



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



PERCENTAGE RATE E-TENDER DOCUMENT

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

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

Dated: 15.05.2026

Estimated Cost : ₹ 890184.00

EMD : ₹ 17804.00

Time Allowed : 365 days

Executive Engineer(E)
Postal Electrical Division
Kolkata

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

Dated: 15.05.2026

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This NIT contains Total 28 Pages (Tender documents page 1 to 26, Schedule of Quantities/ Works page 1 and BoQ 1 page)

Issued to : _____ Tender document made available Online

Signature of officer issuing the documents
Designation

Executive Engineer(E)
Postal Electrical Division
Kolkata

**GOVERNMENT OF INDIA
DEPARTMENT OF POSTS
NOTICE INVITING TENDER (CPWD 6)
(e-tendering mode)**

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 :-

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

- 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).**

- 2 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.
 - 3 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.
 - 4 The site for the work is available.
 - 5 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>**.
 - 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 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.
 - 8 **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:-
- 13.1 **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.
- 13.2 **Financial Bid Envelope shall contain :**
- i) Bill of Quantities (BoQ) in xlsx format (BoQXXXX.xls) file duly filled & digitally signed without changing the name of file.
- 13.3 The bidder shall have to download the Full Tender Documents and again shall upload the documents with Digital Signature before the prescribed date and time of submission.
- 13.4 All documents shall be self attested/digitally signed & original document may be demanded at anytime before or after award of work.
- 13.5 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.
- 13.6 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.
- 14 The bid submitted shall become invalid if:**
- 14.1 The bidder is found ineligible.
- 14.2 **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.**
- 14.3 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.
- 15 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.
- 16 Addendum / Corrigendum shall be uploaded by the Engineer-in-Charge, if felt necessary by him, which shall form part of tender document.
- 17 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.)

- 18 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.

- 19 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.
- 20 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.
- 21 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.
- 22 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.
- 23 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.
- 24 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.
- 25 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 :-
- 25.1 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.
- 25.2 Standard CPWD Form as mentioned in Schedule 'F' or other Standard CPWD Form as applicable.
- 25.3 CPWD General Conditions of Contract for Maintenance Works-2020 (GCC for Maintenance Works-2020)
- 26 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

**INSTRUCTIONS TO THE CONTRACTORS/BIDDERS FOR THE E-SUBMISSION OF THE BIDS ONLINE THROUGH
TENDER SITE. <https://eprocure.gov.in/eprocure/app>**

This tender document has been published on the CPP portal <https://eprocure.gov.in/eprocure/app>. 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 downloaded from “Download” section available on home page on <https://eprocure.gov.in/eprocure/app>.

REGISTRATION

- 1) Bidders are required to enroll on the e-tendering portal (URL:<https://eprocure.gov.in/eprocure/app>) by clicking on the link “Register” on the e-tendering portal.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and 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 DoP e-tendering portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with Signing+Encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / 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 login 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) Bidder can search any tender by clicking on “Live Tender” under search option on Home Page. Once the bidders have selected the tenders they are interested in, they may download the required documents after clicking on “Tender Document”.
- 2) 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. 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.
- 2) 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 formats. Bid documents may be scanned with 50 dpi with black and white option.
- 3) 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 documents (e.g. GST registration copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Document” available to them to upload such documents. These documents may be directly attached from the “My Document” library 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.

SUBMISSION OF BIDS

- 1) Bidder should log into the site well in advance for bid submission so that he/she uploads 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 bid documents one by one as indicated in the tender document.
- 3) The Tender Inviting Authority (TIA) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders. The bidder should see that the bid documents submitted should be free from virus and if the documents could not be opened, due to virus, during tender opening, the bid is liable to be rejected.

- 4) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. The price bid has been given as a standard BoQ format (BoQxxxxx.xls) 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 blue colored (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.
- 5) The server time (which is displayed on the bidder's 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. The bidders are requested to submit the bids through online e-tendering system to the TIA well before the bid submission end date & time (as per Server System Clock).
- 6) 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.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) Upon the successful and timely submission of bids, the portal will give a successful bid submission acknowledgement copy will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) The acknowledgement copy has to be printed and kept as an acknowledgement of the submission of the bid.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the TIA i.e. Executive Engineer(E), Postal Electrical Division, Kolkata. Ph: 033-22120646, e-mail id- eeepedkolkata@gmail.com.
- 2) Any queries relating to the process of online bid submission or queries relating to the CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 0120-4711 508, 0120-4001 002, 0120-4001 005, 0120-6277 787 or E-mail support :Technical - support-eproc(at)nic(dot)in, Policy Related - cPPP-doe(at)nic(dot)in

Executive Engineer(E)
Postal Electrical Division
Kolkata

Annexure-I

Format for Receipt of Deposition of Physical Earnest Money

Receipt No. _____

Date: _____

1	NIT No.	20/EE/PED/KOL/NIT/2026-27		
2	Name of work	Day to day operation and annual comprehensive maintenance of 2 nos 8 passenger lift at HPO and CO Bldg, Doranda, Ranchi.		
3	Estimated Cost	890184.00		
4	Earnest money deposit	17804.00		
5	Last date and time of submission of bids	25.05.2026	up to	11:00 Hrs

Name of bidder# :

Form of EMD# :

Amount of EMD# :

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/eprocure/app> 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-I, MeghdootBhawan,New Delhi - 110001.Ph: 011-23514049	The Executive Engineer (E) Postal Electrical Division-II, MeghdootBhawan,New Delhi - 110001.Ph: 011-23514049	The Executive Engineer (C) Postal Civil Division, MeghdootBhawan,New Delhi – 110001. Ph: 011-23628366
The Executive Engineer (E) Postal Electrical Division CSO, Gandhi Nagar, Jaipur – 302015. Ph: 0141 – 2708841	The Executive Engineer (C) Postal Civil Division, 2nd Floor, HPO Building Shastri Nagar, Jaipur – 302016. Ph: 0141-2365941	The Executive Engineer (C) Postal Civil Division,5th Floor, C.T.T. Nagar, PO Building Bhopal – 462003. Ph: 0755-2779149
The Executive Engineer (C) Postal Civil Division, GPO Building, Ambala – 133001. Ph: 0171- 2645721	The Executive Engineer (C) Postal Civil Division, PO Building, 1st Floor, Summer Hill, Shimla – 171005. Ph: 0177–2832943	The Executive Engineer (C) Postal Civil Division, Postal Colony, Roop Nagar, Jammu – 180013. Ph: 0191-2592924
The Executive Engineer (C) Postal Civil Division, HPO Bldg. Civil Lines Allahabad – 211001. Ph: 0532- 26221100	The Executive Engineer (E) Postal Electrical Division, PO Building, Sector-C,Aliganj, Lucknow – 226024. Ph: 0522 – 2336053	The Executive Engineer (C) Postal Civil Division, PO Building, Sector-C, Aliganj, Lucknow – 226024. Ph: 0522-2335165/2324419
The Executive Engineer (C) Postal Civil Division, MeghdootBhawan, GPO Compound, Patna – 800001. Ph: 0612 – 2226070/2233936	The Executive Engineer (E) Postal Electrical Division, YogayogBhawan, P-36, CR-Avenue, Kolkata-700012. Ph: 033-22120646, 22120637	The Executive Engineer (C) Postal Civil Division, YogayogBhawan, P-36, CR-Avenue, Kolkata - 700012. Ph: 033-22121441 / 22121280
The Executive Engineer (C) Postal Civil Division, 3rd floor, Postal Store Depot building, Satyanagar, Bhubaneswar – 751007. Ph: 0674 – 2570960	The Executive Engineer (C) Postal Civil Division, MeghdootBhawan Complex, Guwahati – 781001. Ph: 0361 – 2542679	The Executive Engineer (C) Postal Civil Division, R.N. Compound, Opp. Raj Bhawan, Shillong – 793001. Ph: 0364-2224398
The Executive Engineer (E) Postal Electrical Division, 3rd Floor, Sion PO Building Mumbai – 400022. Ph: 022 – 24044164	The Executive Engineer (C) Postal Civil Division, SionPO Building, Mumbai – 400022.Ph: 022-24013900	The Executive Engineer (C) Postal Civil Division, Khadki PO Compound, Pune – 411003. Ph: 020-25817762
The Executive Engineer (C) Postal Civil Division, Akashwani Square, DA (P) Compound, Nagpur- 400010. Ph: 0712-2540368	The Executive Engineer (C) Postal Civil Division, Admin Building, Khanpur, Ahmedabad – 380001. 079-25504055	The Executive Engineer (C) Postal Civil Division, 2nd Floor, HPO Building, Rajkot – 360001. 0281-2228933
The Executive Engineer (E) Postal Electrical Division 2nd Floor, Bansvangudi HPO, Bangalore – 560004. Ph: 080-26676804	The Executive Engineer (C) Postal Civil Division, 1st Floor, RT Nagar HPO, Bangalore – 32 Ph: 080-23332025	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, Gandhi Nagar, PO Building, Hyderabad – 500080. Ph: 040-23463910, 909, 908	The Executive Engineer (C) Postal Civil Division, No. 5, EthirajSalai, Chennai – 600008. Ph: 044-28203435	The Executive Engineer (C) Postal Civil Division, Manacaud, P.O. Trivandrum –691009.Ph: 0471- 2466748

UNDERTAKING

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

To
The Executive Engineer (E)
Postal Electrical Division
Kolkata

Subject: Acceptance of Terms & Conditions of Tender.

