Lecture/ E-learning notes

 Course number: 13 CE 4103

 Course name: **Quantity Surveying & Valuation**

 Class: IV B. Tech

 Branch: Civil Engineering

 Instructors: **V.Mohan Krishna**

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 Department of Civil Engineering

 **N.B.K.R INSTITUTE OF SCIENCE AND TECHNOLOGY**

 **(AUTONOMOUS)**

 AFFILIATED TO JNTU, ANANTAPUR

 VIDYANAGAR, SPSR NELLORE, ANDHRA PRADESH

**UNIT – IV**

 **CONTRACTS**

There are no fixed norms of qualifications of a contractor. There are some essentials which a contractor is expected to have. Such as:

1. He should be financially sound
2. He should have sufficient knowledge to read the drawings
3. He should be well versed with the procedure or the department to carry out the work, submission of boils and experience
4. Good reputation and experience
5. Should have ability to handle labor and material efficiently and properly.
6. Should be capable of arranging men and material as per requirement.

**Quotation**

The rates quoted by a contractor in response to tender call are called

“quotations” ,

**Tenders**

It is defined as an offer in writing to execute a specified work or supply. In this offer, some specific articles are required by the department mentioning approximate rate, under certain conditions of contract. An agreement between the contractor and the department is executed, fixation of is the main clause, for the completion of the job.

**Earnest money**

It is a guarantee is the shape of money, gives by the contractor along with their tenders, confirming their willingness to work for the department. Mode of money to be is informed by the department 2% of the total estimate.

In case, if the tender of the contractor is not accepted. The money is refunded immediately.

**Security money**

This is the money which the contractor has to deposit with the department when the contract is allotted to him. It is 10% of the total estimate. This money also includes earnest money already deposited by the contractor. This deposit is kept as a check so that the conditions of the contract agreed upon are fulfilled and the work is the progress and quality of the work is not satisfactory.

**Classification of contracts**

The contracts can be classified as under:

1. Scheduled contract or item rate contract
2. Lump sum contract
3. Combination of both

 **Notice Inviting Tenders (N.I.T.)**

* It is prepared by the administrative wing after all the above mentioned formalities are complete including administrative approval, technical sanction, funds ,land acquisition etc. sealed tenders are invited by giving advertisement in leading newspapers, by sending letters to reputed contractors and displaying notice on notice board of the department.
* The date of issue of the notice should 4 weeks before the receipt of tenders. Mode to send the earnest money should be mentioned clearly.
* Time, date and place where the drawings can be seen, should also be mentioned in the advertisement. Cost of tender from and its availability should be mentioned. Incomplete tender forms are likely to be rejected as per conditions mentioned.

**Opening of tenders**

The tenders are opened at the place mentioned in the tender form i.e. in the office of executive engineer, on the due date and time mentioned. Executive engineer, divisional accountant and office superintendent represent the department on one side and contractors or their representatives are on the other side. The lock of the box in which sealed tenders are dropped by the contractors is opened in the presence of all. After checking the seals of the tender covers, these are opened and are signed by both the parties. Comparative statement is prepared item wise and the worm is allotted to the lowest bidder. The competent authority has powers to reject the tender of the lowest bidder, but he has to give reasons and confidential remarks, financial position and reputation of the contractor is also considered. Earnest money to the bidders of rejected tenders is retuned. Signature of each contractor is taken as a token of certificate that tenders were opened in their presence and the allotment has been done to the right bidder.

**Contract agreement**

It is a contact deed between the government and the contractor. Divisional engineer signs on behalf of government. He is responsible for correct preparation and execution of the agreement.

The condition of the different departments varies for the preparation of the contract agreement. Preferably these be between the framework of manual of order.

 **Copy of letter from S,E,to contractor**

Office of superintending engineer

North circle, P.W.D. Patiala date

\_\_\_\_\_\_\_\_\_\_\_\_

To

Sh.ABC Contractor Patiala

Subject: reference No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_, construction of panchayat bhawan at

Patiala

Reference your tender No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Dated

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Sir,

On behalf of governor of Punjab, I am accepting your tender for the above mentioned work.

Please attend „divisional‟ office (south) immediately, for instructions regarding taking over the site and commencement of the work.

Please attend this office on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_to complete your contract agreement

The number allotted to this contract is SE-N /PTA-4/2003. This number should be quoted for future correspondence.

A copy of each of the following is forwarded here with:

1. Schedule I and II
2. Particular specifications

(iii)Complete set of drawings (duly signed by both the parties)

You are requested to return the copy of this letter duly signed as a token of acceptance.

Yours faithfully,