



BIDDING DOCUMENT

ANNUAL MAINTENANCE CONTRACT (AMC) FOR CENTRAL AIR CONDITIONING SYSTEM INSTALLED IN THE UCFM TOWER –2025/2026

of
THE FACULTY OF MEDICINE,
UNIVERSITY OF COLOMBO

CONTRACT NO: - FOM/DO/UCFM/NCB/2025/08

Deadline for the Submission of Bid	11/09/2025
Bid Validity up to	10/12/2025
Package No	Bid Security
Package 1	Rs. 3,000.00
Package 2	Rs. 89,000.00
Package 3	Rs. 1,000.00
Total Package	Rs. 93,000.00
Bid Security validity Period	07/01/2026
Bid security addressed to (Beneficiary)	Vice Chancellor

Client

FACULTY OF MEDICINE,
UNIVERSITY OF COLOMBO,
NO.25,
KYNSEY ROAD,
COLOMBO 08.

CONTENTS

Content	Page Nos.
<i>Volume I</i>	
Invitation for Bid	1-2
Section I. Instructions to Bidders	4-9
Section IV Conditions of Contract	10-16
Section VIII Forms of Securities	17-18
<i>Volume II</i>	
Section II Bidding Data	20-22
Section III Forms of Bid, Qualification Information, Letter of Acceptance, and Form of Contract	23-30
Section V Contract Data	31-32
Section VI Schedule of Requirements	33-35
Section VII Financial proposal submission form And Price Schedule	36-39

UNIVERSITY OF COLOMBO
INVITATION FOR BIDS
ANNUAL MAINTENANCE CONTRACT (AMC) FOR CENTRAL AIR
CONDITIONING SYSTEM INSTALLED IN THE UCFM TOWER –2025/2026 OF
THE FACULTY OF MEDICINE,
UNIVERSITY OF COLOMBO
Contract No: - FOM/DO/UCFM/NCB/2025/08

- 1) The Chairman, Department Procurement Committee (Major), University of Colombo invites sealed bids from eligible bidders for annual maintenance contract (AMC) for central air conditioning system installed in the UCFM tower–2025/2026 of the faculty of medicine, University of Colombo
- 2) The intended service period is one year.
- 3) Bidding will be conducted through the National Competitive Bidding (NCB) procedure.
- 4) The bidder shall have a minimum of five (05) years of experience in the relevant field within Sri Lanka. An ISO certification for a quality management system is optional and will be considered an added advantage
- 5) Interested eligible bidders may obtain further information from the Assistant Registrar, Faculty of Medicine, University of Colombo (Contact No. 0112 695 300), and inspect the bidding documents at the Dean's Office of Faculty of Medicine, University of Colombo from 9.00 a.m. to 3.30 p.m. from 18/08/2025 to 10/09/2025 free of charge or visit university website <http://www.cmb.ac.lk> to inspect the document.
- 6) A complete set of bidding documents in English may be purchased by interested bidders on submission of a written application to the Assistant Registrar, Faculty of Medicine, University of Colombo, No.25, Kynsey Road, Colombo 08 and upon payment of a non-refundable fee of Rupees 5,000/-. Non – refundable fee can be paid to the University Main Collection Account by using No. 505170600013 to any People's Bank branch. The documents may be purchased until 2.30 p.m. from 18/08/2025 to 10/09/2025
- 7) The bids shall be deposited in the 'Tender Box' available in the Dean's Office of the Faculty of Medicine, University of Colombo, or sent under a registered post to be received before the deadline at the address of Assistant Registrar – Faculty of Medicine, University of Colombo, No.25, Kynsey Road, Colombo 08. Please indicate the "ANNUAL MAINTENANCE CONTRACT (AMC) FOR CENTRAL AIR CONDITIONING SYSTEM INSTALLED IN THE UCFM TOWER –2025/2026 OF THE FACULTY OF MEDICINE, UNIVERSITY OF COLOMBO- FOM/DO/UCFM/NCB/2025/08" on top of the left corner of the envelope. Late bids after bid closing date of 11/09/2025 and time of 2.30PM shall be rejected. The bids will be opened immediately after closing of the Bids on 11/09/2025 in the presence of the bidders or their authorized representatives who choose to attend the bid opening.
- 8) All bids must be accompanied by an unconditional, on demand Bid Security from any commercial bank registered under the Central Bank of Sri Lanka as specified in the following table. If the bidder wishes to quote for all the packages, the total Bid Security of Rs. 93,000.00 must be submitted through a commercial bank operated in Sri Lanka approved by the Central Bank of Sri Lanka. If the bidder intends to quote for a package where the required Bid Security is less than Rs. 5,000.00, such amount may be paid in cash by depositing it to Account No. 505170700003 at any branch of People's Bank.

Package	Description	QTY	Bid Security/LKR.
Package 1	Chiller Plant & Control Panels	2	3,000.00
Package 2	Chilled Water Pumps, VFDs & Control panel	3	89,000.00
	Condenser Water Pumps & Control panel	3	
	Cooling Towers & Control panel	2	

	Chilled Water Chemicals with water testing	12	
	Condenser Water Chemicals with water testing	12	
	Air Handling Unit	4	
	Fan Coil Unit (Cassette)	544	
	Fan Coil Unit (Ducted)	12	
Package 3	Chiller Management System (CMS)	1	1,000.00
Total Bid Security			93,000.00

9) Bids will be evaluated based on the requirements stated in the bidding document and will not be evaluated only on the prices quoted.

10) Bidder should have been registered under the Public Contract No.03 of 1987 and certificate of registration shall be submitted along with the Bid

11) Pre- Bid meeting Venue, time and date of the pre-bid meeting will be as follows;

Date :- 27.08.2025

Time :- 10.30 a.m.

Venue :- Meeting room, Faculty of Medicine, University of Colombo, No. 25, Kynsey Road, Colombo 08

**Chairman,
Department Procurement Committee,
University of Colombo,
No. 94, Cumarathunga Munidasa Mawatha,
Colombo 03.**

VOLUME 01

Section I. Instructions to Bidders

A. General		
1. Scope of Bid	1.1	The Employer, as defined in the Bidding Data Sheet, invites proposals for the service as described in the Section VI.
	1.2	The successful bidder will be expected to complete the Services by the Intended Completion Date provided in the Bidding Data Sheet.
	1.3	The Name of the Procurement and Identification number is provided in the Bidding Data Sheet
2. Qualifications and Experience of the Bidders	2.1	All bidders shall provide duly Perfected Forms of Bid furnishing information regarding qualifications, experience and preliminary descriptions on the proposed service, including method, strategies and time schedule etc.
	2.2	<p>If stated in the Bidding Data, all bidders shall include the following information and documents with their bids as in Section III of Volume II</p> <ul style="list-style-type: none"> a) List of service performed for each of the last five year b) Qualification information c) Experience in services of a similar nature for each of the last three years, and details of services under way or contractually committed; and names and address of clients who may be contacted for further information on those contracts; d) Methodology/Method statement of service providing e) Any other, if listed in the Bidding Data Sheet.
3. Cost of Bidding	3.1	The bidder shall bear all costs associated with the preparation and submission of the proposal, and the Employer will in no case be responsible or liable for those costs.
4. Travelling etc.	4.1	The bidder, at the bidder's own responsibility and risk, is encouraged to visit and examine the sites of required services and its surroundings and obtain all information that may be necessary for preparing the proposal and entering into a contract for the Services. The costs of travelling etc. shall be at the bidder's own expense.
B. Bidding Documents		
5. Content of Bidding Documents	5.1	<p>The set of bidding documents comprises the documents listed below:</p> <ul style="list-style-type: none"> ● Volume I <p>Invitation for Bid Section I. Instructions to Bidders</p>

		Section IV Conditions of Contract Section VIII Forms of Securities <ul style="list-style-type: none"> • Volume II Section II Bidding Data Section III Forms of Bid, Qualification Information, Letter of Acceptance, and Form of Contract Section V Contract Data Section VI Schedule of Requirements Section VII Financial proposal submission form And Price Schedule
6. Clarification of Bidding Documents	6.1	A prospective bidder requiring any clarification of the bidding documents may notify the Employer in writing at the Employer's address indicated in the Bidding Data Sheet.
C. Preparation of Proposal		
7. Language of the proposal	7.1	The proposal prepared by the bidder, as well as all correspondence and documents relating to the proposal exchanged by the bidder and the Employer shall be in English Language.
D. Submission of Proposal		
8. Documents Comprising the Bid	8.1	The Bid shall comprise the following: a) Proposal Submission Form and the applicable Price Schedules, in accordance with ITB; b) any other document required in the Bidding Data Sheet
9. Bid Prices	9.1	The Contract shall be for the Services, as described in the Employer's Requirements - Section VI, based on the price Schedule submitted by the Bidder.
10. Currency of Bid and Payment	10.1	The lump sum price quoted by the bidder shall be in Sri Lanka Rupees.
11. Validity of the proposal	11.1	Proposal shall remain valid for the period specified in the Bidding Data Sheet.
	11.2	In exceptional circumstances, the Employer may request the bidders to extend the period of validity for a specified additional period. The request and the bidder's responses shall be in writing. A bidder may refuse the request without extending the Bid security

		(Proposal Guarantee). A bidder agreeing to the request will not be required or permitted or otherwise to modify the Proposal, but will be required to extend the validity of Bid security (proposal guarantee) for the period of the extension, and in compliance with Clause 12 in all respects.
12. Bid Security (Proposal Guarantee)	12.1	The bidder shall furnish, as part of the proposal, a Bid Security (Proposal Guarantee), in the amount specified in the Bidding Data Sheet and valid till the date specified in the Bidding Data Sheet. The beneficiary of the bid security shall be as mentioned in the bidding Data Sheet.
	12.2	If the Proposal is not accompanied by an acceptable Bid Security (Proposal Guarantee) as requested under sub-clause 12.1 above, the Proposal shall be rejected by the Employer.
	12.3	The bid security (Proposal Guarantee) of unsuccessful bidders will be returned within 28 days of the end of the Proposal validity period specified in the Bidding Data Sheet.
	12.4	The bid security (Proposal Guarantee) of the successful bidder will be discharged within 14 days after the bidder has signed the Agreement and furnished the required Performance Security
	12.5	<p>The Proposal Guarantee may be forfeited:</p> <ul style="list-style-type: none"> (a) if the bidder withdraws the Proposal after opening of the Proposal during the period of Proposal validity; (b) if the bidder does not accept the correction of the price of the Proposal, pursuant to Clause 22; or (c) in the case of a successful bidder, if the bidder fails within the specified time limit to: <ul style="list-style-type: none"> (i) Sign the Contract; or (ii) Furnish the required Performance Security
13. Format and Signing of Bid	13.1	The bidder shall prepare one original set of documents comprising the proposal as described in Clause 8 of the Instructions to Bidders
	13.2	The original of the proposal shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the bidder. All pages of the proposal where entries or amendments have been made shall be initialed by the person or persons signing the document.
	13.3	The proposal shall contain no alterations or additions, except those to comply with instructions issued by the Employer, or as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the documents.

14. Sealing and Marking of Bids	14.1	<p>14.1 The Bid prepared in accordance with clause 8 shall:</p> <ul style="list-style-type: none"> a) The inner and outer envelopes shall bear the name and identification number of the Contract as defined in the Bidding Data sheet; b) Be addressed to the Employer at the address provided in the Bidding Data sheet; c) Provide a warning not to open before the specified time and date for opening of the Proposals as defined in clause 8.1
	14.2	In addition to the identification required in Sub-Clause 14.1, the envelopes shall indicate the name and address of the bidder to enable the Proposal to be returned unopened, if required.
	14.3	If the envelope is not sealed and marked as above, the Employer will assume no responsibility for the misplacement or premature opening of the Proposal.
15. Deadline for Submission of Bids	15.1	Proposals shall be delivered to the Employer at the specified address no later than the time and date mentioned in the Bidding Data Sheet
	15.2	Employer may extend the deadline for submission of proposals by issuing an amendment, in which case all rights and obligations of the parties previously subject to the original deadline will then be subject to the new deadline.
16. Late Bids	16.1	Any Proposal received by the Employer after the deadline prescribed in Clause 15 will be returned unopened to the bidder.
E. Bid Opening and Evaluation		
17. Bid Opening	17.1	The Employer shall conduct the bid opening in public at the address, date and time specified in the Bidding Data Sheet.
18. Clarification of Bids	18.1	To assist in the examination, evaluation, and comparison of proposals, the Employer may, at the Employer's discretion, request any bidder for clarification of their Proposal including the premium price and other relevant information that the Employer may require. The request for clarification and the response shall be in writing, but no change in the price or substance of the Proposal shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the Employer in the evaluation of the proposals in accordance with Clause 22.
19. Examination of Bids and Determination of Responsiveness	19.1	<p>Prior to the detailed evaluation of proposals, using the information provided in BID, the Employer will determine whether each Proposal</p> <ul style="list-style-type: none"> a) is accompanied by the required securities; and b) is substantially responsive to the requirements of the bidding documents

	19.2	If a Proposal is not substantially responsive, it will be rejected by the Employer, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.
	19.3	A substantially responsive Proposal is one which conforms to all the terms, conditions, and Employer's Requirements of the bidding documents, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, or performance of the Services; (b) which limits in any substantial way, inconsistent with the bidding documents, the Employer's rights or the bidder's obligations under the Contract; or whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive Proposals.
20. Evaluation of Bids	20.1	The Employer will evaluate and compare only the Proposals determined to be substantially responsive in accordance with Clause 19. The evaluation criteria outlined in the Bidding Data Sheet (BDS)
	20.2	During the evaluation of Bid, the Employer will determine whether the bidders are qualified and whether work plan and methodology are substantially responsive to the requirements set forth in the Bidding Document.
21. Correction of Errors	21.1	Proposals determined to be substantially responsive will be checked by the Employer for any arithmetical errors. Arithmetical errors will be rectified by the Employer on the following basis: if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected; if there is a discrepancy between the amounts in figures and in words, the amount in words will prevail.
	21.2	The amount stated in the Proposal will be adjusted by the Employer in accordance with the above procedure for the correction of errors and, with the concurrence of the bidder, shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount, the Proposal will be rejected, and the Proposal Guarantee may be forfeited in accordance with Sub Clause 12.5.
F. Award of Contract		
22. Award Criteria	22.1	Subject to Clause 24, the Employer will award the Contract to the bidder whose Proposal has been determined to be substantially responsive to the bidding documents and who has offered the lowest evaluated Proposal.
23. Employer's Right to Accept any Bid and to Reject any or all Bids	23.2	Not with standing Clause 23, the Employer reserves the right to accept or reject any Proposal, and to cancel the bidding process and reject all Proposals, at any time prior to the award of Contract, without thereby incurring any liability to the affected bidder or

		bidders or any obligation to inform the affected bidder or bidders of the grounds for the Employer's action.
24. Notification of Award and Signing of Agreement	24.1	The bidder whose Proposal has been accepted will be notified in writing, of the award by the Employer prior to expiration of the validity period of the Proposal. This letter (hereinafter and in the Conditions of Contract called the "Letter of Acceptance") will state the sum that the Employer will pay the Service Provider in consideration of the Services provided by the Service provider as prescribed by the Contract (hereinafter and in the Contract called the "Contract Price")
	24.2	The notification of award will constitute the formation of the Contract.
	24.3	The Contract, in the form provided in the bidding documents, will Incorporate all agreements between the Employer and the successful bidder.
25. Performance Security	25.1	If requested in the Bidding Data Sheet, within 14 days after receipt of the Letter of Acceptance, the successful bidder shall deliver to the Employer a Performance Security in the amount and in the form (Bank Guarantee and/or Performance Bond) stipulated in the Bidding Data Sheet, denominated in the type and proportions of currencies in the Letter of Acceptance and in accordance with the General Conditions of Contract.

SECTION IV - Conditions of Contract

1. General Provisions	
1.1 Definitions	<p>Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:</p> <p>(a) “PPM” means Is a scheduled maintenance routine, set out to substantially reduce reactive maintenance and retain the premises, assets, machinery, services, and equipment in the desired or needed quality.</p> <p>(b) “Completion Date” means the date of completion of the Services by the Service Provider as certified by the Employer</p> <p>(c) “Contract” means the Contract signed by the Parties, to which these Conditions of Contract (CC) are attached, together with all the documents listed in Clause 1 of such signed Contract;</p> <p>(d) “Contract Price” means the price to be paid for the performance of the Services, in accordance with Clause 6;</p> <p>(e) “Employer” means the party who employs the Service Provider</p> <p>(f) “Party” means the Employer or the Service Provider, as the case may be, and “Parties” means both of them;</p> <p>(g) “Personnel” means persons hired by the Service Provider as employees and assigned to the performance of the Services or any part thereof;</p> <p>(h) “Service Provider” is a person or corporate body whose Bid to provide the Services has been accepted by the Employer;</p> <p>(i) “Service Provider’s Bid” means the completed bidding document submitted by the Service Provider to the Employer</p> <p>(j) “Employer’s Requirements” means the Employer’s Requirements of the service stated in the schedule of requirement and included in the bidding document submitted by the Service Provider to the Employer</p> <p>(k) “Services” means the work to be performed by the Service Provider pursuant to this Contract, as described in Appendix A; and in the Employer’s Requirements and Schedule of Activities included in the Service Provider’s Bid.</p> <p>(l) “Snag list” is a document that identifies and records items that require attention, correction, or rectification in the central air conditioning system of the UCFM Tower</p>
1.2 Applicable Law	The Contract shall be interpreted in accordance with the laws of the Socialist Democratic of Sri Lanka.
1.3 Language	This Contract has been executed in English Language
1.4 Notices	Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, to such Party at the address specified in the Contract Data.
1.5 Equipment/Inventory	The Services shall be performed to the equipment which are specified in the Section VI: Schedule of Requirements and, where

	the Equipment of a particular task is not so specified, at such equipment, as the Employer may approve.
1.6 Authorized Representatives	Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Employer or the Service Provider may be taken or executed by the officials specified in the Contract Data.
2. Commencement, Completion, Modification, and Termination of Contract	
2.1 Effectiveness of Contract	This Contract shall come into effect on the date the Contract is signed by either parties or such other later date as may be stated in the Contract Data.
2.2 Starting Date	The Service Provider shall commence the Services within seven (07) days from the effective date of the Contract, or on such other date as may be specified in the Contract Data.
2.2.1 Take Over	<p>Taking over of existing services/equipment:</p> <ul style="list-style-type: none"> a) The service provider shall ensure that all the equipment of the Central air conditioning system is in proper working conditions at the time of taking over. b) All the equipment of Central air conditioning system shall be taken from the UCFM Tower on “as and where installed” basis in running condition as per the inventory list mentioned in SECTION VI - Schedule of Requirements, Inventory list c) The entire installation should be intact at any time of inspection as was handed over to the service provider at the time of initial taking over of its maintenance and operation. Care shall also be taken not to damage installation by improper handling. <p>The contractor shall provide snag list after taking over of all equipment.</p>
2.3 Intended Completion Date	Unless terminated earlier pursuant to Clause 2.6, the Service Provider shall complete the activities by the Intended Completion Date, as is specified in the Contract Data. If the Service Provider does not complete the activities by the Intended Completion Date, it shall be liable to pay liquidated damage as per Sub-Clause 3.8. In this case, the Completion Date will be the date of completion of all activities.
2.3.1 Handing Over	After completion of the contract, the Service provider shall hand over the system in perfect running condition to the Employer.
2.5 Force Majeure	
2.5.1 Definition	For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party and which makes a Party’s performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

2.5.2 No Breach of Contract	The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.
2.5.3 Extension of Time	Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
2.5.4 Payments	During the period of their inability to perform the Services as a result of an event of Force Majeure, the Service Provider shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.
2.6 Termination	
2.6.1 By the Employer	The Employer may terminate this Contract, by not less than fourteen (14) days' written notice of termination to the Service Provider, to be given after the occurrence of any of the events specified in paragraphs (a) through (e) of this Clause 2.6.1 and twenty-eight (28) days in the case of the event referred to in (f):
	<ul style="list-style-type: none"> a) if the Service Providers do not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days after being notified or within any further period as the Employer may have subsequently approved in writing; b) if the Service Provider become insolvent or bankrupt; c) if, as the result of Force Majeure, the Service Provider/s are unable to perform a material portion of the Services for a period of not less than sixty (60) days; or d) if the Service Provider does not maintain a Performance Security in accordance with Clause 3.9; e) if the performance of service is not up to the standard during the period of operation; f) if the Employer, in its sole discretion, decides to terminate this contract.
2.6.2 By the Service Provider	The Service Provider may terminate this Contract giving a written notice to the employer within not less than 30 days. Such a notice should be given, if the service providers is unable to perform the service for a period of not less than sixty (60) days as the result of Force Majeure