Tender Reference 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.**

Dear Sir,

- 1 I/We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site: <https://eprocure.gov.in/eprocure/app> as per your advertisement, given in the aforesaid website.
- 2 I/We hereby certify that I / we have read the entire terms and conditions of the tender document from **Page No 1 to 28** (including all documents like annexures, schedules etc.), Page **1** (for SOQ) & Page **1** (for BOQ), 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 have also been taken into consideration, while submitting this acceptance letter.
- 4 I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
- 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 Posts 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)

AFFIDAVIT

I,(Name), Son/Daughter/wife of aged about..... years, resident of (Full Address) by Occupation- Contractor, by Nationality- Indian, do hereby solemnly affirm on oath and declare as under:

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.

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-Civil Wing (Electrical) 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 Performance Guarantee.

(Signature of the Bidder)

Form of Performance guarantee / Bank guarantee bond [Reference para 21.1.(1)(V)]

In consideration of the President of India (hereinafter called "The Government") having offered to accept the terms and conditions of the proposed agreement between.....and (hereinafter called "the said Contractor(s)") for the work..... (hereinafter called "the said agreement") having agreed to production of an irrevocable Bank Guarantee for (Rupees..... only) as a security/guarantee from the contractor(s) for compliance of his obligations in accordance with the terms and conditions in the said agreement.

- 1 We, (hereinafter referred to as "the Bank") hereby undertake to pay to the Government an amount not exceeding ₹ (Rupees..... Only) on demand by the Government.
- 2 We,(indicate the name of the Bank) do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the Government stating that the amount claimed as required to meet the recoveries due or likely to be due from the said contractor(s). Any such demand made on the bank shall be conclusive as regards the amount due and payable by the bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding ₹..... (Rupeesonly)
- 3 We, the said bank further undertake to pay the Government any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the Contractor(s) shall have no claim against us for making such payment.
- 4 We, (indicate the name of the Bank) further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the Government under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till Engineer-in- Charge on behalf of the Government certified that the terms and conditions of the said agreement have been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee.
- 5 We, (indicate the name of the Bank) further agree with the Government that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act of omission on the part of the Government or any indulgence by the Government to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
- 6 This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s).
- 7 We, (indicate the name of the Bank) lastly undertake not to revoke this guarantee except with the previous consent of the Government in writing.
- 8 This guarantee shall be valid up tounless extended on demand by the Government. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to ₹ (Rupees) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged. Dated theday of for..... (indicate the name of the Bank)

Note: Performance guarantee shall be valid upto three months after the time period allowed for the work.

IMPORTANT NOTE FOR CONTRACTORS

1 INSPECTION OF SITE AND CONTRACT DOCUMENTS

For purpose of inspection of site and relevant contract documents the firm is required to contact the Assistant Engineer (E) Postal Electrical Sub Division, **Ranchi** Contact No: **9430377753** who shall give reasonable facilities for inspection of the same. The firm shall inspect and examine the site and shall satisfy himself before submission of the tender as to the form and nature of the work, their quantities materials necessary for completion of the work and in general shall himself obtain all necessary information as to risk contingencies and other circumstances which may influence or affect his tender. No extra charges consequent on any misunderstanding or otherwise shall be paid.

2 SUFFICIENCY OF TENDER

The firm shall be deemed to have satisfied himself before entering into the contract as to the correctness and sufficiency of his offer for the work and of the rates quoted in the schedule of works. These rates and amount shall, except as otherwise provided cover all his expenditure under the contract and all matters and things and co-ordination among DOP/EB/Statutory Inspection Authorities necessary for proper completion and maintenance and guarantee of the work.

3 TAX AND DUTIES:

- 3.1 All statutory deductions etc shall be made at source as per the prevalent laws.
- 3.2 The rates quoted by the tenderer, shall be firm and inclusive of all taxes, duties, levies, octroi etc and all charges for packing, forwarding, insurance, freight and delivery, installation, testing, commissioning and clearance from Statutory Inspection Authorities etc inclusive of GST. Tax deduction at source (TDS) of all the applicable Taxes/duties shall be carried out at source as per the Government rules.
- 3.3 No concession forms will be issued by the Department.
- 4 The department reserves the right to accept the quantities in full or in parts or delete any item.

5 STANDING ORDER No.286

- 5.1 Tender rates are inclusive of all taxes and levies including GST. However pursuant to the constitution (Forty Six Amendment) Act 1982, If any further tax or levy is imposed by a state, after the date of receipt of a tender and the contractor thereupon necessarily and properly pays such taxes/ levies the contractor shall be reimbursed that amount to be paid provided such payment if any is not in the opinion of Superintending Engineer (E) (whose decision will be said binding) attributable to delay in execution of work within the control of the contractor.
- 5.2 The Contractor shall keep necessary books of accounts and other documents for the purpose of his condition as may be necessary of Government and further shall furnish such other information as the Engineer-in-charge may require.
- 5.3 The Contractor shall within 30 days of imposition of any further tax or variation in tax or levy pursuant to the Constitution (46th amendment) Act 1982 gives written notice thereof to the Engineer-in-charge that the same is given pursuant to this condition together with all necessary information relating thereto.
- 5.4 Clause 10CC is not applicable to this tender.

