

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 duly filled in & completed in all respect with proper signature & seal. B.O.Q. provided by the school. 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 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 item in the attached Bill as per Quantities. These rates shall be for the finished work at site with materials.
5. Any error in description of terms in the Bill of Quotations 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 there in 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 quoting the rates, the tenderer is advised to take into account 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 labour ,condition of contracts, drawing and specifications and all other documents which from part of the agreement.
8. The contractor will make his arrangements to obtain all materials required for the work. The owner will only make the applications to fulfill 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 supplies against the release order, if any, furnished by the employer to the contractor.
9. The tender shall give his previous experience for having carried out works of similar nature in the last 5 years supported by quality of works& completion certificate within the stipulated time.

10. Tenderer will give the details of plant and machinery, details of technical staff and work in hand. These should be furnished in the proforma in separate sheet.
11. Tenderers shall along with their-tender submit the following:-
 - (a) Deviations if any from the tender specifications.
 - (b) Supplementary details required for the evaluation of the tender like drawing, technical detailing, etc.
 - (c) Certificate from the scheduled bank to prove their financial ability to undertake the work.
 - (d) Proof for technical and organization ability to execute the work in its various aspects.
 - (e) The organization pattern that will be employed and the names of the qualified Engineers who will be employed together with their qualifications and experience.
 - (f) Income tax clearance certificate.
 - (g) Labour Licence from Govt.
 - (h) G.S.T Certificate
 - (i) PAN Number
 - (j) Partnership deed/company profile.
 - (k) Power of Attorney.
 - (l) Valid email id & Contact number.
12. Each page of tender documents 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 managers 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.
13. Receipts of payment on behalf of work must be signed by authorized person of the firm or partners.
14. 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.
15. The tenderer shall sign the declaration with the official for maintaining the secrecy of tender documents, drawing or any other record. The unsuccessful tenderer shall return all the drawings.