**Techmart** **Industrial** **Limited**

**科匯工業機械有限公司**

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INSTRUCTIONS TO TENDERERS

1. The paper-based Tender Form, Schedule & Offer and accompanying documents completed as directed, must be enclosed in a plain sealed envelope. Tender documents must be clearly marked with the tender reference number, tender subject and the closing date on each of the envelopes. Techmart reserves the right to reject any submission of tender documents without clear indication of tender reference number and tender subject.
2. Tender proposals must be submitted to the Techmart no later than the closing date and time as indicated in the Tender Notice on Techmart website. Time of tender closing shall be based upon the time showed by the clock located at the Techmart’s Office area. Techmart shall have full discretion to decline any late submission.
3. Tender proposals shall be lodged in the 6/F, Unit B, Howard factory building.
4. No receipt / stamp for tender submission shall be issued by Techmart.
5. The Tender Form, Schedule & Offer and Confirmation Letter for Compliance with Anti-Collusion Clauses must be properly filled in and signed and all requisite samples or llustrations submitted otherwise it may not be considered.
6. Any alteration or erasure made to the Schedule must be initialed by the person who signs the Tender Form.
7. In case a rainstorm black warning or typhoon signal No. 8 or above remain valid at 9:00 a.m. (Hong Kong time), the tender will be extended to 10:00 a.m. (Hong Kong time) on the next weekday (i.e. except Saturday and Sunday) other than public holiday.
8. Techmart reserves the right to accept the whole or part of the tender and is not bound to accept the lowest or any tender.
9. If estimated quantities are set forth in the Schedule annexed to the Tender they shall be regarded only as a guide to Tenderers and shall not be binding.
10. The prices quoted by the Tenderer shall include and shall be deemed to include:
- Delivery at the Tenderer's own risk and expense at such place or places as may be required.
- All royalties and charges for patent rights (if any) and the Tenderer shall indemnify the Council Officers, Servants or Agents and save them harmless against all claims for the infringement of such rights.
11. Where materials are quoted by weight such quotations shall refer to the "net" and not "gross" weight.
12. All defective or damaged items to be replaced free of charge by the Tenderer.