6 SECURITY DEPOSIT

The person/ persons whose tender(s) may be accepted (hereinafter called the contractor (s) shall permit Govt. at the time of making any payment to him for work done under the contract to deduct a sum at the rate of 2.5% of the gross amount of each running bill till the sum will equal the amount of security deposit i.e. 2.5% of the tendered value of the work.

7 PERFORMANCE GUARANTEE

The successful tenderer shall submit an irrevocable performance guarantee of 5 % of the tendered amount in addition to other deposits mentioned elsewhere in the contract for his proper performance of the contract agreement within 10 days of issue of letter of acceptance. This guarantee shall be in the form of government securities or fixed deposit receipts or guarantee bonds of any scheduled bank or the State Bank of India in the specified format. The performance guarantee shall be valid upto the stipulated date of completion plus 60 days beyond that.

8 **INDEMNITY**

The successful tenderer shall at all times indemnify the department, consequent on this works contract. The successful tenderer shall be liable, in accordance with the Indian Law & Regulations for any accident occurring due to any cause and the department shall not be responsible for any accident and damage incurred or claims arising there from during the period of Erection, construction & putting into operation the equipments and ancillary equipment under the supervision of the successful tenderer in so far as the latter is responsible. The successful tenderer shall also provide all insurance including third party insurance as may be necessary to cover the risk. No extra payment would be made to the successful tenderer due to the above.

9 **ERECTION TOOLS**

No tools and tackles either for unloading or for shifting the equipment for erection purpose would be made available by the Department. The contractor shall make his own arrangement for all the facilities.

10 **CO-OPERATION WITH OTHER AGENCIES**

At the site of work more than one agency may be working. Full co-operation shall be extended to other agencies during progress of work. The work will be carried out in such a way so that it may not cause abnormal noise and hindrance to the offices of the DOP.

11 **STORES AND SAFETY**

All the stores and materials required for the satisfactory completion of the work shall be arranged at site by the contractor from his own sources. Lockable space, if available, for storing the material may be provided on request. However, safe custody of the material stored at site will be responsibility of the contractor.

12 **COMPLIANCE WITH REGULATIONS AND INDIAN STANDARDS.**

All works shall be carried out in accordance with relevant regulations both statutory and those specified by the Indian Standards related to the works covered by this specification. In particular, the equipment and installation will comply with the following.

a) Factories Act.

b) Indian Electricity Rules/ Central Electricity Authority (Measures relating to Safety and Electric Supply) Regulation 2010

c) IS &BS Standards as applicable.

d) Workmen's compensation Act.

e) Statutory norms prescribed by local bodies like CEA, ISEB etc.,

13 Nothing in this specification shall be construed to relieve the successful tenderer of his responsibility for the design , manufacture and installation of the equipment with all accessories in accordance with currently applicable statutory regulations and safety codes.

14 Successful tenderer shall arrange for compliance with statutory provisions of safety regulations and departmental requirement of safety codes in respect of labour employed on the work by the tenderer, Failure to provide and safety requirement will be at liberty of the department to make arrangement for the safety requirements at the cost of tenderer and recover the cost thereof from him.

15 **COMPLETION OF TENDER**

All sundry equipment, fittings unit assemblies, accessories, hardware items, foundation bolts, termination lugs for electrical connections and all other items which are useful and necessary for efficient assembly and installation of equipment and components of the work shall be deemed to have been included in the tender irrespective of the fact whether such items are specifically mentioned in the tender documents or not.

16 **CARE OF THE BUILDING**

Care shall be taken by the contractor while handling and installing the various equipments and components of the work to avoid damage to the building. He shall be responsible for repairing all damages and restoring the same to their original finish at his cost. He shall also remove at his cost all unwanted and waste materials arising out of the installation from the site of work.

17 No mobilization amount/ incentive for early completion shall be paid for this work.

Executive Engineer(E)
Postal Electrical Division
Kolkata

GENERAL CONDITIONS OF CONTRACT

1 SCOPE OF WORK

- 1.1 The operation & comprehensive maintenance of Lift for all the components of the Lift i/c repair or replacement of defective components if any, routine systematic maintenance schedule, recording the same with date & month etc., in a maintenance register specially meant for maintenance of Lifts containing all the details of the maintenance firm, contact telephone nos etc. so as to maintain the Lift in an efficient, reliable and safe operating condition.
- 1.2 The work in general shall be carried out in accordance with the state's lift act/rules and standard operating procedures set by Government department like CPWD/BSNL/DoP/ State PWD (B&R) etc.
- 1.3 The firm shall maintain the performance characteristics of the Lift as originally designed and installed.

