

3. INSTRUCTION TO BIDDERS

- 1 Tenders shall be submitted in a single envelope bearing the following title -
Tender Document for Civil, Plumbing, False Ceiling, Electrical and Automation wiring Work for Head office of Saturday Club Global Trust, Thane West.
The envelope shall contain 2 separate sealed envelopes, which shall consist of sealed Technical Bid & Financial bid. The two separate sealed envelopes shall bear the following titles; Cover 1 – TECHNICAL BID & Cover 2 – FINANCIAL BID. The single envelope containing both the covers should be addressed to **The Managing Trustee, Saturday Club Global Trust**. The name of the bidder and the name of the work should be distinctly superscribed on the cover & all the 3 envelopes.
 - 2 The first cover marked as Cover no. 1 shall contain the following;
 - (i) **E.M.D. of Rs. 25000/-** through any nationalized bank drawn in favor of **Saturday Club Global Trust**, payable at Mumbai.
 - (ii) List & photographs of at least 2 projects not costing less than 40 lacs, executed by the bidder in the past 1 year;
 - (iii) List & photographs of at least 4 projects not costing less than 50 lacs, executed by the bidder in the past 2 years;
 - (iv) Details of similar projects with supporting photographs in hand / in progress;
 - (v) Up to date income – tax clearance certificate for the past 3 years;
 - (vi) Attested copies of registration of Service tax/ Works contract Tax / Sales tax registration;
 - (vii) List of technical staff / supervision staff employed with the bidder, that would be deputed on site along with their C.V and organization chart;
 - (viii) List of sub contractors, carpenters, masons, helpers etc proposed to be deployed for the work;
 - (ix) Bar chart explaining sequencing of activities for execution of the Project within the given time limit. The information listed against ii, iii, vii, viii & ix above shall be submitted on their letterhead by the bidder.
 3. The second cover marked as Cover no. 2 shall contain the Tender document containing general conditions, special conditions, specifications, Bill of quantities & tender drawings.
 4. Tender document should be duly filled in the item wise rates by the Bidders on the basis of the contract specifications. If the tender is made by an individual, he should sign the documents with his full name. In the event of the tender being submitted by the firm, it must be signed separately by each partner thereof or in the event of the absence of any partner, it shall be signed on his behalf by a person holding a power of attorney authorizing him to do so. Such power of attorney should be produced with the tender and it must disclose that the firm is duly registered under the Indian Partnership Act. If it is made by corporation, it should be signed by a duly authorized officer with satisfactory evidence of his authorization. Such tendering Corporation may be required to furnish evidence of its Corporation existence.
 5. All the pages of the tender document should be duly stamped & signed by the Bidders.
 6. Deviations, if any shall be highlighted separately on the Bidder's letterhead & enclosed within the Cover 2.
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7. If there are any contradictions between the various sections of the Tender booklet, the bidder is requested to contact and can be contacted **Mr. Sangram Limaye on 91-8007711000 and Mrs. Mansi Manjrekar on 91-9869329551.**
 - 8 Any discrepancy between the rates in figures and rates in words of the Bill of Quantities, the lower rate of the two shall be considered.
 9. The duly filled tender documents have to submit at current Head Office of Saturday Club Global Trust at Mulund West. No tender will be received after the expiry of the time and date specified for their receipt in the Tender Notice even though these are presented before the time fixed for openings of tenders.
 10. Tenders will be opened by The Employers representative at the current Head office of Saturday Club Global Trust. i.e. an hour after submission in the presence of Bidders or their representative who may be present at the time. First of all Cover no. 1 shall be opened to verify contents/documents. If the contents of the Cover 1 are in order, then Cover 2 shall be opened. If the contents/documents contained in Cover no. 1 do not meet the requirement, a note shall be prepared and recorded by the Employers representative and the said Bidders cover no. 2 shall not be considered for further action. All corrections and additions or pasted slips should be initialed by the Bidders and later attested by The Employers representative on opening the tender.
 - 10 Tenders not submitted in the prescribed form/incomplete in any respects and in due time will be liable to be rejected.
 - 11 The bidder whose tender is accepted shall attend the _____, on the date fixed by written intimation for executing the Agreement Bond and completing other requisite formalities.
 - 12 The submission of tender by a Contractor implies that the bidder has read the contents of the Tender Notice and Contract form and made himself aware of the scope and specification of the work to be done and the availability of the quantity of materials required.
 - 13 The successful bidder shall pay the Security Deposit in value equal to 5 % of the estimated cost of the Works (including Earnest money) within 5 working days from the date of award of Contract.
 - 14 The following information is required to be filled;
 - a) Name:
(Name of the person at the Bidder's office to be contacted for any clarifications, etc. regarding this job)
 - b) Designation:
 - c) Contact details: (T) (F) (E)
 - d) Address for Correspondence:
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