



**FORM OF TENDER**

**Internal Alterations to Braunstone Civic Centre,  
Kingsway, Braunstone, Leicester, LE3 2PP  
for Braunstone Town Council**

To: Mr Darren Tilley Town Clerk  
c/o HSSP Architects Ltd  
Pera Business Park  
Nottingham Road  
Melton Mowbray  
Leicestershire LE13 0PB

Dear Sirs

**Internal Alterations to Braunstone Civic Centre, Kingsway, Braunstone, Leicester, LE3 2PP  
for Braunstone Town Council**

I/We the undersigned, having fully examined the Site of the Works, Schedule of Works, Specifications and Drawings hereby Tender and undertake to execute and complete all work required for the sum of:-

£..... (excluding VAT)

(.....)

(Please insert amount in words)

We confirm that we can commence the work on ..... for completion within

..... weeks.

Unless and until a formal agreement is prepared and executed, this tender, together with the Employer's acceptance thereof, shall constitute a binding contract between us.

We understand that the Employer does not bind themself to accept the lowest or any Tender and that they do not hold themself liable for any cost or expense incurred by the Tenderer in preparation of such Tender.

If the person/organisation making the tender for any contract under the Council is to his/her knowledge related to any Member of or the holder of any office under the Council, he/she and the person to whom he/she is related shall disclose the relationship in writing to the Executive Officer & Town Clerk. A person/organisation making the tender who fails so to do shall be disqualified for such contract, and, if appointed, may be dismissed without notice. The Executive Officer & Town Clerk shall report to the Council or to the appropriate Committee any such disclosure.



I/We further agree that this tender remains open for consideration for twelve weeks.

Signed .....

in the capacity of .....

duly authorised to sign tenders for and on

behalf of .....

Date .....

This Form of Tender is to be sealed in the envelope provided and delivered to HSSP Architects Ltd Pera Innovation Park Nottingham Road Melton Mowbray Leicestershire LE13 0PB by no later than 2 pm on Thursday 5<sup>th</sup> May 2022.