2 STAFF

- (i) The work shall be supervised by the qualified supervisor from the contractor's side.
- (ii) **The firm shall engage personnel having licence for operation of passenger/goods lift obtained from respective state authority.**
- (iii) The contractor is required to depute the minimum manpower as per the schedule. The contractor is required to provide mobile to each manpower.
- (iv) If the staff found absent from his duty, the recovery shall be made @ ₹ 1468/- per shift/day/person.
- (v) The contractor shall provide a replacement in the event of any person leaving the job within three working days. Failure to provide replacement beyond three working days shall attract liquidated damages @ ₹ 500/- per day (per such case) or as decided by engineer-in-charge, besides deduction in payment for absence as above.
- (vi) The maintenance staff has to be available (including on holidays) as per the duty chart provided by the AE/JE. The sitting arrangement for the manpower engaged by the contractor should be arranged by him at his own cost, however space, water, electricity shall be made available by the department free of cost.
- (vii) The contractor has to make his own arrangement for movement of manpower to the sites and nothing extra will be paid on this account. Additional amounts towards traveling allowance, overtime allowance, etc., will not be paid.
- (viii) The workers deployed by the contractor should maintain proper discipline and good behavior with occupants. The persons should possess a good health and sound mind and must be free from all contagious diseases. Such person should not have any past criminal record. The contractor shall remove such workers from site whose behavior is improper. Executive Engineer's decision shall be final.
- (ix) For the proper identification of the workers, the contractor, shall issue identify cards to each person deployed them for bona fide work. Nobody shall be allowed entry without work and nobody will be allowed overnight stay without work. The worker should wear proper uniform with detachable badge indicating the name of the person and agency; if the uniform is not provided, then recovery of ₹ 100/- shall be made per day per person. Nothing extra shall be paid for the uniform.
- (x) Whenever firm changes the staff, documents of the staff related to qualification must be submitted.

3 TOOLS & PLANTS

- (i) If the T&P required carrying out the various task as relevant to operation and simple maintenance have to be arrange by the agency at his own cost and no T & P will be issued by the department.
- (ii) Nothing extra shall be paid on account of Tools & Plants.

4 COMMERCIAL

- (i) Payment shall normally be made on quarterly basis after submission of bill in the succeeding months duly verified by Engineer In-charge.
- (ii) The payment shall only be released on confirmation of disbursement of salaries and other allowances to labours deployed at site by the agency.
- (iii) Following documents are required to be submitted with the bill-
 - a. Attendance of labour along with brief details of work done.
 - b. EPF and ESI card (for reimbursement of EPF & ESI bill).
- (iv) The payment will be carried out as per procedures laid down in the conditions of contract.

5 COMPENSATION FOR DAMAGES AND DEFAULTS

- 5.1 Compensation for delay in removal of defects:

Sl. No.	Grounds of Compensation	Quantum
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1	Non functioning of equipments but overall performance parameters i.e. temp, availability of mains/ generator supply, fire protection and so on are.	0.5 % (half percent) of contract valuer per week subject to maximum of 10 % of contract value (one year)
1 (a)	Within limits (if One out of order and the others are running in same lobby/space)	
1 (b)	Beyond Limits (If more than one or all are out of order in same lobby/space)	

Note:-

1. This is without prejudice to Department of Posts right to take action under clause 5 above.

2. The period after which compensation shall be applicable will governed as follows:

(i) 1(a) shall be applicable after period of one weeks or immediately within 24 hours, if the ground changes from 1(a) to 1(b)

(ii) 1(b) shall be applicable immediately within 24 hours.

3. The period of one weeks shall be suitably extended, if required, in case of major defects (replacement/repair) by the Executive Engineer (E).

5.2 In case of major accident/loss/fire on account of negligence on part of the contractor, the contract shall be terminated and SD deposited shall be stand forfeited.

5.3 Any damage to the installation(s)/ building due to the carelessness on the part of operation staff shall be the responsibility of firm & shall be replaced/ rectified without any extra cost.

5.4 Any accident or damage during maintenance will be the responsibility of the agency & the Department will not entertain any claim, compensation, penalty etc. on this account.

5.5 The Department reserves the right to terminate the contract by giving show cause notice of one-month duration at any time during the currency of the contract.

6 CURRENCY OF CONTRACT

(i) The currency of contract shall be 12 months.

(ii) Department reserves the right to terminate the contract by giving a notice of one month duration at any time during the currency of contract without assigning any reasons. No claim for any compensation will however be entertained on such termination prior to the expiry of stipulated period of contract.

(iii) The department reserves the right to extend the contract at the same rates and conditions.

7 MISCELLANEOUS

(i) The contractor has to keep all the equipment and site neat and clean to avoid any accident or fire hazards.

(ii) The contractor will provide the workers with testing and safety equipment.

(iii) The firm should have round 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 ensure **energy conservation** by switching-on the services only when required.

(v) The agency has to observe all labor rules and regulations in force.

