

Unit 3.6

Filling the tender by Contractor and Points to be observed by him-

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Method of preparing a tender varies from contractors to contractors. It depends upon individual skill and experience.

Following are the general guidelines for preparing tender:

- (i) Careful study of contract documents:— The document should consist of all drawing, specifications and conditions etc and the contractor will study all these.
- (ii) Visit to site work— The contractor then visits the site of work to collect the following information which is not given in tender documents. —
 - (a) Access of site of work.
 - (b) Availability of space for stacking material and movement of vehicles.
 - (c) Availability of materials their source and rates.
 - (d) Source and cost of water required for construction and other purpose etc.

(III) Time of completion — The contractor works out probable staff that will have to be employed to complete the work within time limit.

(IV) Unremunerative works — The contractor works out the probable cost of unremunerative works such as construction of approach road, construction of temporary office and store sheds, water supply and power connections etc. This helps him in calculating the establishment charges.

(V) Final estimate for Tender — This depends on type of tender. After taking all the factors into account, he will arrive at the final figure of items.