2.6.3 Payment upon termination	(a) Upon termination of this Contract pursuant to Clauses 2.6.1 or 2.6.2, the Employer shall make the following payments to the Service Provider remuneration pursuant to Clause 6 for Services satisfactorily performed prior to the effective date of termination; (b) except in the case of termination pursuant to paragraphs (a), (b), (d), (e) of Clause 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract.
3. Obligations of the Service Provider	
3.1 General	The Service Providers shall perform the Services in accordance with the Employer's Requirements and the PPM, and carry out their obligations with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Service Providers shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Employer, and shall at all times support and safeguard the Employer's legitimate interests in any dealings with Subcontractors or third parties.
3.2 Confidentiality	The Service Providers, their Subcontractors, and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Employer's business or operations without the prior written consent of the Employer.
3.4 Service Providers' Actions Requiring Employer's Prior Approval	The Service Providers shall obtain the Employer's prior approval in writing before taking any of the following actions: (a) entering into a subcontract for the performance of any part of the Services, (b) appointing such members of the Personnel not listed by name in Appendix C ("Key Personnel and Subcontractors"), (c) changing the Program of activities; and (d) any other action that may be specified in the Contract Data.
3.6 Reporting Obligations	The Service Providers shall submit to the Employer the reports and documents specified in Appendix B in the form, in the numbers, and within the periods set forth in the said Appendix.
3.7 Documents Prepared by the Service Providers to Be the Property of the Employer	All Employer's Requirements, and other documents and software submitted by the Service Providers in accordance with Clause 3.6 shall become and remain the property of the Employer, and the Service Providers shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Employer, together with a detailed inventory thereof. The Service Providers may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be specified in the Contract Data.
3.8 Liquidated Damages	

3.8.1 Payments of Liquidated Damages	The Service Provider shall pay liquidated damages to the Employer at the rate per day stated in the Contract Data for each day that the Completion Date is later than the Intended Completion Date. The total amount of liquidated damages shall not exceed the amount defined in the Contract Data. The Employer may deduct liquidated damages from payments due to the Service Provider. Payment of liquidated damages shall not affect the Service Provider's liabilities.
3.8.2 Correction for Over-payment	If the Intended Completion Date is extended after liquidated damages have been paid, the Employer shall correct any overpayment of liquidated damages by the Service Provider by adjusting the next payment certificate. The Service Provider shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in Clause 6.5
3.9 Performance Security	The Service Provider shall provide the Performance Security to the Employer no later than the date specified in the Letter of acceptance. The Performance Security shall be issued in an amount and form and by a bank or surety acceptable to the Employer. The performance Security shall be valid until a date 28 days from the Completion Date of the Contract.
4. Service Provider's Personnel	
4.1 Description of Personnel	The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services of the Service Provider's Key Personnel are described in Appendix C. The Key Personnel and Subcontractors listed by title as well as by name in Appendix C are hereby approved by the Employer.
4.2 Removal and/or Replacement of Personnel	<p>(a) Except as the Employer may otherwise agree, no changes shall be made in the Key Personnel. If, for any reason beyond the reasonable control of the Service Provider, it becomes necessary to replace any of the Key Personnel, the Service Provider shall provide as a replacement a person of equivalent or better qualifications.</p> <p>(b) If the Employer finds that any of the Personnel have (i) committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Service Provider shall, at the Employer's written request specifying the grounds thereof, provide as a replacement a person with qualifications and experience acceptable to the Employer.</p> <p>(c) The Service Provider shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.</p>
5. Obligations of the Employer	
5.1 Assistance and Exemptions	The Employer shall use its best efforts to ensure the service provide all possible assistance.

5.2 Change in the Applicable Law	If there is any change of applicable law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Service Provider after signing of the contract, shall be increased or decreased accordingly by agreement between the Parties.
5.3 Services and Facilities	The Employer shall make available to the Service Provider the Services and Facilities listed under Appendix D.
6. Payments to the Service Provider	
6.1 Lump-Sum Payment	The Service Provider's payment shall not exceed the Contract Price and shall be a fixed lump-sum. Except as provided in Clause 5.2, the Contract Price may only be increased above the amounts stated in Clause 6.2 if the Parties have agreed to additional payments.
6.2 Contract Price	The Contract Price is set forth in the Contract Data.
6.3 Terms and Conditions of Payment	<p>Payments shall be made to the Service Provider in accordance with the payment schedule specified in the Contract Data. Unless otherwise stated therein, the first payment shall be made upon fulfillment of the conditions set out in the Contract Conditions (CC) for such payment, and after the Service Provider has submitted an invoice to the Employer, accompanied by a duly acknowledged service report signed by the Employer's representative or the Engineer in charge.</p> <p>The maintenance Service charges quoted by the Service provider per item are on yearly basis. No escalation of prices shall be permitted on any ground.</p> <p>The payment to the Service provider will be made at the end of each Service against invoice and service reports duly signed by the Engineer in charge or any other authorized staff of the Faculty of Medicine, University of Colombo, raised by the Supplier and based on past performance.</p> <p>Payments shall be done "Measure and pay" Basis.</p>
6.4 Interest on Delayed Payments	If the Employer has delayed payments beyond twenty eight (28) days after the due date stated in the Contract Data, interest shall be paid to the Service Provider for each day of delay at the rate stated in the Contract Data.
7. Quality Control	
7.1 Snag list	Service provider shall provide a comprehensive snag list and proposal for the rectification of the snag list, immediately after the acceptance of the contract.
7.2 Cost of snag list preparation	The service provider shall bear all costs associated with the preparation and submission of the snag list, and the Employer will in no case be responsible or liable for those costs of snag list preparation.
7.3 Identifying Defects	The Employer shall check the Service Provider's performance and notify him of any Defects that are found. Such checking shall not affect the Service Provider's responsibilities.

