

MUNICIPALITY

PERCENTAGE RATE TENDER AND CONTRACT FOR WORKS

GENERAL RULES AND DIRECTIONS FOR THE GUIDANCE OF CONTRACTORS

1. All works proposed for execution by contract shall be notified in a form of an invitation to tender posted on a board hung up in the office of and signed by the Municipal Engineer.

This form shall state the work to be carried out, as well as dates for submitting and opening tenders, and the time, allowed, for carrying out the work, also the amount of earnest money to be deposited with the tender, and the amount of the security deposit to be deposited by the successful tenderer and the percentage, if any, to be deducted from bills.

Copies of the specifications, designs and drawing and <sup>Estimated rates</sup> and any other documents required in connection with the work, signed for the purpose of identification by the Municipal Engineer, shall also be open for inspection by the contract at the office of the Municipal Engineer during office hours.

2. In the event of the tender being submitted by a firm, it shall be signed separately by each member thereof, or, in the event of the absence of any partner, it shall be signed on his behalf by a person holding a power of attorney authorizing him to do so.

3. Receipts for payments made on account of a work, when executed by a firm, shall also be signed by the several partners, except where the contractors are described in their tender as a firm, in which case the receipts shall be signed in the name of the firm by one of the partners, or by some other person having authority to give effectual receipts for the firm.

4. Any person who submits a tender shall fill up the usual printed form stating at how much per cent above or below the rates specified in the notice calling for tender he is willing to undertake the work. Only one rate of percentage more or less on all the <sup>Estimated rates</sup> shall be named; tender, which propose any alteration in the work specified in the said form of invitation or tender, or in the time allowed for carrying out the work, or which contain any other conditions of any sort, shall be liable to rejection; on single tender shall include more than one work, but contractors who wish to tender for two or more works, shall submit a separate tender for each; tenders shall have the name and number of the work to which they refer written include the same envelope.

5. The Municipal Engineer or his any authorized persons will open tenders in the presence of any intending contractors who may be present at the time and shall enter the amounts of the several tenders in a comparative statement in a suitable form. In the event of a tender being accepted, a receipt for the earnest-money forwarded therewith shall thereupon be given to the contractor who shall thereupon for the purpose of identification sign copies of the specification and other documents mentioned in the notice calling for tenders. In the event of a tender being rejected, the earnest-money forwarded with such unaccepted tender shall thereupon be returned to the contractor making the same.

6. The Municipal Engineer shall have the right of rejecting all or each of new of the tenders.

7. The receipt of an accountant or clerk for any money pass by the contractor shall not be considered as any acknowledgement of payment to the Municipal Engineer and the contractor shall be responsible for seeing that the procures a receipt signed by the Municipal Engineer.

8. The memorandum of work tendered for, the memorandum of materials to be supplied by the Municipal Work Department and their issue rates, shall be filled in and completed in the office Municipal Engineer before the tender form is issued. If a form is issued to an intending tenderer without having been so filled in and completed, the tender shall request the office to have this done before the completes and delivers his tender.

I/We hereby tender for the execution for the Municipal Committee or \_\_\_\_\_ of the work specified in the under-written memorandum within the time specified in such memorandum at \* percent \_\_\_\_\_ the rates entered in the \_\_\_\_\_ <sup>estimate</sup> mentioned in

Rule I and in accordance in all respects with the specifications, designs, drawings, and instructions in writing referred to in the notice calling for tenders and in clause II of the annexed conditions, and with such materials as are provided for by, and in all other respects in accordance with, such conditions so far as applicable.

MEMORANDUM

- (a) General description.
- (b) Estimated cost
- (c) Earnest-money

Rs.  
Rs.

\* In figures as well as in words.

(c) If several sub-works are included they should be detailed in a separate list.

