

## Instructions for tendering:

In order for any tender to be accepted the tender document must be signed by an authorised person in the space provided on the summery sheet.

- I. Companies will treat the details of this document as private and confidential
- II. An order for works will normally be given within one calendar month from the date given fro the return of tenders.
- III. Hythe and Dibden Parish Council do not bind itself to accept any tender. The Council reserves the right to delete any items from the tender should the tender exceed the budget. No payment will be made in respect of any expense incurred by the tenderers in submitting a tender.
- IV. Tenderers should note that prices enter in the Tender would remain fixed for the duration of the project.
- V. Tenders should be sent to **The Clerk to the Council, Hythe and Dibden Parish Council, The Grove 25 St Johns Street, Hythe Southampton, SO45 6BZ** in a sealed envelope or package marked **Compact Tractor**. The envelope should not have any company identification.
- VI. Results of the tender process will be present to Council at the earliest opportunity following the closing date for the receipt of tenders.
- VII. All tenders must meet the time scale and completion dates as set out in this document.
- VIII. All information requested in the contractor's details must be returned within the tender.

All terms and conditions regarding tenders/ quotations to be supplied to Hythe and Dibden Parish Council can be located on our website.

[www.hytheanddibden.gov.uk](http://www.hytheanddibden.gov.uk)