

## FORM OF TENDER

To,

The Executive Engineer  
Engineering cell of Skill, Labour, Employment and  
Entrepreneurship Department

Subject: - Form of Tender.

Sir,

1) I/We hereby tender for execution of the work “.....  
.....”

As per the tender documents within the time schedule of completion of works separately signed and accepted rate in the Bill of Quantities quoted by me/us for the whole work in accordance with the notice inviting tender, condition of contract, specification of materials and workmanship, Bill of Quantities, Drawing of different parts of the structure, time schedule of completion of jobs and other document with the paper all as in tender documents.

2) It has been explained to me/us that the time stipulated for the jobs and completion of the works in all respects and in different stages mentioned in the time schedule for completion of jobs, signed and accepted by me/us is the essence of the contract. I/We agreed that in the case of failure on me/our part to strictly observe the time of completion mentioned for the jobs or any of them and the final completion of works in all respects according to the schedule set out in the said time schedule for completion of works as contained in the contract, the recovery being as specified therein. In exceptional circumstances the extension of time which shall always be in writing, however be granted by the Engineering cell of Skill, Labour, Employment and Entrepreneurship Department at its entire discretion for the some item and I/WE also agree that such extension of time will not be counted for the final completion of works as stipulated in the said time schedule of completion of works.

3) I/We agree to pay the earnest money (E/M), ISO requirement, security deposit and accept the term and condition as laid down in the memorandum below in their report.

- i) General description of works
  - ii) Earnest money deposit as mention in the Notice Inviting Tender (NIT)
  - iii) Initial security [deposit@.....%](#) of the bill of contract within 15 days or as fixed by the Executive Engineer, Engineering cell of Skill, Labour, Employment and Entrepreneurship Department after issue of letter of intent including the Earnest Money Deposit (EMD)
  - iv) Estimate cost (EC)..... as mentioned the NIT
  - v) Security deposit : To be deducted @ 5% of the gross value of each RA Bill (Running Account Bill.
  - vi) Time allowed for commencement of works: The date of start shall be reckoned form 15 days after the date of issue of acceptance letter.
  - vii) Time for completion of works: Total work to be completed in accordance with the time schedule of completion of works as mentioned in the tender documents supplied by the office of the Executive Engineer, Engineering cell of Skill, Labour, Employment and Entrepreneurship Department.
  - viii) Location of works : It is also as mentioned in the Notice Inviting Tender i.e. NIT
- 4) Should this tender be accepted, I/We agree to abide by and fulfill all the terms and conditions referred to above and at the same time in default thereof, to forfeit at the pay Engineering cell of Skill, Labour, Employment and Entrepreneurship Department or it successors or its authorize nominees such sums of money as are stipulated in the Notice Inviting Tender documents.

- 5) If I/We fail to commence the works within 15 days of the issue of Letter of Intent (LOI), or I/We fail to submit performance guarantee as Clause - 09 of the general condition of contract. I/We also agree that the Engineering cell of Skill, Labour, Employment and Entrepreneurship Department shall without prejudice to any other right on or remedy, be at liberty to forfeit the said Earnest Money deposited to the Engineering cell of Skill, Labour, Employment and Entrepreneurship Department. The Engineering cell of Skill, Labour, Employment and Entrepreneurship Department shall and also be at liberty to cancel the notice of acceptance of tender if I/We fail to deposit the performance guarantee as content elsewhere in the tender documents.
- 6) I/We am/are also enclosed herewith the acceptance letter on the prescribed proforma as referred to in the conditions of the Notice Inviting Tender i.e. NIT

DATED THE .....

SIGNATURE OF THE TENDERER.....

NAME IN THE CAPITAL LETTERS.....

ADDRESS.....

SEAL OF CONTRACTOR

WITNESS .....

OCCUPATION .....