

## **INSTRUCTIONS TO TENDERERS**

1. The tender will be received in two-bid system i.e (i) Technical bid & (ii) Financial bid in sealed separate envelope. Technical bid envelope will contain all the required documents except B.O.Q. Financial bid envelope will contain only the issued B.O.Q. mentioning the rate. The tender documents shall be duly filled in and signed by the tenderer and shall be addressed in sealed cover. The full name and address of the Tenderer and name of work shall be written on cover.
2. All entries in the tender documents shall be clearly written and shall be in ink and in English. Corrections if any, shall be clearly made and duly signed and dated by the tenderer. Erasures and over writing shall not be permitted and shall render the tender liable to rejection.
3. The tenderer shall sign each and every page of the tender documents including the drawings attached here to.
4. Unit rates shall be quoted in figure with reference to each items in the attached Bills of Quantities. These rates shall be for the finished work at site.
5. Any error in description of terms in the Bill of Quantities or any omission there from shall not vitiate the contract or release the contractor from his obligations of the whole or any part of the works comprised therein or from any of his obligations under the contract. Any error in the rates in the Bill of Quantities shall be corrected in accordance with the following rules.
  - (i) All errors in totaling, in the amount, columns and carrying forward, total shall be corrected.
  - (ii) In case the amount in words and figure differ, the lowest will be taken as correct.
6. In coating the rates, the tenderer is advised to take into account the all taxes levied by Central or State Government, statutory or other local bodies. If any other tax is levied on works, this will also be allowed provided documentary record is produced.
7. Before tendering, the tenderer is advised to inspect the site of works and its environment and shall be acquainted with actual working and other prevalent conditions, position of materials and labor, condition of contracts, drawing and specifications and all other documents which form part of the agreement .
8. The contractor will make his all arrangements to obtain all materials required for the work. The owner will only make the applications to full fill the formalities, if necessary, in procurement of any material for the work. The contractor will be responsible for collection of materials at his cost from dealers or suppliers against the release order, if any, furnished by the employer to the contractor.
9. The tenderer shall give his previous experience for having carried out works of similar nature in the last 5 years.
10. Tenderer will give the details of plant and machinery, details of technical staff and work in hand. These should be furnished in the pro forma in separate sheet.
11. Each tender shall be signed by the tenderer with his usual signature. Tender by partnership or Hindu joint family firm may be signed in the firm's name by one of the partners or manager as the case may be or any other duly authorized representative followed by the names and designation of the person so signing. An attested copy of the partnership deed must accompany the tender of any partnership. Tender by a company shall be signed with the name of company  
by person authorized in this behalf and a power of attorney or other satisfactory proof showing the persons signing the tender document on behalf of the company duly authorized to do so shall accompany the tender.

12. Receipts of payment on behalf of work must be signed by authorized person of the firm or partners.

13. The owner inviting the tenders shall have full right to reject all or any tender without assigning any reason and shall not be bound to accept the lowest tender.

14. The tenderer shall sign the declaration with the official for maintaining the secrecy of tender documents, drawings or any other record. The unsuccessful tenderer shall return all the drawings.