7.4 Correction of Defects, and Lack of Performance Penalty	<p>(a) The Employer shall give notice to the Service Provider of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.</p> <p>(b) Every time notice a Defect is given, the Service Provider shall correct the notified Defect within the length of time specified by the Employer's notice.</p> <p>(c) If the Service Provider has not corrected a Defect within the time specified in the Employer's notice, the Employer will assess the cost of having the Defect corrected, the Service Provider will pay this amount, and a Penalty for Lack of Performance calculated as described in clause 3.8</p>
8. Settlement of Disputes	
8.1 Amicable Settlement	The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.
8.2 Dispute Settlement	<p>8.2.1 Any dispute arises between the Employer and the Service Provider in connection with, or arising out of, the Contract or the provision of the Services, whether during carrying out the Services or after their completion, which was not settled amicably in as with sub clause 8.2.1 above, shall be finally settled by arbitration in accordance with Arbitration Act No 11 of 1995.</p> <p>8.2.2 The arbitral tribunal shall consist of a sole arbitrator, who shall be appointed in the manner provided under sub clause 8.2.3.</p> <p>8.2.3 The Party desiring arbitration shall nominate three arbitrators out of Which one to be selected by the other Party within 21 Days of the receipt of such nomination. If the other Party does not select one to serve as Arbitrator within the stipulated period, then the Arbitrator shall be appointed in accordance with Arbitration Act No 11 of 1995, or any other amendments thereof.</p>

Section VIII - Forms of Securities

Annex A Form: Bid Security (Bank Guarantee)

[This Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]

..... [Insert issuing agency's name and address of issuing branch or office]
Beneficiary: [name and address of Employer] Date: [Insert (by issuing agency) date] BID GUARANTEE No.....[Insert (by issuing agency) number] We have been informed that [Insert (by issuing agency) name of the Bidder; if a joint venture, list complete legal names of partners] (Hereinafter called "the Bidder") has submitted to you its bid dated [Insert (by issuing agency) date] (hereinafter called "the Bidder") has Submitted to you its bid dated ----- [*insert (by issuing agency) date*] (hereinafter called "the Bid") for the supply of [insert name of service provider] under Invitation for Bids No.

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the Bidder, we----- [*insert name of issuing agency*] hereby Irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- [insert amount in figures] -----[insert amount in words]) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB"); or
- (c) having been notified of the acceptance of its Bid by the SLBFE during the period of bid validity,
 - (i) fails or refuses to execute the Contract Form, if required, or
 - (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

This Guarantee shall expire:

- (a) if the Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder; or
- (b) if the Bidder is not the successful bidder, upon the earlier of
 - (i) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, otherwise it will remain in force up to----- (insert date)

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date. _____

[Signature of authorized representative(s)]

Annex B Form: Performance Bank Guarantee (Unconditional)

To: Faculty of Medicine, University of Colombo

Whereas [name and address of Service Provider] (hereinafter called “the Contractor”) has undertaken, in pursuance of Contract No. [number] dated [date] to execute [name of Contract and brief description of Services] (hereinafter called “the Contract”);

And whereas it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

And whereas we have agreed to give the Contractor such a Bank Guarantee;

Now therefore we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of [amount of Guarantee] [amount in words], such sum being payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of [amount of Guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Services to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition, or modification.

This Guarantee shall be valid until a date 28 days from the date of issue of the Certificate of Completion.

Signature and seal of the Guarantor

Name of Bank

Address

Date.

VOLUME 02

Section II: Bidding Data Sheets

The following specific data for the Services to be procured shall complement, supplement or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB. [Instructions for completing the Bidding Data Sheet are provided, as need, in the notes in italics mentioned for the relevant ITB Clauses.

ITB Clause Reference	A. General
ITB 1.1	The Employer is: The Vice Chancellor, University of Colombo
ITB 1.2	The Intended Completion date is- One year from the date of acceptance
ITB 1.3	The name and identification number of the Contract are: ANNUAL MAINTENANCE CONTRACT (AMC) FOR CENTRAL AIR CONDITIONING SYSTEM INSTALLED IN THE UCFM TOWER –2025/2026 OF THE FACULTY OF MEDICINE, UNIVERSITY OF COLOMBO-FOM/DO/UCFM/NCB/2025/08
ITB 2.2	<ul style="list-style-type: none"> a) Experience in service of a similar nature for during last five consecutive years (2020-2024) and names, addresses & contact numbers of clients whom may be contacted for further information. b) Documentation of Authorized agent of Original Equipment Manufacturer c) Work plan and methodology/Method statement, Service report format & planed preventive maintenance schedule d) List of major items and equipment proposed to carry out the Contract e) Qualifications and experience of staff proposed for the Contract; f) Service provider should provide audited financial statements of the last three consecutive years (2021 to 2023) along with the bid. g) Details of VAT Registration – if the bidder has not registered for the collection of VAT a letter stating that the bidder has exempted for collection of VAT from the Commissioner of the Department of Inland Revenue should be submitted with the Bid. h) ISO certification detail
	B. Bidding Documents
ITB 6.1	For <u>Clarification of bid purposes</u> only, the Client's address is: Attention: Facility Engineer, Faculty of Medicine Address: No. 25, Kynsey Road, Colombo 08 Telephone: +94 776589523 Electronic mail address: facilityengineer@med.cmb.ac.lk
	D. Submission of Proposal

ITB 9.1	<div>The Bidders may quote following minimum quantities: Air Conditioning system installed in the UCFM Tower</div> <table><tr><th>Package</th><th>Description</th><th>QTY</th></tr><tr><td>Package 1</td><td>Chiller Plant & Control Panels</td><td>2</td></tr><tr><td rowspan="8">Package 2</td><td>Chilled Water Pumps, VFDs & Control panel</td><td>3</td></tr><tr><td>Condenser Water Pumps & Control panel</td><td>3</td></tr><tr><td>Cooling Towers & Control panel</td><td>2</td></tr><tr><td>Chilled Water Chemicals with water testing</td><td>12</td></tr><tr><td>Condenser Water Chemicals with water testing</td><td>12</td></tr><tr><td>Air Handling Unit</td><td>4</td></tr><tr><td>Fan Coil Unit (Cassette)</td><td>544</td></tr><tr><td>Fan Coil Unit (Ducted)</td><td>12</td></tr><tr><td>Package 3</td><td>Chiller Management System (CMS)</td><td>1</td></tr></table>	Package	Description	QTY	Package 1	Chiller Plant & Control Panels	2	Package 2	Chilled Water Pumps, VFDs & Control panel	3	Condenser Water Pumps & Control panel	3	Cooling Towers & Control panel	2	Chilled Water Chemicals with water testing	12	Condenser Water Chemicals with water testing	12	Air Handling Unit	4	Fan Coil Unit (Cassette)	544	Fan Coil Unit (Ducted)	12	Package 3	Chiller Management System (CMS)	1
Package	Description	QTY																									
Package 1	Chiller Plant & Control Panels	2																									
Package 2	Chilled Water Pumps, VFDs & Control panel	3																									
	Condenser Water Pumps & Control panel	3																									
	Cooling Towers & Control panel	2																									
	Chilled Water Chemicals with water testing	12																									
	Condenser Water Chemicals with water testing	12																									
	Air Handling Unit	4																									
	Fan Coil Unit (Cassette)	544																									
	Fan Coil Unit (Ducted)	12																									
Package 3	Chiller Management System (CMS)	1																									
ITB 11.1	The period of Bid validity shall be - 90 days from the bid opening date																										
ITB 12.1	<div>Bid shall include an Unconditional on demand Bid Security (issued by any commercial bank registered under the Central Banks of Sri Lanka) according to the format included in Section IV Bidding Forms The amount of the bid security is as follows;</div> <table><tr><th>Package No</th><th>Bid Security</th></tr><tr><td>Package 1</td><td>Rs. 3,000</td></tr><tr><td>Package 2</td><td>Rs. 89,000</td></tr><tr><td>Package 3</td><td>Rs. 1,000</td></tr><tr><td>Total Bid Security</td><td>Rs. 93,000</td></tr></table> <div>If the bidder wishes to quote for all the packages, a total Bid Security of Rs. 93,000.00 must be submitted through a commercial bank operated in Sri Lanka approved by the Central Bank of Sri Lanka. If the bidder intends to quote for a package where the required Bid Security is less than Rs. 5,000.00, such amount may be paid in cash by depositing it to Account No. 505170700003 at any branch of People’s Bank.</div> <div>The validity period of the bid security shall be until: 07/01/2026 The beneficiary of the bid security shall be: The Vice-Chancellor, University of Colombo</div>	Package No	Bid Security	Package 1	Rs. 3,000	Package 2	Rs. 89,000	Package 3	Rs. 1,000	Total Bid Security	Rs. 93,000																
Package No	Bid Security																										
Package 1	Rs. 3,000																										
Package 2	Rs. 89,000																										
Package 3	Rs. 1,000																										
Total Bid Security	Rs. 93,000																										

