

PERCENTAGE TENDER AND CONTRACT FOR WORKS GENERAL RULES AND DIRECTIONS FOR THE GUIDANCE OF CONTRACTORS

1. All works proposed for execution by contract will be notified in a form of invitation to tender posted in public places and signed by the Care taker Office, 34 Park Street, Kolkata-16.
This form will state the 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 to be deposited by successful tendered and the tender and the percentage, if any, to be deducted from bills, copies of the specifications, design and drawings and any other documents required in connection with the work signed for the purpose of identification by the Care taker Office, 34 Park Street, Kolkata-16., shall also be open for the inspection by the contractor at the office of the Care taker Office, 34 Park Street, Kolkata-16., during office hours.
2. In the event of 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 is to be produced with the tender and same in the case of a firm carried on by one member of a joint family, it must be disclose that the firm is duly registered under the Indian Partnership Act.
3. Receipts for payment made on account of work, when executed by a firm, must also be signed by the several partners except where the contractors are described in their tender as a 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.
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. Tenders shall have the name and number of the work to which they refer written outside the envelop.
5. The Tender Committee will open tenders 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 for the purpose of identification sign copies of the specification and other documents mentioned in Rule 1. In the event of a tender being rejected the earnest money forwarded with such unaccepted tender shall be refunded through normal procedure.
6. The accepting authority reserves the right to reject any or all the tender without assigning any reasons and he will not be bound to accept either the lowest tender or any of the tenders.

Sd/-

**Deputy Commissioner of police
South Division**