

2.35 INSTRUCTIONS FOR FILLING THE TENDER FORM

1. In this tender item specifications are given in the following sections:

- A. **TECHNICAL SPECIFICATIONS**
- B. **SCHEDULE OF QUANTITIES WITH RATES
with Unit Rate Specifications**

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

Unit rate specifications are the descriptions of items for which unit rates are to be worked out by the bidder by considering all tender information.

2. The tenderer has to work out his rate as an overall percentage above or below or at the rate given in the schedule by a single entry. The tenderer's over all percentage shall be worked out based on the unit rate specification and rates provided against each specification.

The rate has to be entered by a single entry in front of the schedule both in words and in figures. The rates should be quoted in decimal coinage system.
3. The tenderers should certify that he has studied the works at site and acquainted himself with the position with regard to constructions, materials and labour required for the work.
4. Every tenderer should furnish along with his tender, documents to prove their annual turnover and latest acknowledged income-tax clearance certificate and information regarding the income-tax circle of Ward of the District in which he is assessed by income-tax, the reference No. of assessment and the assessment year.
5. Experience in similar works have to be established by means of completion certificates from Clients.
6. The tenderer has to pay the earnest money deposit as specified in the tender notice along with the tender. Tenders for which earnest money deposit has not been received shall be rejected. There shall be no exemption for any tenderer from submitting the earnest money deposit.
7. Certified copies of Registration Certificate, Partnership Deed and Power of Attorney or Articles of Association in case of Limited companies will have to be furnished for considering the acceptance of the tender.
8. The tender of the tenderer not complying with the above instructions may be rejected.
9. The tenderer should return the original tender document after putting the signature on all pages.

10. The tenderer shall be responsible for furnishing the necessary forms including Form No.8-C, 20, 20-A, 20-B, 20-D, 20-F, etc. applicable for deducting GST/work contract tax under the GST Act.
11. Should the tenderer notice any discrepancy or error in the statement made, or quantities or units shown against items, he shall immediately bring it to the notice of OUSHADHI and obtain the clarification before submitting the tender. The tender shall be based on such clarifications received and shall be recorded as such in the covering letter to the tenderer to execute the work according to the statement made for quantities or units shown in the tender, without any compensation.
12. The tenderer shall execute a preliminary agreement on non-judicial stamp paper of value not less than Rs.200/- and enclose the same with the tender documents. The Performa of the preliminary agreement can be found in Forms for different deeds.

I/We have carefully read the above said instructions and shall comply with the same.

Signature of the tenderer.

Place:

Date :

TENDER FORM

To

The Managing Director,
The Pharmaceutical Corporation (I.M.) Kerala Ltd., (OUSHADHI)
Kuttanellur p.o, Thrissur-680 014.

Dear Sirs,

Sub: Construction of Unipole Hoarding at Oushadhi, Kuttanellur

With reference to the tender invited by you for the above proposed work, I/We do hereby Tender for this after having:

- a) Examined the designs, drawings, details, specifications schedule of quantities, instructions to tenders, agreement and the conditions of contract annexed thereto (hereinafter called the Contract Documents) relating to Construction.
- b) Visited the site of work, studied the site conditions, nature of substrata, availability of construction materials and
- c) Acquired the requisite information on all prevailing factors affecting the tender.

I/We undersigned hereby offer to construct the proposed work in strict accordance with the Contract document for the consideration to be calculated in terms of the priced schedule of quantities.

I/We have noted that time is the essence of the contract and undertake to complete the whole of the works as per the attached schedule from the date of issue of an intimation by you that our tender has been accepted and upon receiving possession of site. I/We further undertake that on failure subject to the conditions of the contract relating to extension of time, I/We are willing to pay the agreed Liquidate Damages/Penalty for the period during which the work remains incomplete beyond the due date of completion.

I/We further agree to the deduction of retention money and to remit security deposit which will be returned to me/us as per the relevant clauses in the agreement. The deduction will be as explained in clause 1.11 of Notice Inviting Tender.

I/We undertake to execute the work of electrification of various facilities through a licensed electrical contractor of appropriate class as given in the tender condition. All the requirements of supervision, testing, commissioning and energising will be fulfilled by us.

We have also executed the preliminary agreement as is enclosed.

Further we undertake to execute the works which will be entrusted to us in the most workman like manner within the stipulated completion period. If our Tender is found accepted we agree to enter into a contract as specified by you within one week of receipt of intimation of acceptance of our tender.

Our Bankers are:

1.....

2.....

Place:

Date :

Signature of tenderer

Name of the partners of the firm

OR

Name of the person having power of

Attorney to sign the contract.

3.0 GENERAL INFORMATION OF THE PROJECT