

A.P.M.C. KHAMBHALIYA, DIST. DEVBHUMI DWARKA
INFORMATION & INSTRUCTIONS FOR TENDERERS

1. Mode of Submitting tender:

The tender document shall be submitted in original format in office of the A.P.M.C. Khambhaliya. Till the date & Time shown in tender notice.

2. Competency of Tenderer.

No contract will be awarded except the responsible bidder capable of performing the class of work completed. Before the award of the contract, any bidder may be required to show that he has the necessary facilities, Experience, ability and financial resources to furnish the tender inviting Authority will be statement as to their experience and their financial status.

3. Tenderer To inform Him self.

Tenderer will be deemed to have inspected the site and to have satisfied as to the Nature of all works, All existing roads, Water way and Other means of communication and access to and from the site and work and the building that may be required for temporary purpose in connection with the construction, completion and maintenance of the works and must make his own inquiries as to work, yard sites and depot, and dumps and as to acquisition of such additional sites and areas as may be necessary of temporary purpose for constructing, completing and maintaining the works and availability of water for construction activities, Electric power, Quarries and labor .

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4. Payment

The tender must understand clearly that the rates quoted are for complete work and include all costs due to labor, scaffolding plant, supervision, service work, power, royalties and **G.S.T.** etc. and to include all taxes of government.

5. Tender Forms.

This form will state work to be carried out as well as the date of 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 be paid by the Successfully tenderer and percentage, If any, to be deducted from bill it will also state whether a refund of quarry fees, Royalties, Octroi dues and ground rents will be granted. Copies of specification, designs and drawing and estimated rate, structure design and any other document required in connection with work which shall be sign by secretary of A.P.M.C. and Consult Engineer of identification shall also be open for inspection by contractor at the office of A.P.M.C. Khambhaliya. during office hours.

6. Quoting of Rates

The tenderer shall quote the rate per unit for all items listed in Schedule – B in figures as well as in words.

- (a)** Tenderer are normally not permitted to suggest any alteration in the work specified in the tender form in the time allowed for carrying out the work or any sort. However, if it self necessary by the tenderer to have any conditions. He shall have to clearly mention the same in very clear terms in the appropriate section of technical bid. The tenderer shall included more than one work but contractors who wish to tender for two or more works shall submit a separate tender for each work.
- (b)** If price-bid contains any condition, the same shall be rejected outright.

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- (C) The tender will be opened first on 07/07/2026 or any other suitable Time There after by the competent tender opening authority of the A.P.M.C. Bidder who wish may remain present.
- (D) Ceiling amounts shall be binding on the contractors and are liable to be added to the tender amount.
- (E) The evaluation as given by the contractor as modified by tender opening authority with the ceiling limit will then be intimated to all the bidders. No further opportunity shall be given to modify / withdraw conditions at that stage. After completion of evaluation of the technical bid in all respects the competent authority will decide about date of opening of price-bid and the same will be intimated to the bidders. After opening of price-bid of price and their evaluation the tender inviting authority reserves the right to negotiate about the tender (s) further with any or all the contractors.

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7. Earnest Money :

Earnest Money in Specified form @1 % of the estimated cost must be sent Demand Draft Or F.D.R.

- 7.1 The Earnest Money submitted in the form of D.D. or F.D.R., D.D. shall need minimum validity of six months from the last date of submission of Tender. Tender not supported with tender fee, Earnest Money & documents and not submitted in electronic (by scanning) while uploading. The bid shall be rejected as NON Responsive. If the tenderer modifies or withdraws his tender, the Earnest Money,
- 7.2 The Earnest Money will be returned to the unsuccessful tenderer. The Earnest Money will be returned to the successful tenderer if he furnishes security deposit and enters into the contract.
- 7.3 Within ten days or such time as may be decided by the Tender Inviting Authority from date of receipt of the Letter accepting his tender, the successful tenderer shall furnish the required security deposit and attend the office of the Tender Inviting Authority for execution of the contract documents. If he fails to furnish the security deposit or execute the contract document, his Earnest Money.

8.0 Accompaniments of tender :

The contractor shall have to furnish :

- (i) Demand Draft of Tender fee and Earnest Money.
- (ii) Copy of partnership Deed or Memorandum as well as Articles of Association in case of the company and intimate permanent address of his partners / Directors of company. All copies submitted shall be duly attested.
- (iii) Copies of certificate regarding previous experience as required.
- (iv) Declaration showing all work completed during preceding 3 years and works on hand with the Contractor and the Value of works that remained to be executed in each case.

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(Vi) PAN No. issued by Income –Tax Department.

(Vii) Copy of Provident Fund Registration – Code No.

(Viii) Required Annexure duly filled in when prequalification is involved.

Required documents are to be submitted in Hard Copy only

9.0 Tender Liable to be Invalid. :

It may please be noted that the tender is liable to be considered invalid especially, If the requirements as per Instruction No. (i) To (ix) above are not complied with.

10.0 Right of rejection of tenders.

- (i) Right is reserved by the Tender Inviting Authority to reject any or all tender(s) without assigning any reason thereof . In addition to the above, the tender will also be liable to be rejected outright if.
- (a) The tenderer proposes any alteration in the work specified or in the time allowed for carrying out the work or in any condition.

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- (b) The Tenderer or in the case of a firm each partner or the person holding the power of attorney thereof does not digitally sign section – 2 or signatures is / are not attested by a witness.
- (c) Any person who submits a tender shall fill forms including the rates of item put to tender. No 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 work.

11.0 Method of Tendering : -

- 11.1 If the tender is made by an individual, it shall be digitally signed by the individual above his full named and current address.
- 11.2 If the tender is made by a proprietary firm, it shall be digitally signed by the proprietor above his full name and current address.
- 11.3 If the tender is made by a firm of partnership, it shall be digitally signed by a partner of the firm holding the power of attorney shall be provided in physical form along with other documents. A certified copy of the partnership deed, full name and current address of the firm and full names and the current addresses of all the partners of the firm shall also be provided along with other documents.
- 11.4 If the tender is made by a limited company or a a limited corporation, it shall be digitally signed by a duly authorized person holding digital certificate for the company / corporation and power of attorney for signing the tender in which case a certified copy of the power of attorney shall be provided separately in physical form along with other documents. Such limited company or Corporation may be required to furnish satisfactory evidence of its existence before the contract is awarded.
- 11.5 all signature in the tender documents shall be dated.

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12.0 Eligibility and qualification requirement.

To establish acceptability of the offer to the satisfaction of Tender inviting Authority the tenderer shall provide the following.

- 12.1 Details of plant and machinery immediately available with tenderer for use on The works.
- 12.2 Details of plant and machinery proposed to be procured for the works.
- 12.3 Details of technical, Supervisory and administrative personnel already employed by the tenderer that he proposes to utilized for this work and such other personnel he proposes to employ further for this work.
- 12.4 Copies of registration and PAN & G.S.T. No. allotted by income tax Office.
- 12.5 Separate notes in sufficient details on each of the following :
 - (i) Method and Technique of Construction.
 - (ii) Sequence of execution of various important components of the work.
 - (iii) Cash-flow arrangement.

13.0 Deviation or modifications In Tender Documents :

- 13.1 All tenderers are cautioned that tender containing any condition and/or deviation from tile contractual terms and conditions, specifications, quoting / offering rates / prices in different manner than specified in the tender and / or any other requirements of tender shall make the tender liable. For outright rejection and shall be considered as non- responsive for all practical purpose. The decision of the Tender inviting authority in this regard shall be final and binding to the tenderer.

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13.2 Alternative tenders are not acceptable.

14.0 Submission of tender

14.1 Tender Document shall be submitted in Original format only in the office of the A.P.M.C. Secretary Khambhaliya . Last date & Time of submission is 06 /07 /2026(Office Hrs.)

14.2 Tender fee, EMD and other documents should be submitted in original to A.P.M.C. Khambhaliya. at the time of opening or send the same through R.P.A.D. So as to reach the Secretary of Khambhaliya A.P.M.C. up to last date of submission. Penaltiae action for not submitting D.D. / F.D.R. in original to the secretary by bidder shall be initiated.

15.0 Evaluation of tenders

15.1 Technical Evaluation will be made of the tenderer's proposed method and technique of construction, construction program sequence of components of the work, proposed resources assigned to do the work to determine the acceptability, adequacy and reasonability of rates, his past performance and present resourcefulness.

15.2 To assist in the examination, Evaluation and comparison of tender, the inviting authority may ask tenderer individually for clarification of their tenders including breakdown of units rates. The request for clarification and response shall be in writing but no change in substance of the tender shall be sought, offered or permitted at that stage

15.3 Award may be made on The tenderer whose responsive tender is determined to be the lowest evaluated tender and who meets the appropriate standards of capacity and financial resources.