ITB 14.1	<p>a) The inner and outer envelopes shall bear the following identification marks: ANNUAL MAINTENANCE CONTRACT (AMC) FOR CENTRAL AIR CONDITIONING SYSTEM INSTALLED IN THE UCFM TOWER – 2025/2026 OF THE FACULTY OF MEDICINE, UNIVERSITY OF COLOMBO- FOM/DO/UCFM/NCB/2025/08</p> <p>b) For bid submission purposes, the Client’s address is: Attention: Assistant Registrar, Faculty of Medicine, University of Colombo Address: No. 25, Kynsey Road, Colombo 08</p> <p>The bids shall be deposited in the ‘Tender Box’ available in the Dean’s Office of the Faculty of Medicine, University of Colombo, or sent under a registered post to be received before the deadline at the address above. Please indicate the “ANNUAL MAINTENANCE CONTRACT (AMC) FOR CENTRAL AIR CONDITIONING SYSTEM INSTALLED IN THE UCFM TOWER – 2025/2026 OF THE FACULTY OF MEDICINE, UNIVERSITY OF COLOMBO- FOM/DO/UCFM/NCB/2025/08” on top of the left corner of the envelope.</p>
ITB 15.1	<p>The deadline for the submission of bids is: Date: 11.09.2025 Time: 2.30 p.m.</p>
	E. Bid Opening and Evaluation
ITB 17.1	<p>The Bid Opening shall take place at: Address: Meeting Room, Faculty of Medicine, University of Colombo Date: 11.09.2025 Time: 2.30 p.m. (immediate after closing the bids)</p>
ITB 20.1	<p>I. The factors and methodology used for evaluation: Preference under public finance circular 04/2020. Accordingly, Public Enterprises will be given 15% special preference over the rest of the bidders. The special treatment will be considered only during the financial evaluation stage and not during the technical evaluation stage. This preference will be considered only if the relevant procurement committee is satisfied that the services included in the bid submitted by the Public Enterprise constitute sizeable value addition by way of domestic inputs such as local raw materials, labor and overheads.</p> <p>II. Evaluation will be done by package wise.</p> <p>III. The Evaluation process will consider the following steps Step 01: Bidders who provided required Documentations will be considered for step 02. Step 02: Bidders shall comply Section III: Qualification Information Step 03: Bidders who satisfied Step 01 and Step 02, will be evaluated for substantial lowest financial proposal and shall be selected for negotiation</p> <p>IV. Further, the evaluation criteria are discussed in Section V: Qualification and Evaluation criteria under contract data will be also considered.</p>

Section III. Forms of Bid, Qualification Information, Letter of Acceptance, and Contract

1. Form of Bid

[date]

To: **Faculty of Medicine, University of Colombo**

Having examined the bidding documents, we offer to provide the Services ANNUAL MAINTENANCE CONTRACT (AMC) FOR CENTRAL AIR CONDITIONING SYSTEM INSTALLED IN THE UCFM TOWER –2025/2026 OF THE FACULTY OF MEDICINE, UNIVERSITY OF COLOMBO- FOM/DO/UCFM/NCB/2025/08 in accordance with the Conditions of Contract, Employer’s Requirements, drawings and activity schedule accompanying this Bid for the Contract Price of [amount in numbers], [amount in words] or any other sum derived in accordance with the said documents.

This Bid and your written acceptance of it shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Bid you receive.

We hereby confirm that this Bid complies with the Bid validity required by the bidding documents and specified in the Bidding Data.

Authorized Signature:

Name and Title of Signatory:

Name of Bidder:

Address:

2. Qualification Information

Qualification Information / Criteria

All bidders shall include the following information in determining qualification criteria

- a) Should be a registered Business firm under Business Registration Act
- b) Should be a registered limited liability Company with the Registrar of Companies under the Companies Act No. 07 of 2007 (Documentary evidence should be submitted in this regard. certified copy of BRC should be attached together with the Bid documents)
- c) Any of the following party who wishes to submit a bid shall register himself at the Department of Registrar of Companies as per the Public Contract Act no.03 of 1987. (If relevant)
- d) Should be an established relevant service provider in active operations within Sri Lanka for at least five (05) years in the business field. (Documentary evidence should be submitted in this regard)
- e) Documentary evidence to prove that the bidder has successfully entered into at least one annual service agreement/ annual maintenance contract with a minimum value of Rs. 5 Mn per annum for a Government Department, Corporation or recognized private sector organization during the last 03 years.
- f) Compliance with all Schedule of Requirement SECTION – VI. Amendments after acceptance of awarding of the contract will not be allowed.
- g) Should have a minimum Average Net profit Before tax value of Rs. 2Mn for last three (03) years.
- h) Shall provide a list of existing Clients with references.
- i) Conditional bids shall be rejected.
- j) Any other information to prove qualification and experience.

Failure to furnish the above documents and details along with the bid may result in the bid being rejected / for detailed evaluation.

Bid Evaluation Criteria

Bids are evaluated to determine the lowest evaluated substantially responsive Bidder on the following criteria. In this process, the bidder should submit their qualification information using the following schedules. Any additional information, if any, additional pages may be used.

