**INSTRUCTION TO BIDDERS / PROCURING AGENCIES**

**GENERAL RULES AND GUIDANCE TO CONTRACTORS**

This section of the bidding documents should provide the information necessary for bidders to prepared responsive bids, in accordance the requirement of the procuring agency. It should also give information on bid, submission, opening and evaluation, and on the award of contract. Mater governing the performance or the contract or payment under the contract or matters affecting the risks, rights and obligations of the payment under the contract are included as conditions of contract and bidding Data.

*The instruction to bidders will not be part of the contract and will cease to have effect once the contract is signed.*

*1-*Notice inviting / invitation for bid: All work proposed to be executed by contract shall be notified in a form of notice inviting tender (NIT) / Invitation of bid (IFB) hoisted on web site of authority and procuring of work and also in newspapers wherever require as per Rules. NIT must state the description of work, dates, time and place issuing tenders, submission, opening bids, completion time, cost of bidding documents and bid security either in lump sum or percentage of estimated cost /bid cost. The interested bidders mush has valid NTN also. 2-Content of bidding documents: it must include but not limited to : Conditions of contract contract data , specification or its reference with premium to be filled in form of percentage above / below or on item rates to be quoted, form of agreement and drawings.

3-Fixed price contracts: The bid price and rates are fixed during currency of contract and under no circumstance shall any be entitled to claim enhance rates for any terms in this contract.

4- Right to rejection: The procuring agency shall have right of rejecting all or any of the tender / bid as per provision of SPP Rules-2010 (amended-2013).

5- Conditional offer: Any person who submits a tender shall fill up the usual printed form stating as what percentage above or below on the rates specified in bill of quantities for item or work to be carried out he is willing to undertake the work and also quoted the rates for those items which are based on market rates . Only one rats of such percentage on all the scheduled rates shall be framed, Tender which propose time allowing for carrying out eh work or which contain any other conditions will be liable to rejection, No printed form of tender shall include a tender for more than one work but if contractor whish to tender for two or more works, they shall submit a separate tender for each, The envelope containing he tender documents shall refer the name and number of the work.

6-Measurements: All works shall be measured by standard instruments according to the rules.

7-Evidence of eligibility: Bidders shall provide evidence of their eligibility as and and when requested by the procuring agency. Experience of relevant works / turn over of at least last three years, managerial capability, resources, details who to execute the work and cop with technical difficulties, available machineries, Registration of Board, income tax department valid NTN number, registration in sale tax in case the procurement of goods and services, Registration of Sindh Revenue board and registration of Pakistan Engineering council and any other factor deemed to be relevant by the procuring agency subject to provision of Rule-44.

8-Late submission of bids: any bid received by the agency after the deadline for submission of bids shall be rejected and returned un opened to the bidder.

9- Bid security: Bid without security of required amount and prescribed form shall be rejected.

10-Arithmetical errors: Bids determined to be substantially responsive shall be checked for any arithmetic errors. Arithmetical errors shall be rectified on following basis:-

1. In case of schedule rates, the amount of percentage quoted above or below will be checked and added or subtracted form the amount of bill of quantities to arrive the final bid cost.
2. In case of item rates: it there is a discrepancy between the unit rates and the total cost that is obtained by multiplying the unit and quantities the unit rate shall prevail and the total cost will be corrected unless in the opinion of the agency there is nay obvious misplacement of the deimal point in the unit rates, In which case the total cost as quoted will govern and he unit rates corrected. If there is a discrepancy between the total bid amount and the sum of total costs the sum of the total cost shall prevail and the total bid amount shall be corrected.
3. Where there is a discrepancy between the amounts in figures and in words the amount in words shall be govern.

**ADMINISTRATOR**

**Town Committee Kashmore**