

INDIRA GANDHI INSTITUTE OF MEDICAL SCIENCES: SHEIKHPURA: PATNA-14
INSTRUCTION TO TENDERER

01. Sealed tender are invited from reliable and experience Contractor having valid registration/ documents/ papers in the manner and period prescribed in tender notice / short tender notice published in News Paper & should be submitted to Director, Indira Gandhi Institute of Medical Sciences, Patna – 800 014
02. The Bill of Quantity along-with tender document can be down loaded from Institute web-site www.igims.org and cost of tender document (non-refundable) to be submitted in favour of Director, I.G.I.M.S., Patna-14, for the amount mentioned in N.I.T.
03. The tenderer is required to deposit the Earnest Money @ of 02% (Two percent) of the amount of estimated cost or amount indicated in tender notice will have to deposit by the Bank Draft in favour of Director, I.G.I.M.S., Patna-14 for the specified work and furnished the name of work on the top of the envelop.
04. The estimated cost, Earnest Money and time of completion of work has been indicated in Tender Notice.
05. The rate quoted by the tenderer should be inclusive of all taxes, royalty and other incidental charges.
06. The tenderer should quote in their offer: -
 - a. Period within which they can complete the work, commencing from the date of written orders for commence the work
 - b. The plants and machinery they posses for execution of work.
 - c. Experiences, they have with details of works and its location.
 - d. Certificate, if any about the capacity of doing work.
 - e. Technical Staff if they posses.
07. The tenderer should satisfy them-selves full about the nature and site of work before offering their tenders and plea of any ignorance afterwards will not be considered. **Tender without Earnest Money or insufficient Earnest Money will out right rejected and there will be no position on the body of comparative statement.**
08. Tenderer are required to furnish up to date tax clearance certificate in respect of Income Tax and Sales Tax along with their tender. In absence of these documents along-with liabilities certificate from Income Tax and Sales Tax Departments within ten days from the date of asking in Registered Letter with acknowledgement, failing which their tenders shall be out-right rejected and their Earnest Money with tender, shall be stand forfeited, without any further intimation. Certified copy of License issued by the Labour Department for engaging labour, in contract job and Character Certificate issued by the District Magistrate/Superintendent of Police is also to be furnished.
09. After approval of rates by the competent authority the tenderer shall have to deposit the **initial security money, @ 3%(Three)** in shape of Bank Draft, drawn in favor of the **Director, I.G.I.M.S., Sheikhpura, Patna-14** (Bihar), on receipt of written orders from the Superintending Engineer/Executive Engineer, I.G.I.M.S., Patna-14 and execute the agreement, failing which his tender shall be rejected and Earnest Money forfeited.
10. Conditional tenders may be out-right rejected.
11. **Authority shall reserve the right to reject any or all tenders or distribute the work to more than one contractor without assigning any reason.**
12. No claim for ideal labors due to shortage of work, non-supply of materials, drawing and design or any other reason shall be entertained.
13. Tenderer shall arrange site for accommodation and other facilities like medical aid, etc, for the labour at his own cost and initiatives as well as comply with the labour rules, prevalent in the locality.
14. The tenderer shall be solely responsible for any damage or loss in public property due to negligence of his labours or other staff and shall be made good at his own cost.
15. C.P.W.D. & I.S. specifications shall be followed during the process of work. In case of any difference of opinion on any of these, directions of Superintending Engineer has to be followed.
16. No claim shall be entertained due to fluctuation in rates of labour and materials at any time during completion of work.
17.
 - i. Institute materials will be issued to the contractor for bonafide use in the work allotted to him as per availability in stock on proper hand receipt and issue of rates specified in agreement.
 - ii. Materials actually consumed in the work be calculated on the basis of approved design and specification and or laboratory test. The materials received by the contractor, in excess of actual consumption as determined above, will be charged at panel rates, which will be double of the issue rate of materials.
18. The tenderer employing trucks for carriage of materials or for other works shall comply the rules of Motor Vehicle Act.
19. It will be obligatory on the part of tenderer to keep the tenders open of a period of 06 (Six) months (180-days) from the date of tenders for acceptance.
20. The tenderer shall not be entitled to claim or compensation for any loss suffered due to:
 - a. Natural calamities
 - b. Act of enemies
 - c. Transportation and procurement difficulties
 - d. Circumstances beyond the control of state.
21. **SITE ORDER BOOK**
 With numbered page and bearing the certificates of the Engineer will be kept by the site of work and it will be have to be produced if the Superintending Engineer / Inspecting Officer desire for any instruction concerning the work. This shall be property of the department after completion of work.

22. The work beyond the agreement shall be executed by the contractor, unless specifically ordered by the Superintending Engineer or his authorized representative in writing in SITE ORDER BOOK, and the claim for such work shall be submitted regularly in every month. If the claim is not received in the month to which it is related, it will be treated as barred and to be disallowed.
23. The materials will be supplied by the department at the noted against each item, if available in stock, Ex-Institute godown or store at Patna.
24. The cost for each empty drums will be recovered in case it is not returned to the Institute store.
25. On account of Income Tax, applicable tax will be deducted from the bill of contractor,
26. The Contractor will have to produce license from the Labour Department.
27. Sales Tax as applicable shall be deducted from the contractor.
30. **METHODOLOGY OF TENDER**
The tenderer are required to submit their tender in two separate sealed envelops as follows:
(Tenders not following this shall be rejected)

ENVELOPE-1

This envelop will super-scribed on the top of the envelop as "TECHNICAL BID" name of the work on top left corner. The envelope should contains the following documents:

- (a) Instruction to tenderer/Special Condition to tender enclosed in this document duly signed and stamped in each page by the tenderer.
- (b) Sheet and questionnaire duly filled "Signed and stamped by the Tenderer".
- (c) Earnest Money required in required shape.
- (d) Certified copy of the up-to-date Income Tax clearance certificate,
- (e) Certified copy of up-to-date Sales Tax clearance certificate.
- (f) Certified copy of letter of enlistment and renewal as contractors of the department.
- (g) Attested copy of ownership of tool and plants along-with technical personal employed by him if available with the contractor.
- (h) Attested copy of payment certificate of concerned Executive Engineer clearly stating the name of work and year of execution of work as proof of experience.
- (i) Attested copies of power of attorney/partnership deed, if applicable.

ENVELOPE-2

This envelopes will super-scribed on the top of the envelop as "**Rate Bid**" and stand only consists of the following: -

- (a) Bill of Quantity.
- (b) Page provided for quoting rates duly signed and stamped by the contractor.
This envelop will only be opened after successful opening of the Technical Bid as in Envelop-1

Signature of Tenderer

Superintending Engineer
I.G.I.M.S., Patna-14

QUESTIONNAIRE

1. Name of Contractor
2. Permanent Address (with telephone No. /Mobile No.)
3. Correspondence Address (with telephone No. /Mobile No.)
4. Registration No. of contractor:-(Attached attested copy of registration and renewal)
5. Earnest Money deposit Yes No
6. Income Tax clearance (Attach attested copy of certificate) Yes No
7. Sales Tax clearance (Attach attested copy of certificate) Yes No
8. Experience certificate for similar work of required amount Yes No
9. Tools & plants owned by the contractor (Attach separate sheet of details) Yes No
10. Any technical personnel if permanently employed by the contractor Yes No
(Attach details if any)

Signature of Tenderer