Schedule A	Experience
Schedule B	Work Methodology/ Method statement and Staff employed
Schedule C	Financial Stability and Commercial Sustainability

Schedule A

Experience:

Schedule A – Experience in Similar Assignments of last 5 years (Qualification and Experience Information)				
Period	Client (Name and address)	Description of work	Amount per Month (Rs)	Service provider's Responsibility (%)

Include only the relevant form as selected under ITB 2.2 of Biding Data Sheet

Submitted by:

.....
Bidder's name and signature

Schedule A – Clients Reference
ATTACH THE CERTIFICATES GIVEN BY THE CLIENT'S MARKING REFERENCES ON THE SERVICES EXECUTED BY BIDDER (Attached certified Copies)

Schedule B-1

Work Methodology / Method statement:

Proposed standard method of statement to service each equipment by the bidder to optimize the performance and durability of the system including the following, will be evaluated using following criteria:

- (i) Number of trained technicians/supervisors employed
- (ii) Compliance with Section VI
- (iii) List of Tools are used for the service
- (iv) Uniform of the technicians
- (v) Planned preventive maintenance schedule

Schedule B-2 – Staff (If requested under ITB clause 2.2 of the section II)				
Name	ID NO	Position	Experience	EPF NO

Schedule C

Financial Stability and Commercial Sustainability:

1. Financial Detail

S. No.	Description	Audited Accounts Nearest Last 03 years			Proof reference (Pls. attach)
		Year 01	Year 02	Year 03	
1	Gross Income				
2	Net Profit after tax				
3	Current Assets				

4	Non-Current Assets				
5	Total Assets				
6	Current Liabilities				
7	Net Assets				
8	Debt Capital				
9	Contingency liabilities				
10	Equity Capital				

2. Annual Turn- Over Information

Last 3 years

Name of Bidder:

Year	Turn-over	Net Profit before Tax	Net profit After Tax	Remarks

.....
Signature of the Bidder

3. Letter of Acceptance

[Letterhead paper of the Client]

Notes on Form of Letter of Acceptance

The Letter of Acceptance will be the basis for information of the Contract as described in Instructions to Bidders. This standard Form of Letter of Acceptance should be filled in and sent to the Successful Bidder only after evaluation of bids has been completed.

[date]

To: *[name and address of the Service provider]*

This is to notify you that your Bid dated [date] for providing services [name of the Contract and identification number] for the Contract Price of [amount in numbers and words], as corrected and modified in accordance with the Instructions to Bidders is hereby accepted by us.

You are hereby instructed to proceed with the execution of the said contract for the provision of Services in accordance in with the Contract documents.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Agency: _____

4. Form of Contract

THIS CONTRACT AGREEMENT is made the day of....., 2025.

BETWEEN

- (1).....(hereinafter called “the Employer”), and
(2) [*insert name of Service provider*], a company incorporated under the laws of Sri Lanka and having its principal place of business at [*insert: address of Supplier*] (hereinafter called “the Bidder”).

WHEREAS the employer **Accepted a Bid by the Bidder Invitation for Bids for providing..... for the**

accepted a Bid by the Bidder for the Insurance as given in the price schedule (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the employer and the service provider, and each shall be read and construed as an integral part of the Contract:
 - a) This Contract Agreement
 - b) Bidding Document
 - c) Contract Data
 - d) Conditions of Contract
 - e) Schedule of Requirements
 - f) The Supplier’s Bid
 - g) The Employer’s Notification of Award
3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

In consideration of the payments to be made by the employer to the Bidder as hereinafter mentioned, the Bidder here by covenants with the
4. And to remedy defects therein in conformity in all respects with the provisions of the Contract.

The employer hereby covenants to pay the Bidder in consideration of the
5. And the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Democratic Socialist Republic of Sri Lanka on the day, month and year indicated above.

For and on behalf of the Purchaser:
Signed:

Designation:

Company Seal:

in the presence of [insert identification of official witness]

1.....
(Name/Designation/ID)	(Signature)
2.....
(Name/Designation/ID)	(Signature)

For and on behalf of the Service Provider

Signed:

Designation:

Company Seal:

in the presence of [insert identification of official witness]

1.....
(Name/Designation/ID)	(Signature)
2.....
(Name/Designation/ID)	(Signature)

SECTION V - Contract Data

The following Contract Data shall supplement and / or amend the Conditions of Contract (CC). Whenever there is a conflict, the provisions herein shall prevail over those in the CC.

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.1(e)	The contract name is annual maintenance contract (AMC) for central air conditioning system installed in the UCFM tower –2025/2026 of the faculty of medicine, University of Colombo- FOM/DO/UCFM/NCB/2025/08
1.1(h)	The Employer is Vice Chancellor, University of Colombo
1.1(p)	The Service Provider is
1.4	<p>The addresses are: Assistant Registrar, Faculty of Medicine, University of Colombo Address: No. 25, Kynsey Road, Colombo 08 Telephone: 0112 – 695300, 0112 - 696243 Electronic mail address: info@med.cmb.ac.lk</p> <p>Attention: Telex: Facsimile:</p>
2.1	The date on which this Contract shall come into effect is <i>[DD/MM/2025]</i> .
2.2.1	The Starting Date for the commencement of Services is <i>[DD/MM/2025]</i>
2.3	The Intended Completion Date is One year from the date of acceptance <i>[DD/MM/2025]</i> .
3.8	<p>The liquidated damages rate is 0.05 percent per day in case the service provider is not delivered the services as per the PPM approved by the client</p> <p>The maximum number of liquidated damages for the whole contract is 10 percent of the Contract Price</p>

6.4	<p>Payments shall be made according to the following schedule: [Note: (a) the following installments are indicative only; (b) “commencement date” may be replaced with “date of effectiveness;” and (c) if applicable, detail further the nature of the report evidencing performance, as may be required] .</p> <p>Payments in accordance with PPM, subject to certification by the Employer (or Engineer in charge or Representative of the employer), that the Services have been rendered satisfactorily.</p> <p>The payment to the Service provider will be made at the end of each Service against invoice and service reports duly signed by the Engineer in charge or any other authorized staff of the Faculty of Medicine, University of Colombo, raised by the Supplier and based on past performance.</p>
6.5	<p>Payment shall be made within [28] days of receipt of the invoice and the relevant documents specified in Clause 6.3, and within [56] days in the case of the final payment. The interest rate is [<i>rate</i>].</p>

Appendices

Appendix A - Description of the Services

Provide method of statement for the Services to be provided, PPM Schedule, Service report format, specific tasks to be approved by Client, etc.

Appendix B - Schedule of Payments and Reporting Requirements

List all milestones for payments and list the format, frequency, and contents of reports or products to be delivered; persons to receive them; dates of submission; etc. All the service reports shall be acknowledged by the representative of employer/ Engineer in -charge

Appendix C – Key Personnel

List under:

C-1 Titles [and names, if already available], detailed job descriptions and minimum qualifications of personnel to be assigned to for each service.

Appendix D – Services and Facilities provided by the Employer will be explained at the Pre-Bid meeting scheduled for 27th August 2025.

Appendix E - Site visit list

**University of Colombo – ANNUAL MAINTENANCE CONTRACT (AMC)
FOR CENTRAL AIR CONDITIONING SYSTEM INSTALLED IN THE
UCFM TOWER –2025/2026 OF THE FACULTY OF MEDICINE,
UNIVERSITY OF COLOMBO- FOM/DO/UCFM/NCB/2025/08**

No	Location	Date	Signature of the Officer in charge
01	UCFM Tower		

**** Site visit is essential requirement**

SECTION VI - Schedule of Requirements

A. SCOPE OF WORK:

1. During the service,
All the equipment mentioned in the “Inventory list & frequency of service”, will be cleaned & tested according to the standards.
2. Services will be included with, (Depending on the Equipment list mentioned in Inventory List & frequency of service) SFG20
3. At the end of each service a Service Report will be provided to the client with system condition, shortcomings signed by the service providers engineer in charge.
4. The report of the calibration of gauges shall be attached to the service report if it is done during the services.
5. The service work needed to be done in order to maintain the good condition of the system is mentioned.
6. Service provider shall assign 2 AC technicians full time to attend services and breakdowns in week days.
7. Breakdowns shall be attended without any addition labor charges.

