

**GENERAL RULES AND DIRECTIONS**

1. All works proposed for execution by contract will be notified in a form of invitation to tender signed by appropriate competent authority declared by the IISER-TVM.

This form will state the work to be carried out as well as the date for submitting and opening of 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 Performance Guarantee and Security Deposit to be deposited by the successful tenderer and the percentage if any, to be deducted from the bills. Copies of the specifications, designs and drawings and any other documents required in connection with work signed for the purpose of identification by Engineer-in-charge or appropriate competent authority declared by the IISER-TVM shall also be open for inspection by the Contractor at the office of the Registrar, IISER-TVM during office hours.

2. In the event the tender being submitted by a firm, it must be signed separately by each member thereof or in the event of the absence of any partner, it must be signed on his behalf by a person holding a power-of-attorney authorizing him to do so, such power of attorney be produced that the firm is duly registered under the Indian Partnership Act.
3. Receipts for payments made on account of a work when executed by a firm must also be signed by the several partners, except where the Contractors are described in the tender as firm in which case the receipts must 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. A copy of Partnership deed may also be submitted by the Tenderer.
4. Any person who submits a tender shall fill up the usual printed form, stating at what rate he is willing to undertake each item of the work. Tenders, which propose any alteration in the work specified in the said form of invitation to tender, or in the time allowed for carrying out the work, or which contain any other conditions of any sort, will be liable to rejection. 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. Tenders shall have the name and NIT number of the work to which they refer written outside the envelopes.
- 4A. The rate (s) and/or amount (s) must be quoted in decimal coinage.
5. The Registrar, IISER or his duly authorized assistant will open the tender in the presence of any intending Contractors who may be present at the time and will 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 there upon be given to the Contractor who shall there upon by the purpose of identification, sign copies of the specifications and other document mentioned in Rule.1. In the event of the tender being rejected, the Earnest Money forwarded with such unaccepted tender shall there upon be returned to the Contractor remitting the same.

6. The officer inviting tenders shall have the right of rejecting all or any of the tenders and will not be bound to accept the lowest tender.
7. The receipt of an accountant/clerk for any money paid by the Contractor will not be considered as an acknowledgment of payment to the Registrar, IISER-TVM and the Contractor shall be responsible to ensure that he procures a receipt signed by the Registrar, IISER-TVM or his duly authorized officials.
8. The Memorandum of work tendered for and the schedule of materials to be supplied by the IISER-TVM and their issue rates, shall be filled in and completed in the Office of the Registrar, IISER-TVM before the tender is issued. If a form is issued to an intending tenderer without having been so filled in and completed he shall request the office to have the same done before he completes and delivers his tender.
9. The tenderes shall sign a declaration under the Official Secret Act for maintaining secrecy of the tender documents, drawings or any other records connected with the work given to them. The unsuccessful tenderers shall return all the tender documents, drawings etc., given to them.

#### **DECLARATION**

I/We hereby declare that I/We shall treat the tender documents, drawings and other records connected with as secret/confidential documents and shall not communicate the same or use the information in any matter prejudicial to the safety of the country.

**Signature of Contractor**