16.0 Receipt of payments.

Receipt of payment made on account of any work, when executed by a firm shall Be signed by all the partners excepts where the contractors are described in their Tender as firm in which case the receipt shall be signed in the name of the firm By on of the partners or by some other person having authority to give effectual Receipts for the firm.

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17.0 Opening of tenders :

The authorized Officer /competent authority shall open tender on **22/06/ 2026** Any other suitable time thereafter, in his office in the presence of intending Tenderes or their representative who wish to remain present at that time. He will enter the amount of the tenders in a comparative statement in a suitable form. In the event of a tender being accepted, the contractor shall thereupon for the purpose of identification, sign copies of the specification and other documents mentioned in his tender.

18.0 General rules and direction :

- 18.1 No receipt for any payment made by contractor will be entertained by the Government in regard to any matter relating to this tender or the contract shall be valid and binding on the Employer unless it is signed by the Authorized staff members of the Government.
- 18.2 All works shall be measured net by standard measure and acceding to the rules and customs of the R & B Department or any other method approved by the R&B Department without reference to any local custom. The measurement and no proposal taken according to the usual method will be accepted. The Executive Engineer's decision as to what is the usual method in use in the Roads & Building department will be final.
- 18.3 Under no Circumstance shall any Contractor be entitled to claim enhanced rate for any item in this contract excepts provided in contract conditions.
- 18.4 The contractor shall not be permitted to tender for the work in which his near relative is working as the officer in the sphere of his jurisdiction in the Tender inviting authority.
- Note : By term “ near relative “ is meant wife, husband, parants, children, brother, sisters, uncles, aunt,s cousins, and in- laws.**

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18.5 The contractor should compulsorily furnish his latest addressees including the latest address of his partners and the place(S) of filing his/their income-tax returns along with the tender. Any change, in such address during the tenure of contract should invariably and forth with be intimated by the Contractor to the Consult Engineer.

19.0 Submission of addition of information / documents :

In addition to various specified documents and information required to be Submitted along with tender, the bidder may be required to provide any other Documents / relevant information as considered necessary by the tender inviting Authority and the tenderer shall be required to provide the same as per the requirement of the tender inviting authority . Even the successful bidder may be required to provide the same as and when required by the authority during subsistence of the contract.

20.0 Bank :

Wherever the word “ Bank” is used in this documents, it would mean Schedule or Nationalized Bank only.

(R&B.D.G.R. No. TNC / 1090/100-(4)(C) dated 27/09/2002)

21.0 Tender Validity period :

The tender for the work shall remain open for a period of 90 days counted from the stipulated last date of receiving of the tenders for this work.

22.0 The successful contractor shall exhibit the board in prominent place of worksite showing the brief details of project, work under execution, financier, cost of work and broad details of inputs specifications and targeted goals. (R&B.D. Grs. Nos. TNC-1 090-24-C dated 18/11/1991, 17/08/02 and 25/10/02)

23.0 The contractor will not use the premises of project / work under construction for his staff, labourers or for any other purpose. If he do so, market rent for such Unauthorized used will be recovered the marker rent will be decided by the Engineer-in charge.

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24.0 All statutory Taxes deductible at source under various acts and notifications by Government shall be deducted while making payment for which T.D.S. certificate shall be issued.

25.0 Declaration.

The Tenderer will have to make declaration enlisted in the form attached herewith and shall affix his signature to the form in token of correctness of declaration made therein (G.R. R&B. D. No. TNC- IIB -22 (10)-C dated 24/05/90 should be referred to.)

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DECLARATION FORM

- (i) I /We hereby declare that I /We have visited the site and fully acquainted my self / our selves with the local situations regarding materials labor and other factors pertaining to the work before submitting this tender.
- (ii) I /We hereby declare that I / We have carefully studied the conditions of contract, Specification and other documents of this work and agree to executed the same accordingly.

DECLARATION CERTIFICATE (G.R. date 4 -2 – 89 as revised by GR No. TNC - 1083 / 6681/4/C, dated 31/8/1994)

- (iii) I / We hereby declare that my / our near relative are not working in this A.P.M.C. Khambhaliya Office , As Secretary , Chairman, Board of Member, And Consult Engineer.

Dated : -

Place : -

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(Digital Signature of the Contractor with Seal)

**Signature / Seal
of the Contractor.**

**Signature / Seal
of the Secretary.**