

INSTRUCTIONS TO TENDERERS FOR FILLING IN TENDER

1. Each of the following documents referred to as Volume 1, 2, 3, 4, 5 & 6 with their respective contents shall individually and collectively constitute the Tender Document:

VOLUME 1	:	<u>NOTICE INVITING TENDER</u>
VOLUME 2	:	<u>GENERAL CONDITIONS OF CONTRACT</u>
VOLUME 3	:	<u>SPECIAL CONDITIONS OF CONTRACT</u>
VOLUME 4	:	<u>TECHNICAL SPECIFICATIONS</u>
VOLUME 5	:	BILL OF QUANTITIES <ol style="list-style-type: none">1. <u>Turnkey Works</u>2. <u>Carpet Works</u>3. <u>Modular Furniture Works</u>4. <u>Chairs</u>
VOLUME 6	:	DRAWINGS OF WORK <ol style="list-style-type: none">1. <u>Interior Layouts</u>2. <u>Services Layout</u>3. <u>Details Drawings – Part 01</u>4. <u>Details Drawing – Part 02</u>5. <u>Look & Feel</u>
VOLUME 7	:	<u>ENVIRONMENTAL, HEALTH & SAFETY (EHS) PLAN</u>
VOLUME 8	:	CLARIFICATION MEMO (Pre-Bid Meeting) <ol style="list-style-type: none">1. <u>Turnkey Works</u>2. <u>Modular Furniture Works</u>
VOLUME 9	:	CLARIFICATION MEMO (Negotiation Meeting) <ol style="list-style-type: none">1. <u>Turnkey Works</u>
VOLUME 10	:	Final Bid Schedule <ol style="list-style-type: none">1. <u>Turnkey Works</u>
VOLUME 11	:	Submission of documents for Turnkey Works <ol style="list-style-type: none">1. <u>Summary Sheet</u>2. <u>List of Make</u>3. <u>Bar Chart</u>4. <u>Questionnaire</u>
VOLUME 12	:	<u>Web link for E-bid</u>

Technical specifications are the general instructions for carrying out the Work.

2. For the Bill of Quantities, in VOLUME 5 the rates shall be written (after carefully studying the technical specifications and detailed specifications and drawings) clearly, legibly in figures and in words. Tenderers should quote their rates both in figures & in words. The total of each page along with carried over figures of the previous page shall be given in ink and signed by the tenderer. No blank space shall

- be left. Rates quoted in words shall be deemed to be correct in case of cuttings or overwriting. In case of any doubts, or discrepancy the amount in words will be treated as correct. Amounts should be entered after carefully checking up the unit adopted for the item.
3. List of drawings accompanying the tender documents is furnished in VOLUME 6. All tender drawings form an integral part of tender and the details shown on the drawings are complementary to the Bill of Quantities and vice versa. Rates quoted must and be deemed to have hence taken note of all the Drawings, Technical specifications, Detailed Specifications and Bill of Quantities. In interpreting the specifications, the following order of decreasing importance shall be followed:

Drawings

Technical Specifications.

Bill of Quantities with detailed specifications.

Matters not covered by the specifications given in the Contract as a whole shall be covered by the relevant Indian Standard Codes. If such codes on a particular subject have not been framed, the decision of the Architect / Consultant shall be final.