(vi) Any damage/loss to the human/installation/building during the operation period due to the carelessness on the part of workers engaged on duty should be the responsibility of the firm the legal action and/or penalty have to bear to agency.

(vii) The rates quoted must be full and final i.e. inclusive of all taxes etc.

(viii) The firm shall check and keep ready the Lift and any other equipment within the scope of the contract in operation and well maintained condition.

(ix) The firm shall be responsible for cleaning of lift car and all equipments related to lift and machine room including Electrical panel in machine room etc. at the site of work.

(x) The firm has to maintain the log book for operation as per standard practice. The log books have to be arranged by the contractor.

(xi) The firm has to carry out the routine maintenance checks and set right if it is very minor in case like tightening of connections, nut bolt etc, if it is required to repair then the operator should intimate to lift comprehensive maintenance vendor as well as to Junior Engineer/Assistant Engineer concern immediately and get pursue for repairing the fault.

(xii) The firm shall maintain the installation in such a manner to provide uninterrupted lift service to the campus/building.

(xiii) The firm shall submit annexure-X duly filled up within 15 days from commencement of work.

8 MONTHLY REPORT:

- 8.1 The contractor shall submit Annexures III and IV on 5th day of every month for maintenance carried out / to be carried out in last / next month respectively.
- 8.2 The contractor shall maintain a maintenance register in which a record of any daily/weekly/ fortnightly/monthly/quarterly/ annual maintenance activities carried out including replacement/repair of any item with quantity for each service shall be maintained.

ANNEXURE-I

(Required for Operation & Comprehensive contract)

(A) Details to be supplied before starting the work:

1	Name of the agency	
2	Name of the proprietor	
3	Tele. No(s) of the firm	
4	Name & address of the supervisor	
5	24 hours contact No.	
6	Particulars of the license/ registration	

(B) Details of the staff who will attend the site:

Name & Address	Qualification	Responsibility

ANNEXURE-II

Date and time of complaint	Officer/ Sections lodging complaint	Nature of complaint	Date & acknowledgment time of rectification by complainant	Remarks

ANNEXURE-III

Programme for periodical maintenance for the month of

S.L No	Name of Service	Maintenance activity with requirement of materials	Remarks

Contractor

(Engineer-in-charge)

ANNEXURE-IV

Actual periodical maintenance carried out in the month of _____

S.LNo.	Name of service	Planned as per Annexure III	Actual maintenance done	Result (Satisfactory/ Unsatisfactory)	Remarks

Contractor

(Engineer-in-charge)

MAINTENANCE SCHEDULE FOR LIFTS

1 Scope of Maintenance:

- 1.1 The scope of maintenance in this contract is the comprehensive maintenance of Lift for all the components of the Lift i/c repair or replacement of defective components if any, routine systematic maintenance schedule, recording the same with date & month etc., in a maintenance register specially meant for maintenance of Lifts containing all the details of the maintenance firm, contact telephone nos. etc., so as to maintain the Lift in an efficient, reliable and safe operating condition.
- 1.2 The firm shall maintain the performance characteristics of the Lift as originally designed and installed

2 Systematic Maintenance Schedule to be followed:

- 2.1 Repairing, Lubricating and thorough checking / examination / adjustment of the following components to be carried out periodically in a systematic and controlled manner using developed techniques and expertise:
- 2.2 Entrance door / gate tracks, hinges, pivot points. Machine, Thrust bearings, Ball / Roller Bearings, Drive Sheave bearings, Break Contact Linings and components, Brake pins, Brake Core.
- 2.3 Motor, Motor Generator set, Motor windings, rotating elements, commutator, brushes, brush holders, bearings (Sleeve Bearings, Ball Bearings), Coils, Resistance for operating and motor circuits, Magnet frames and other mechanical parts.
- 2.4 Controller, Selector, Leveling Devices, Cams, O/L Relays, Relay Pins, Solid state components eg., PCB's, Transducers, resistors, condensers, power amplifiers, transformers, contact leads Dashpots, timing devices, steel selector tapes, and mechanical and electrical driving equipment.
- 2.5 Governor, Governor Sheave, Shaft assembly, bearings, contacts, and Governor Jaws.
Car and Mechanical Buttons, Car and Position indicators, car direction indicators, and all other car landing fixtures R/cam core pints, safety shoe, Linkages, Guide Shoe Stems, Releasing Carrier.
- 2.6 Deflector or secondary sheave bearings, car and counterweight Guide Rails, & Hydraulic Buffers, Top and bottom limit switches, Governor Tension sheave assembly, selector idler pulley, compensating sheave assembly, car, counterweight and counter weight and counter guide shoes i/c rollers or gibs.
- 2.7 Interlocks on Hoisting door, Hoistway door hangers, guides, automatic power operated door operator, door operator chain, operator link, car door hanger, car door contact, safety shoe, load weighing eqpt. car frame, car safety mechanism and platform.
- 2.8 Hoist way equipment's like guide rails, O.H. sheaves, rope sheaves, hoist ropes comp. Ropes etc.

