

DOKUMEN TAWARAN

MEMBINA DAN MENYIAPKAN CADANGAN MENINGKATKAN TARAF BANGUNAN BENGKEL
KAJIAN KEJURUTERAAN DI ITM SHAH ALAM, SELANGOR DARUL EHSAN

PEMILIK :

INSTITUT TEKNOLOGI MARA

PERUNDING :

PUSAT PENYELIDIKAN DAN PERUNDINGAN
INSTITUT TEKNOLOGI MARA
SHAH ALAM
SELANGOR DARUL EHSAN

MEMBINA DAN MENYIAPKAN CADANGAN MENINGKATKAN TARAF BANGUNAN BENGKEL KAJIAN
KEJURUTERAAN DI I.T.M SHAH ALAM, SELANGOR DARUL EHSAN.

SECTION	CONTENTS	PAGE NO.
A .	Instruction to tenderers.	A/1 - A/4
B .	Form of tender.	B/1 - B/9
C .	Articles of agreement and conditions of contract (including addendum)	C/1 - C/35
D .	Letter of acceptance.	D/1 - D/5
E .	Specification.	E/1 - E/127
E1.	Preambles to all trades.	E1/1 - E1/13
E2.	Preliminaries.	E2/1 - E2/55
F .	General summary of tender.	F/1
G .	Bills of quantities - demolition works.	G/1 - G/13
H .	Bills of quantities - new works on existing floor.	H/1 - H/12
J .	Bills of quantities - new floor extension.	J/1 - J/32
K .	Bills of quantities - external works.	K/1 - K/4
L .	Appendices.	
	A - Materials of Malaysian Origin	L/A/1 - 2
	B - Schedule of Ironmongery	L/B/1 - 3
	B1 - Schedule of Ironmongery	L/B1/1 - 2
	C - Schedule of Sanitary Fittings	L/C/1 - 2
	C1 - Schedule of Sanitary Fittings	L/C1/1
	D - Schedule of Paint	L/D/1 - 2
	E - Schedule of Paint	L/E/1
	F - Price Variation	L/F/1
	G - Schedule of Finish	L/G/1 - 2
	H - Particulars of tenderer's Organisation	L/H/1 - 2
	I - Maklumat-maklumat Mengenai Pekerja	L/I/1
	J - Senarai Maklumat Mengenai Pekerja-Pekerja	L/J/1 - 2
	K - Prices of basic materials	L/K/1
	L - Daywork Rates	L/L/1
	M - Percentage Additional on Prime Cost Sum to Cover for Profit and Attendance	L/M/1
	N - Bank Guarantee for Performance Bond	L/N/1-3
	O - Bank Guarantee Against Advanced Payment	L/O/1-2
	P - List of B.Q Drawings	L/P/1-2

INSTRUCTION TO TENDERERS

1.0 TENDER DOCUMENT

- 1.1 The tender document shall be issued only on payment of the documentation fees as stated in the invitation to tender. This payment shall be in the form of a bank draft/postal order made payable to Bendahari Institut Teknologi MARA. Documentation fees are not refundable.
- 1.2 Tender document may be obtained at the place as stated in the letter of Invitation to Tender
- 1.3 The tender document shall comprise of the following document, namely:
 - a) Instruction to tenderers
 - b) Form of Tender
 - c) Articles of Agreement and Condition of Contract (Including Addendum)
 - d) Letter of Acceptance
 - e) Specification
 - f) Preambles to all trades
 - g) Preliminaries
 - h) Final Summary of Tender
 - i) Bills of quantities - Demolition works
 - j) Bills of quantities - New works on existing floor
 - k) Bills of Quantities - New floor extension
 - l) Bills of quantities - External works
 - m) Appendices
- 1.4 The tender documents shall not be detached from one another and no alteration, or mutilation (other than filling in all appropriate blank spaces shall be made in the document.
- 1.5 The Tenderer shall be held to have checked the number of each page of the Tender Documents issued to him prior to the submission of his tender
- 1.6 In the event of any error, discrepancy, page missing or duplicated being found or if any figure is indistinct, between copies supplied to the tenderer and those included in the Tender Table Documents, shall at once notify the S.O who shall immediately rectify the matter before the final date of submission of tender as stipulated in the Tender Notice.
- 1.7 No claims for expenses and/or loss consequent upon the tenderer's failure to observe the above clauses shall be entertained.

