

**INSTRUCTIONS TO TENDERERS REGARDING TENDER FORMS
DOWNLOADED FROM INTERNET**

1. Tender details are to be downloaded from the internet and printout is to be taken on A4 size paper and details are to be entered by the tenderer in their own letter pad.
2. This tender document (in full) downloaded along with the various documents required to be submitted as per the tender conditions in a sealed cover duly super scribing with the name of the stores, tender notice no. and date, should be submitted in the office as mentioned in the tender notice before the date and time stipulated in the tender document.
3. The cost of tender document as indicated in the tender document will have to be deposited by the tenderer in the college office in favor of The Principal, Union Christian College Aluva along with the tender document. Tender not accompanied with the fee receipt towards the cost of the tender document will be summarily rejected.
4. Tenderers are advised to download tender documents well in advance and submit the tender before the stipulated time. It is the responsibility of the Tenderer to check any correction or any modifications published subsequently in Website and the same shall be taken into account while submitting the tender. Tenderer shall download corrigendum (if any), print it out, sign and attach it with the main tender document. Tender document not accompanied by published corrigendum/s is liable to be rejected. The institution will not be responsible for any postal delays / delay in downloading of tender document from the internet.
5. The tenderer may please note that the rate for items should be written in figures and in words and item wise. Each page of tender document should be signed by the tenderer.
6. Tenderers are free to download tender document at their own risk and cost, for the purpose of perusal as well as for using the same as tender document for submitting the offer. Master copy of the tender document is available in the College as mentioned in the tender document. After award of tender an agreement will be prepared based on the master copy of tender document available in the above mentioned department. In case, any discrepancy between the tender document downloaded from the internet and the master copy, latter shall prevail and will be binding on the tenderers. No claim on this account will be entertained.
7. If any change/addition/deletion is made by the Tenderer the tender will be summarily rejected and no refund will be done.