3 Materials:

- 3.1 All materials, replacement of defective parts is to be arranged by the firm without any extra cost. No materials are to be supplied by the Department of Posts.
- 3.1 All tools and plants required for carrying out various tasks relevant to operation and maintenance have to be arranged by agency at his own cost.

4 Special conditions relevant to particular job / particular site:

- 4.1 The firm shall provide emergency minor adjustment CALL BACK service at no extra cost. This CALL BACK service will be extended round the clock on all working days as well as holidays.
- 4.2 **The firm should rectify the defects / faults pointed out within 72hrs. from the time of intimation, failing which a penalty due to unsatisfactory performance. During a month at the rate of 1% (One Percent) per days of the monthly bill amount subject to maximum 10% (Ten percent) of the bill amount shall be imposed during the month. Decision of the E.E.(E) shall be final and binding in this regard.**
- 4.3 Two visit per month by qualified technician for checking lift is must, which should be certified by J.E. / A.E.(E) concerned along with bill.
- 4.4 Lifts are to be inspected annually/ half yearly by the AMC agency as per local bye laws and to be countersigned by the AE (E) concerned. Report should be enclosed along with bill. All payments and any technical assistance / assistance (if required) to authorized person is to be given by the AMC agency only. Any penalty due to non-compliance of the statutory acts / rules is to be recovered from the AMC agency bills. In addition to the above, once in a contract period, lifts have to be inspected and tested by the Lift Inspector of State/ Central Government successfully duly certified by the AE (E) concerned. Nothing extra shall be paid on this account.

**GOVERNMENT OF INDIA
DEPARTMENT OF POSTS- CIVIL WING**

State	Jharkhand	Circle	PEC, Bangalore
Branch	Electrical	Division	PED, Kolkata
Zone		Sub division	PESD, Ranchi

Percentage Rate Tender & Contract for Works

(A) Tender for the work of:-

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

To be submitted through e-tendering on **25.05.2026** up to **11:00 Hrs** to the office of the Executive Engineer(E), Postal Electrical Division, Kolkata

To be opened through e-tendering in presence of tenderers who may be present at on **26.05.2026** at **11:30 Hrs** in the office of the Executive Engineer(E), Postal Electrical Division, Kolkata

Issued to : _____ Tender document made available Online

Signature of officer issuing the documents:

Designation: Executive Engineer (E), Postal Electrical Division, Kolkata

Date of issue :- As per INFORMATION AND INSTRUCTIONS FOR BIDDERS

TENDER

I/We have read and examined the notice inviting tender, schedule, A, B, C, D, E & F, Specification applicable, Drawings & Designs, General Rules and Directions, Conditions of Contract, clauses of contract, Special conditions, Schedule of Rate & 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.

We agree to keep the tender open for **75 days from the last day of receipt of technical bid** and not to make any modifications in its terms and conditions.

A sum of ₹ **17804.00** 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 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 CPWD 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 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 there from to any person other than a person to whom I/We am/are authorized to communicate the same to use the information in any manner prejudicial to the safety of the State.

Dated _____

Signature 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:-

i)

ii)

iii)

For & on behalf of the President of India

Signature _____

Designation _____

I _____

SCHEDULES (A to F)

SCHEDULE 'A'

Bill of Quantities (BoQXXXX.xls file on the website against this work item).

SCHEDULE 'B'

Schedule of materials to be issued to the contractor.

Sl. No	Description of items	Qty	Rates in figures & words at which the material will be charged to the contractor	Place of Issue
1	2	3	4	5
NIL				

SCHEDULE 'C'

Tools and plants to be hired to the contractor:

Sl. No	Description	Hire charges per day	Place of Issue
1	2	3	4
NIL			

SCHEDULE 'D'

Extra schedule for specific requirements/ document for the work, if any, specification of work, if any etc.

As attached

SCHEDULE 'E'

Reference to General conditions of contract: CPWD General Conditions of Contract for Maintenance Works–2020 amended up to the last date of submission of online tender.

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

- | | | | | |
|-----|------------------------|---|------------------|---------------------|
| i | Estimated cost of work | : | 890184.00 | |
| ii | Earnest money | : | 2% | of estimated amount |
| iii | Performance Guarantee | : | 5% | of tendered amount |
| iv | Security Deposit | : | 2.50% | of tendered amount |

SCHEDULE 'F'

General Rules & Direction : CPWD General Conditions of Contract for Maintenance Works–2020 with up to date amendments (As on Date of opening of price bid) shall be read with NIT.