2.0 TENDER TABLE DOCUMENT

- 2.1 The Tender Table Documents shall consist of the Instruction to Tenderers, Form of Tender, Conditions of Contract, Letter of Acceptance, Specification & Preambles to All Trades, Final Summary, Preliminaries, Bills of Quantities, Appendices and Tender Drawings.

2.2 The Tender Tables Documents may be inspected at the offices of

Pusat Penyelidikan dan Perundingan
Institut Teknologi Mara
40450 Shah Alam
Selangor Darul Ehsan

and

Bahagian Pengurusan Bekalan
Pejabat Bendahari
Bangunan ROTU
Institut Teknologi MARA
40450 Shah Alam
Selangor Darul Ehsan

during office hours before the closing of the tender.

3.0 VISIT TO SITE

3.1 Before tendering, the Tenderer shall visit the site and also carefully examine the Conditions of Contract, the Specification and Preambles to All Trades, the Bills of Quantities and the Tender Drawings and if there should be or appear to be any ambiguity in or discrepancy between these documents or discrepancy between the documents and conditions on site, he should immediately refer the matter to the S.O.

3.2 The tenderer shall ascertain the location, size and condition of the site available for his use as working areas, and all other information affecting his tender.

3.3 Institut Teknologi MARA shall not be responsible or pay for any expenses or losses which may be incurred by the Tenderer in connection with visit to and examination of the site and in preparation of the tender.

4.0 SUBMISSION OF TENDER

4.1 The Tenderer shall submit his tender including the Instruction to Tenderers, Form of Tender, Final Summary of Tender, Preliminaries, Materials, Workmanship and Preambles to All Trades, Bills of Quantities and Appendices in a sealed envelope addressed to:

Pejabat Bendahari
(Bahagian Pengurusan Bekalan)
Bangunan ROTU
Institut Teknologi Mara
40450 Shah Alam
Selangor Darul Ehsan

With the name of the project clearly stated at the top left hand corner of the envelope, and placed in the Tender Box provided, before or not later than 12.00 noon on the day as stipulated in the Tender Notice.

- 4.2 In the case of a tender not being delivered by hand, the Tenderer must arrange for his tender and other documents to be posted in time to reach the stipulated place not later than the stipulated date and time.
- 4.3 Any Tender received after the stipulated date and time, from whatever causes arising will not be accepted.
- 4.4 The Tenders must be submitted with all the rates clearly filled in BLACK INK.
- 4.5 In no case will any claim for the expenses incurred by a Tenderer in the preparation of this Tender be entertained.
- 5.0 VALIDITY OF TENDER
- 5.1 Tenders shall remain valid for a period of ninety (90) days from the final date of submission of tender stipulated in the Tender Notice and no Tenderer may withdraw his tender within that period.
- 5.2 Should the tenderer withdraw his tender within the Tender Validity Period his registration as a Contractor with the Government will be suspended, two(2) years for the first default, five(5) years for the second defaults, and thereafter be cancelled.
- 6.0 GENERAL
- 6.1 The words "approved tenderer" shall mean any Tenderer that has been approved by the officer receiving the tenders and have complied with the Conditions of Tendering in every respect.
- 6.2 The word "Tenderer" in these conditions shall be deemed to include two or more persons. The word 'his' may also mean 'her' or 'their' and the word 'he' may also mean 'she' or 'they'.
- 6.3 Every notice to be given to a Tenderer may be posted to the Tenderer's address given in the tender and such posting shall be deemed good services of such notice.
- 6.4 The Institut Teknologi MARA shall not be bound to accept the tender with lowest tender price or any tender.
- 6.5 The Institut Teknologi MARA reserves the right to accept the tender in whole or in part.
- 6.6 The Institut Teknologi MARA also reserves the right to omit any of the items or works specified in this Contract. The Contractor will not be entitled to any profit or compensation for loss and/or expense on such items or works being omitted.
- 6.7 Non compliance with the above conditions in any respect shall render the Tender liable to rejection.