

**ILMINSTER TOWN COUNCIL**

Toilet Block, Wharf Lane Recreation Ground

**TENDER SUMMARY FORM**

Miss Joy Norris - Town Clerk

Ilminster Town Council

Council Offices

North Street

Ilminster

Somerset

TA19 0DG

01460 52149

town.council@ilminster.gov.uk

17 March 2017

**ILMINSTER TOWN COUNCIL**

**INSTRUCTIONS FOR SUBMITTING TENDERS**

1. Contractors will be held to have fully informed and satisfied themselves by their own independent observations and enquiries, including where appropriate site visits and inspection of drawings, as to the nature, extent and practicability of the works and where appropriate the positions relevant thereto of buildings, structures, the means of access to the works and all other points which can in any way affect the prices inserted in the Form of Tender.

2. Where the drawings are issued with documents, quotations will be based on them.

3. Where a tender requires entry by the contractor they must be completed in ink or typescript and signed by the contractor.

4. All contract documents, including drawings, whether a quotation is submitted or not, remain the property of Ilminster Town Council and shall be treated as private and confidential.

5. Tenders shall remain open for acceptance for a period of **120 days** after the latest date for submission.

6. The Council will not be responsible for or pay any expenses or losses, which the contractor may incur in the preparation of their tender.

7. Tenders are to be returned to: Miss Joy Norris, Town Clerk, Ilminster Town Council, Council Offices, North Street, Ilminster, Somerset TA19 0DG.

**TENDERS TO BE RECEIVED BY NO LATER THAN NOON ON 18 April 2017**

**Contractor’s Name: …………………………………………………………………**

(in block letters)

**FORM OF TENDER**

To: Miss Joy Norris – Town Clerk Closing Date & Time **18 April 2017 @ 12noon**

 Ilminster Town Council

 Council Offices

North Street

 Ilminster

Somerset

TA19 0DG

Having examined the specification for the above-mentioned works, we offer to carry out the whole of the said works in conformity with the said specification for the sum of

 **£……………………….**

We can advise that once the Tender is formally accepted we can anticipate being able to commence the work within **……………..** weeks and complete the works within **………………** weeks.

This tender together with your written acceptance thereof, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any other quotation you may receive and that this quotation will remain open for acceptance for a period **120 days** from the latest date for receipt of quotations.

**Reference Contact 1:**

Contact Name: ……………………… Company Name: …………………………….

Address: ………………………………………………………………………………………

Phone No: ……………………… e-mail address: ………………………………………

**Reference Contact 2:**

Contact Name: ……………………… Company Name: …………………………….

Address: ………………………………………………………………………………………

Phone No: ……………………… e-mail address: ………………………………………

Yours faithfully

Signature: **………………………………..** Date: **…………………………………...**

Name : **…………………………** Company: **……………………………………**

Address: **…………………………………………………………………………………….**

 **…………………………………………………………………………………….**

Tel No: **………………………** e-mail: **……………………………………………**