Officer inviting tender : **Executive Engineer (E), Postal Electrical Division, Kolkata**

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: | Executive Engineer (E), Postal Electrical Division, Kolkata |
| 2(viii) | Accepting Authority: | Superintending Engineer (E), Postal Electrical Circle, Bangalore |
| 2(x) | Percentage on cost of materials and labour to cover all overheads and profits | 15% |
| 2(xi) | Standard schedule of Rates | DSR/MR |
| 2(xii) | Department | Department of Posts |

9(ii) Standard CPWD contract Form CPWD General Conditions of Contract for Maintenance Works–2020, CPWD Form 7/8 modified & corrected uptodate

Amendments up to last date of submission of online tender shall be read with NIT

Clause 1

- i) Time Allowed for submission, of Performance Guarantee from the date of issue of letter of acceptance **10 Days**
- II) Maximum allowable extension with late fee @ 0.1% per day of Performance Guarantee amount beyond the period provided in (i) above **5 Days**

Clause 2

Authority for fixing compensation under clause 2.

**SE (E), Postal Electrical Circle,
Bangalore**

Clause 2 A

Whether Clause 2 A 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

Mile stone(s) as per table given below:-

Sl. No	Description of milestone (physical)	Time allowed in days (from date of start)	Amount with held in case of non achievement of milestone
1	1/8 th (of whole work)	1/4 (of whole work)	In case of not achieving the necessary progress, 1% of the tendered value of work will be withheld for failure of each milestone.
2	3/8 th (of whole work)	1/2 (of whole work)	
3	1/2 th (of whole work)	3/4 (of whole work)	
4	Full	Full	

Time allowed for execution of work	365 days
------------------------------------	-----------------

Authority to Decide:

i)	Extension, of time for completion of work.	E.E(E) / S.E(E)
ii)	Rescheduling of mile stones	S.E(E)

Clause 6

Applicable

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	N.A
--	-----

Clause 10A

List of testing equipment to be provided by the contractor at site lab.

N. A.

Clause 10B(ii)

Whether Clause 10 B (ii) shall be applicable

No

Clause 10C

Component of labour expressed as percent of value of work

100%

Clause 10CA

N.A.

Clause 10CC

Clause 10CC to be applicable in contracts with stipulated Period of completion exceeding the period shown in next column:	18 months
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Clause 11

Specifications to be followed for execution of work:	As per NIT/ CPWD Specifications guidelines amended upto date
--	--

Clause 12

12.2 & 12.3	Deviation Limit beyond which clauses 12.2. & 12.3 shall apply for building work	25%
	& 12.3 shall apply for foundation work	N.A

Clause 16

Competent Authority for deciding reduced rates S.E.(E), PEC Bengaluru

Clause 18

List of mandatory machinery, tools & plants to be deployed by the contractor at site: As required for timely execution of work

Clause 25

Constitution of Dispute Redressal Committee (DRC)	Competent Authority to appoint DRC
DRC shall constitute one Chairman and two members	Chief Engineer or Additional Director General if there is no Chief Engineer

Clause 36 (i)

S. 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	Recognized Diploma Holder	Electrical	Electrical	3 years	1	Rs.10000/- per month	Ten Thousand Only
2	Recognized Degree Holder	Electrical	Electrical	3 years	1	Rs.15000/- per month	Fifteen Thousand Only

Assistant Engineers retired from Government services that are holding Diploma will be treated at par with Graduate Engineers

Clause 42

i) (a) Schedule/statement for determining theoretical quantity of cement & bitumen on the basis of Delhi Schedule of Rates _____ printed by C.P.W.D. N.A

ii) Variations permissible on theoretical quantities. N.A

a) Cement for works with estimated cost put to tender not more than Rs 5 lakhs 3% plus / minus

Cement for works with estimated cost put to tender more than Rs 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

d) All other materials. Nil.

RECOVERY RATES FOR QUANTITIES BEYOND PERMISSIBLE VARIATION

Sl. No.	Description of item	Rates in figures and words at which recovery shall be made from the contractor Rate in schedule 'B' plus 10% in case materials issued by Department	
		Excess beyond Permissible variation	Less use beyond Permissible variation
1	Cement		
2	Steel reinforcement		
3	Structural Sections		N.A.
4	Bitumen issued free		
5	Bitumen issued at stipulated fixed price		

CORRECTION SLIPS

CPWD FORM 6:

- 1 Wherever Form -7/8 is appearing in this form, figure 8 stands deleted.
- 2 Wherever item rate tender is appearing in this form, it stands deleted.
- 3 Para 1 of this form is substituted as Press Notification enclosed in the tender documents.

CPWD FORM 7:

- 1 Wherever Form -7/8 is appearing in this form, figure 8 stands deleted.
- 2 Wherever item rate tender is appearing in this form, it stands deleted.
- 3 All the Para's in this form related to Form CPWD-8 (for item rate tender) may be treated as deleted.
- 4 Clause 2A of this form related to incentives for early completion may be treated as deleted.
- 5 Clause-5(1)(i):-Time allowed to submit Time and Progress Chart for approval from Engineer-in-Charge shall be 7 days from date of award of work.
- 6 Clause-16- Guarantee period shall be 1 year.

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.