4. The Contractor should certify that it has studied the Work at site and acquainted itself with the position with regard to construction, materials & labour required for the work.
5. The Contractor should submit a declaration disclosing all Work for which it has already entered into contract, the value of work that remains to be executed in each such contract, while submitting the tender and details of any disputes pending in respect of any such contract whether in a court or any other Forum or under discussion / negotiation with the other party to such contracts.
6. Every contractor should furnish along with its tender an income-tax clearance certificate & brief information regarding the income-tax circle, Ward & the District in which he is assessed by income-tax, the reference No. of assessment and the assessment year, as also details of any attachments, prohibiting orders, garnishee proceedings in connection therewith.
7. Certified copies of Registration Certificate, Partnership Deed and Power of Attorney or Articles of Agreement in case of Limited Companies will have to be furnished along with the tender to render the tender eligible for consideration.
8. Should the Contractor notice any discrepancy or error in any statement made, or quantities or units shown against items, he shall immediately bring to the notice of the Project Manager and obtain clarifications before submitting the tender. The tender shall be recorded as such in the covering letter to the tender, failing which the Owner shall have right to ask the Contractor to execute the Work according to the statement made or quantities or units shown in the tender, without any compensation.
9. Every Contractor should furnish along with its tender proof of his/their technical and organizational competence to execute the Work of the above nature and magnitude adequately supported with testimonials and certificates from the organizations for which they have executed similar work in the past 5 years.

The Contractor should submit the following additional documents:

- a) Complete bar chart worked out based on the required milestones.
 - b) Site organization chart giving details of all staff to be deployed including names and bio-data of managerial and engineering staff for the execution of this project.
 - c) The Contractor's Representative proposed for this work should be available for an interview by the Project Manager / Owner at the time of final negotiation and award of the Work.
 - d) A detailed list of plant, machinery and test equipment proposed for deployment should be submitted along with the offer.
 - e) A list of Subcontractors / Services Contractors should also be enclosed along with the offer.
10. For clarifications of all queries in the above tender documents a pre bid meeting will be held, as per date/time mentioned in the Notice Inviting Tender. Tenderers are requested to submit a written copy of all queries 24 hrs prior to the meeting time to the Project Manager in order to be prepared for the meeting. For this meeting each contractor can depute only one technical representative who is capable of interpreting and clarifying queries sought for this project. Such representative must carry an authorization from the Contractor. All commitments made by such representative shall be binding upon the Contractor.
11. Tenderers will deposit the following in a sealed envelope:
- a) Tender drawings duly signed with seal by the Contractors.
 - b) Tender books duly signed with seal by the Contractors.
12. If the tender is made by an individual it shall be signed by him on each page and his full name and complete address shall be given. If it is made by partnership firm it shall be signed in the name of the firm by a partner of the firm who shall sign his own name and give the name and address of each partner of the firm and attach a copy of 'Power of Attorney' with the tender authorizing him to sign on behalf of the other partners. A certified copy of the 'Partnership Deed' in case of registered firms and notarized copies in other cases shall also be submitted along with the tender. In case the tender is made by or on behalf of a Company incorporated under the Companies Act, 1956, it shall be signed by the Managing Director or by one of the Directors duly authorized on this behalf and shall include a copy of the "Power of Attorney" with the tender. A certified copy of the registered Articles of Agreement shall also be submitted along with the tender.
13. The tender shall remain valid for acceptance for a period of **ONE HUNDRED TWENTY (120) DAYS** from the last date for submission of the tenders. If any tenderer withdraws its tender before the said period or makes any modifications in terms and conditions of the tender, then the Owner shall be entitled to reject the offer.
14. The Contractor's rate must be firm and shall include the cost of transportation of material to the Site, all taxes including but not limited to Sales tax, Excise duty, Octroi, ESI / PF and any other statutory levy etc., and the fixing or placing in position for which the item of work is intended to be operated. The rates quoted by the Contractor shall remain firm throughout the contract period and there shall be no upward revision of the rates quoted by the Contractor for any reason whatsoever. It



should be clearly understood that any claims for extra Sales tax, Excise duty, Octroi and any other statutory levy taxes etc. shall not be entertained in any case whatsoever.

15. The tender of any Contractor not complying with any of the above instructions may be rejected. The contractor shall also fill the tender submission checklist attached with these instructions and submit it with completed tender documents.

I / We have carefully read the above said instructions have understood the same and shall comply with the same. I/ We have full acquainted with the site and are fully aware of the construction, materials and labor requirements for this project.

**PLACE:
DATE:**

**SIGNATURE OF THE CONTRACTOR
WITH SEAL AND ADDRESS**