**INSTURCTION TO BIDDERS**

Bidder are requested to take note of the following instruction while filling the Tender form for submission of Technical and Commercial / Financial offer:

1. The Bidder should ensure that the technical bid complete in all respect should be sealed in separate cover and commercial/ financial bid should be sealed in separate cover and both the envelopes should be sealed in a suitable size cover which should be superscribed tender number and name.
2. For due performance of obligations under the contract, the successful tenderer shall have to deposit 10% amount of total value as security deposit by Demand Draft or by way of Bank Guarantee in favour of Director, TMC with the absolute right. Such security deposit shall be free of interest which will be refunded after the expiry of the contract or its termination, as the case may be after adjustment of all the dues of the Centre or damages of any kind, if any.
3. The tenderer should read the General & Special Terms and Conditions of the Centre and give their acceptance to that effect.
4. The tenderer should be duly typewritten in all respects and signed. The tenderer should quote in figures as well as in words the amount quoted by him. Alteration, if any should be attested by the tenderer with his full signature, otherwise the tender shall be treated as invalid tender. The tenderer should duly sign the entire tender documents personally.
5. The tender should ensure that the amounts are written in such a way that interpolation is not possible. No blank space should be left.
6. Failure to fulfill any of the conditions given above shall render the tender for rejection.
7. The Director, TMC does not bind himself to accept the lowest or any tender and reserves the right of accepting the whole or any part of the tender and tenderer shall be bound to accept and perform the same at the rates quoted.
8. The bidder should be having a legal entity either of individual/ partners or a body corporate which may sue or may be sued.
9. The bidder should be complete enough to deal with the business of the tendered item/ services technically and financially and should have adequate man-power (skilled/semi-skilled/unskilled and technical) required for managing the business awarded.
10. The bidder should be able to submit the solvency certificate from the authorized bankers.
11. The bidder should have necessary licence issued by the Competent Authority to run the transport services.
12. The bidder should have tax payment capability by producing 3 years IT returns as and when asked for in addition to PAN and TAN Number.
13. The bidder should provide Service Tax No. and Licences No. as may be required for providing service and material to be used for managing the work.
14. Experience bidder should attach certificate of their past experience in support of their capability in the field of dealing with the services tendered.
15. The successor/ heirs in office will be responsible for the liabilities created by the bidder in respect to the manpower, services etc. offered by bidder.
16. The bidder will be solely responsible for the activities if found fraudulent for cheating or swindling the money any way of advance payment or breach of terms and conditions.
17. The bidder will be responsible by abiding itself by the national law including rules relating to manpower, services etc. offered by the bidder.
18. The bidder is also advised to ensure that the all Commercial offer and the Technical offer papers are signed by the authorized person and rubber stamp should be put wherever asked for.
19. The offer should be submitted within the scheduled time and delay if any occurred in submission on account of any reason, whatsoever, shall not be condoned and such delayed offers received late shall be liable for rejection.
20. The bidder or his authorized representative will be entitled to participate in the tender opening process to take note of proceedings of disclosure.
21. Director, TMC in his absolute discretion reject any tender, at any stage without assigning any reason thereof and claim in this behalf in any way shall not be tenable for compensation in one way or the other. In such case the bidder will be refunded with the earnest Money deposit without any payment of interest.
22. In case of the acceptance of the tender, the tenderer will have to enter into an agreement/ contract as per the specimen of the agreement/ contract attached herewith.
23. The prices quoted in the tender must be valid for one year.

Certified that I have read the above instruction carefully and taken note of them.

 Signature

 Name of authorized person for bidder with seal

 Date: