid submitted shall be come invalid and the Government shall, without prejudice to any other right or remedy, be at liberty to forfeit the EMD absolutely. Further the bidder shall not be allowed to participate in the retendering process of the work.

For & on behalf of the President of India

Executive Engineer(E)
Postal Electrical Division
Kolkata

Copy to:

- 1 The CPMG, Jharkhand Circle, Ranchi.
- 2 The SE (E), PEC, Bangalore.
- 3 The Executive Engineer (E), PED, Bangalore with a request to put the NIT on notice board.
- 4 The Assistant Engineer (E), PESD, Kolkata-I/Kolkata-II/Bhubaneswar/Guwahati/Shillong/ Patna/Ranchi with a request to put the NIT on Notice Board.
- 5 Tender Clerk/ cashier in Division office for information.
- 6 Notice Board
- 7 Work file
- 8 Draft NIT

Executive Engineer(E)
Postal Electrical Division
Kolkata