

GPV

Branch - Civil Engg

Name of the Teacher -

Ashwini Kumar

~~Topic~~

Sub! - Contract & Account (T.W)

Topic covered on - 30-3-2020

Topic - Tender Notice Drafting.

No. of Student Present - sem 6th

Whatsapp gr.

TW

Draft a tender notice for
 Constⁿ of workshop building for
 Govt. Polytechnic, Vaishali.
 Costing Rs 1.40 Crores -
 Assume suitable data.

Solⁿ Assumption -

- ① Authority inviting tender
 is Chief Engineer
 Building Construction Division
- ② Site at Govt. Polytech
 - nic, Vaishali

Tender Notice

Letter no _____ / Dated _____

Sealed item rate tenders in Form B₂
 are invited by Chief Engineer
 Building Constⁿ Division, Vaishali.
 from registered contractors of
 Class - II for following work

Name of work	Estimated cost in Rs.	Earnest Money in Rs.	Security Deposit in Rs	Time of completion
Const ⁿ of workshop building	1.40 Crores	1,40,000/-	7,50,000/-	02 months (including rainy season)

PFD

Blank tender form at non refundable ~~cost~~ cost of Rs 900/- (Rs. 1000/- if required by Post) can be obtained from the office of Chief Engineer, Building Construction Division, Vaishali up to 4.00 PM during working hours on all working days (except Sunday and holiday) from to

Tender will be received in office of Chief Engineer up to 3 PM on and shall be opened on same day at 4 PM in presence of Contractors who make like to attend.

The right reserves to reject any or all tenders without assigning any reasons.

Sd/-
Chief Engineer
Building Construction Division
Vaishali

3.3

Earnest Money - It is a security deposited by contractors with their tenders as a guarantee, to ensure that they do not back out after their tenders are accepted.

- Earnest money could be in the form of saving certificates, deposit-at-call Receipt from a scheduled bank or Treasury challan.
- The amount of earnest money is about 02% of the total cost of a work.
- No tender should be entertained, if received, without earnest money.
- Earnest money of the tenderer whose tender has not been accepted is refundable.

Security Deposit -

- It is an amount of money which shall be deposited by the contractor whose tender has been accepted.
- The security deposit is collected by deducting 10% of the bill amount from the running bill of the contractors.

P.T.O.

- The earnest money if deposited in cash at the time of tender, is treated as a part of security deposit.
- The security deposit is refundable to the contractor after ~~three~~ months from the date of final bill payment and the prescribed maintenance period is over.

Validity Period —

It is a period within which the rates quoted by the contractor are valid.

Beyond this period the contractor either may agree or he can refuse to accept the rates for execute the work. This period starts after the tender is submitted.

Period depends upon the importance of work, amount involve and time of completion.

Validity Period ranges from 30 to 90 days.

Right to Reject one or all Tenders

Tenders are rejected in the following circumstances —

- ① When any fraud is detected
- ② There is collisions among the contractors.
- ③ The lowest tenderer has quoted very high rates than estimated cost.
- ④ When minimum of tenders to ensure adequate competition is not received.
- ⑤ After publication of ~~the~~ tender notice in news papers, it is found that changes in ~~designs~~ designs are very essential
- ⑥ There is no competition for the work and minimum numbers of tenders are not received.
- ⑦ Sickness, financial reverses or unforeseen happening has occurred with the department (owner) which unables the the department (owner) to proceed with the work.

3.3 Corrigendum to Tender Notice and its Necessity: —

Last date of accepting complete tenders forms can be extended under following conditions —

1. Tender papers are not ready in office
 2. When time period to prepare tender for contractor is short.
 3. When there is any major change either in design, drawing, specification or in amount.
 4. Sufficient number of blank tender forms are not sold.
- The extended of last date and time of issuing and accepting the tenders must be brought to the notice of all the contractors by advertising the same in the form of corrigendum to the tender notice.
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Corrigendum to Tender Notice -

In continuation of tender notice published in this newspaper dated it is hereby notified ~~to~~ that the dates of issues and receipt of tenders for the work of have been extended upto and respectively.

All other conditions remain the same.

Date

sd/-
Executive
Engineer

3.4) Tender Documents List -

- ① Title Page - Regarding the agreement no.
- ② Index
- ③ Tender notice
- ④ General Instructions.
- ⑤ Special Conditions
- ⑥ Form of contract
- ⑦ Schedule 'A' - Showing details of materials to be supplied by department.
- ⑧ Schedule 'B' - B.O.Q. (Bill of Quantities)
- ⑨ Schedule 'C' - Detailed itemwise specification & Drawings
- ⑩ Specifications: - General and detailed
- ⑪ A complete set of Drawings

① Title Page - This is the first page of document, giving details as the name of work, Contract agreement number, estimated amount etc.

② Index Showing contents of documents with their respective page numbers.

P10

③ Tender Notice - The tender notice inviting the quotation from different contractors is included which forms an important document.

④ General Instruction -

General instructions are inserted at the beginning of tender documents. These will guide the contractor in filling and completing the tender documents.

⑤ Special conditions and terms.

Conditions of contract mainly depend on the nature of work. That includes regarding the use of special construction equipments, taxes, etc.

Typical special conditions are:-

(a) Time limit mentioned in tender notice including rainy season also.

(b) Contractors shall make arrangements for constructing sheds for his staff and workers.

PTD

(C) Contractor should submit list of all equipments that he possess.

(d) Hand mixing is not allowed, use concrete mixer.

(6) Form of Contract :-

P.W.D. and other public bodies have agreed form such as A₁, A₂, B₁ and B₂ etc.

A₁ - For Piece work (% rate)

A₂ - For " " (item rate)

B₁ - Percent rate tender for contracts for original major and minor works.

B₂ - For supply of Materials.

(7) Schedule 'A' -

Schedule 'A' is a statement showing the details of materials agreed to be supplied to the contractor from the PWD store for the works and the rates at which the materials are to be charged.

The particulars commonly shown in the Schedule A are -

PTD

- (i) Description of material to be supplied
- (ii) Approximate quantity
- (iii) The rate at which the materials will be charged
- & (iv) The place of delivery of the material

Schedule showing the material supplied to the contractors from the PWD stores for the works and the rates at which the materials are to be supplied,

Schedule A

Schedule showing the list of materials to be supplied by the department.

Sr. no.	Particulars of Materials	APP. Qty	Issue Rate	Place of Delivery
1.	Cement	5 buss	350/-	At G.P. Vaishal Site
2.	Steel	5 Q.	600/-	do -
.	(i) M.S. Bar			
.	(ii) HYSD			

etc.

Signature of Contractor

Date

Signature of
E. E.

P.P.S.

⑧ Schedule 'B' (BOQ) -

- Schedule 'B' is a list of constructional items to be carried out for satisfactory completion of the work.
- It specifies brief description of each item, approximate estimated quantity, the rates per unit the amount of each item, and total amount of all the items.

This Schedule is usually in following Proforma -

Schedule 'B'

List of item of work to executed.

Item No.	Description of item	Estimated Qty	Tender Rate		Per	Amount
			in figures	in words		

Note: -

- _____
- _____
- _____

Signature of Contractor
Date -

Sign.
E. E.

⑧ Schedule C -

It is the list of items along with item numbers, standard Page no. or detailed specification booklet, specification item number, and specifications.

This is for machineries, Specials Plants, Gate etc.

Proforma - C

Site of work -

Place -

No	Item	Standard Page No.	Specif-ication Item No.	. Addit-ional if any	specif-ication