No .	Installation details	Scope of Work
1	Chillers 01 Chillers 02 Brand: Climaventa	Condenser tube cleaning Electrical panel inspection and cleaning Inspection of Sensors Inspection of oil levels Fixing Insulation damages happened due to the service Overall cleaning and inspection of the chiller Cooling load profile report extraction
2	Chilled Water Pump 01 Chilled Water Pump 02 Chilled Water Pump 03 Condenser Water Pump 01 Condenser Water Pump 02 Condenser Water Pump 03 Brand: Armstrong	Cleaning VFD Panels, pump strainer and pump body Inspection of Electrical wiring, Terminals, VFD panel, voltage & amperage, and abnormal noise Apply Grease if needed.
3	Cooling Tower 01 Cooling Tower 02	Cleaning of Basin, Fins, Fan Blade, Tower strainer, Tower body Inspection of Basin Water Leaks, Fan belt, Blade Alignment, Electrical wires, Noise, Vibration, Voltage & Amperage, Service Valves, Actuator Valve.
4	Chemical Dosing System Dosing Pump 1&2 TDS Controllers 1&2	1. Treatment of Chilled water and Cooling Tower 2. Submission of Monthly water analysis report for the following impurities. pH, TDS, Chloride, Hardness, p-Alkalinity, M-Alkalinity. 3. Supply of required chemicals
5	Air Handling Units 01 Air Handling Units 02 Air Handling Units 03 Air Handling Units 04	Cleaning of Prefilters, Bag filters, Coil, Drain Plate, Fan, Blower Wheel Inspection of AHU Body Inspection of Motor Belt, Blower Alignment, Actuator, Electrical wires, Noise, Vibration, Volt & Amperage,

6	Fan Coil Unit Cassette (544)	Cleaning of Filters, Coil, Drain Plate, Fan, Blower Wheel, Front Cover Inspection of Actuator, Sensors, Drain Pump, Electrical wires, Noise, Vibration, Voltage & Amperage
7	Fan Coil Unit Ducted (12)	Cleaning of Filters, Coil, Drain Plate, Fan, Blower Wheel, Front Cover Inspection of Actuator, Sensors, Drain Pump, Electrical wires, Noise, Vibration, Voltage & Amperage
8	Chiller Management System (CMS)	Visual inspection of the system, vacuum cleaning, checking the accuracy of real-time BMS readings, reporting and rectification of malfunctions to ensure the expected level of performance and reliability of the system. Attendance of system breakdowns as and when reported officially by the Employer

B. INVENTORY LIST & FREQUENCY OF SERVICE

No	Item	Qty (Nos)	No of Services per Annum per unit
1	Chiller Plant & Control Panels	2	2
2	Chilled Water Pumps, VFD & Control Panel	3	2
3	Condenser Water Pumps & Control Panel	3	2
4	Cooling Tower & Control Panel	2	4
5	Chilled Water Chemicals With Water Testing	1	12
6	Condenser Water Chemicals With Water Testing	1	12
7	Air Handling Unit	4	3
8	Fan Coil Unit (Cassette)	544	3
9	Fan Coil Unit (Ducted)	12	3
10	Chiller Management System (CMS)	1	3

Section VII: Financial proposal submission form And Price Schedule

1. Financial proposal submission form

*[The Bidder shall fill in this Form in accordance with the instructions indicated
No alterations to its format shall be permitted and no substitutions shall be accepted.]*

Date:

To: Faculty of Medicine, University of Colombo

We, the undersigned;

- a) We have Examined and have no reservations to the Invitation, Bidding Documents, including Addenda;
- b) We offer to provide the Procurement of ANNUAL MAINTENANCE CONTRACT (AMC) FOR CENTRAL AIR CONDITIONING SYSTEM INSTALLED IN THE UCFM TOWER –2025/2026 OF THE FACULTY OF MEDICINE, UNIVERSITY OF COLOMBO- FOM/DO/UCFM/NCB/2025/08 with the Bidding Documents and in accordance with service as described in the Section VI in ITB.
- c) The total Sum of the financial proposal

.....
....
... excluding VAT [*Insert amount (s) in words and figures*].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal

We understand you are not bound to accept any Proposal you receive.

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:
.....

Address:

Form of Details of Bidder (Service Provider)

Name of Firm :

Type of Business

Registration and No. :

Place of Registration :

Address of the corporate Head Quarters:

Date of incorporation and commencement of business:

Phone No. :

Fax No. :

e-mail address :

Web detail :

Address of other offices and subsidiaries, if any:

Tax Registration No. :

Detail of contact person:

Name :

Position / Designation :

E-mail address :

TP/Mobile No. :

Particulars of authorized signatory

Name :

Designation :

Address :

TP No. :

Email :

Fax :

2. Price Schedule

(NON-COMPREHENSIVE TYPE)

Package	No.	Item	Qty (Nos)	No. of Services per Annum	Cost per Service / Unit (LKR)	Annual Cost (LKR)
Package 01	1	Chiller Plant & Control Panels	2	2		
Package 02	2	Chilled Water Pumps, VFDs & Control panel	3	2		
	3	Condenser Water Pumps & Control panel	3	2		
	4	Cooling Towers & Control panel	2	4		
	5	Chilled Water Chemicals with water testing	1	12		
	6	Condenser Water Chemicals with water testing	1	12		
	7	Air Handling Unit	4	3		
	8	Fan Coil Unit (Cassette)	544	3		
	9	Fan Coil Unit (Ducted)	12	3		
Package 03	10	Chiller Management System (CMS)	1	3		
TOTAL						
Discount if any						
Add VAT (Rs.)						
TOTAL AMOUNT INCLUSIVE OF VAT (LKR)						

Total price without Taxes (in SLR)

Total price without Taxes (in words)

Vat Registration No:

Total Price with VAT:

Total Price with VAT (in words):

Name of the Authorized person:

Signature of the Authorized person: Date.....

3. Rate for repairing and Replacing spare parts without TAX

S.No	Item	Rate for Repair (LKR)	Rate for Replace (LKR)
1	FCU Actuator		
2	FCU Blower motor		
3	FCU Drain pump		
4	AHU Actuator		
5	AHU Motor Belt	Not Applicable	
6	FCU PCB Electronic Board for Model FC03		
7	FCU PCB Electronic Board for Model FC05		
8	FCU PCB Electronic Board for Model FC08		
9	FCU PCB Electronic Board for Model FC10		
10	FCU PCB Electronic Board for Model FC12		
11	Cooling Towe Belt	Not Applicable	