



DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA

UNIVERSITY OF COLOMBO, SRI LANKA

RENOVATIONS TO THE SUJATHA JAYAWARDANA GIRLS
STUDENTS' HOSTEL
UNIVERSITY OF COLOMBO
MD/MR/C/40/2024

BIDDING DOCUMENT

| | |
|-------------------------|-----------------|
| Bid Opening on | 02/01/2025 |
| Bid Validity up to | 20/03/2025 |
| Bid Bond Validity up to | 17/04/2025 |
| Bid Security | Rs.75,000.00 |
| Beneficiary | Vice Chancellor |

Client

University of Colombo,
No 94, Cumarathunga Munidasa Mawatha
Colombo 03
Sri Lanka

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Invitation for Bids (IFB)
Renovations to the Sujatha Jayawardana Girls Students' Hostel
University of Colombo

1. The Chairman, Department Procurement Committee on behalf of the University of Colombo invites sealed bids from eligible and qualified bidders for, “**Renovations to the Sujatha Jayawardana Girls' Students' Hostel University of Colombo** (MD/MR/C/40/2024)” with the approximate Estimated cost of Rs. 7.50 million (excluding Contingencies & VAT)

Scope of Work

- **The Works consists of** Demolition and Removal works, Aluminum works, Joinery works, and Water Proofing works, as per the BOQ descriptions.
 - **Location of** the premises Sujatha Jayawardana Girls Students' Hostel Bullers Lane Colombo 05 University of Colombo.
 - The Construction period is **90 Days**.
2. Bidding will be conducted through the National Shopping Procedure.
3. To be eligible for the contract award, the successful bidder shall not have been blacklisted and shall meet the following requirements.
ICTAD/CIDA Registration required:
- | | | |
|--------------|---|--------------------------------------|
| a. Specialty | : | Civil (Building Construction) |
| b. Grade | : | C7 or above |
4. Qualification requirements to qualify for contract award include:
- Experience in the construction works Similar works completed in the last 03 years of at least one contract of similar nature work in the public sector not less than Rs.7.6million (to comply with this requirement, works cited should be at least 70 percent completed)
 - The minimum amount of overdraft facility net of other contractual commitment and exclusive of any advance payment which may be made under the contract shall be not less than Rs. 2,500,000.00
5. Interested bidders may obtain further information from the Works Engineer/Dept. of Maintenance (Contract No: 2586445) and inspect the bidding documents free of charge at the office of the Deputy Bursar (Supplies Division) from 9.00 am to 2.30 pm in working days.
6. A Complete set of Bidding Documents in English language could be purchased by the interested bidders on a submission of a written request to Deputy Bursar (Supplies Division) from 18/12/2024 to 01/01/2025 working hours from 9.00 a.m. to 2.30 p.m. by producing the receipt of payment of the non-refundable tender fee of Rupees Two Thousand Five Hundred (**Rs.2,500.00**) to Account no **505170600013** to any People's Bank. Bidding Documents will only be issued to the bidders on production of the above documentary.
7. Bids shall be valid up to 20/03/2025 (77 Days) from the date of bid opening days from the date of bid opening (02/01/2025).

8. All bids must be accompanied by Bid Security of Rupees Seventy-five Thousand (**Rs.75,000 .00**) (Unconditional on demand Bank Guarantee issued by a any Commercial Bank approved by the Central Bank of Sri Lanka) in favor of Vice Chancellor, University of Colombo. Bid Security shall be valid up to 17/04/2025 (105) Days from the bid opening date. Or payment to Account No **505170700003** to any People's Bank. A Bank Guarantee issued by a Bank based in another country, but the security or guarantee "confirmed" by a Bank operating in Sri Lanka, approved by the Central Bank of Sri Lanka.
9. Sealed bids shall be submitted on the forms available with the Bidding Documents. Duly completed bids together with the duplicate and the bid security should be inserted in a sealed envelope or packet and the top left-hand corner of each envelope or packet should be marked with the name of the tender. (Bid security should be submitted along with the original bidding document)
10. Pre-bid meeting will be held at 12.00 pm on 30/12/2024 in the Board Room 2, Collage House University of Colombo. No 94. Kumaratunga Munidasa Mawatha, Colombo 03.
11. Sealed bids may be sent either by registered post to the address given below or be deposited in the tender box at the College House near the office of the Registrar on or before 02/01/2025 at 2.30.hrs. No bids will be accepted after closing of bids.
12. Bids will be opened immediately after the closing of bids at College House, Board Room No.1. Bidders or their authorized representatives are requested to be present at the opening of Bids.
13. The Chairman of the Procurement Committee reserves the right to accept any one bid or reject any or all bids without giving any reason and its decision will be final and conclusive.

CHAIRMAN ,DEPARTMENT PROCUREMENT COMMITTEE

University of Colombo

No.94, Cumarathunga Munidasa Mawatha

Colombo 03

SECTION – 01

INSTRUCTIONS TO BIDDERS

Instructions to Bidders applicable to this contract is that given in **Section – 1, Volume 1** of the Standard Bidding Document for Procurement of Works, Minor Contracts, ICTAD Publication ICTAD/SBD/03 ,Second Edition, 2007 published by the Construction Industry Development Authority (CIDA) , “Savsiripaya” , 123 , Wijerama Mawatha , Colombo 07.

This publication will not be issued with the Bidding Document and the Interest Bidder is advised to purchase it from CIDA at his own cost.

Instructions to Bidders shall be read in conjunction with the **Section 5-Schedule** provided under given **Volume 2** of Standard Bidding Document.

Instructions to Bidders will not be part of the contract.

Please refer **Section 1** in CIDA publishing No. ICTAD / SBD/03

**STANDARD BIDDING DOCUMENT
PROCUREMENT OF WORKS, MINOR CONTRACTS
SECOND EDITION – JANUARY 2007.**

SECTION – 02

STANDARD FORMS (CONTRACT)

- Letter of Acceptance
- Form of Agreement
- Form of Performance Security
- Form of Advance Payment Security

FORM OF LETTER OF ACCEPTANCE

[Letter heading paper of the procuring entity]

.....*[date]*

To:
[Name and address of the Contractor]

This is to notify you that your bid dated-----*[insert date]* for “**Renovations to the Sujatha Jayawardana Girls Students’ Hostel. University of Colombo (MD/MR/C/40/2024)**” for the Contract price of Sri Lankan Rupees.....as corrected in accordance with Instructions to Bidders and/ or modified by a Memorandum of Understanding , is hereby accepted.

You are hereby instructed to proceed with the execution of the said Works in accordance with the Contract documents.

The Start Date shall be: *(fill the date as per Clause 6.1 of Conditions of Contract).*

The amount of Performance Security is..... *(fill as per Clause 4.4 of Conditions of Contract).*

The Performance Security shall be submitted on or before *(fill the date as per Clause 4.4 of Conditions of Contract).*

Authorized Signature :

Name and title of Signatory:

Name of Agency :

FORM OF AGREEMENT

This AGREEMENT made the Day of 2024....., between **the Vice Chancellor of the University of Colombo** (hereinafter called and referred to as “the Employer”), of the one part, and..... (Hereinafter called and referred to as “the Contractor”), of the other part:

WHEREAS the Employer desires that the Contractor executes “**Renovations to the Sujatha Jayawardana Girls Student’s Hostel, University of Colombo (MD/MR/C/40/2024)**” (*hereinafter called and referred to as “the Works”*) and the Employer has accepted the Bid by the Contractor for the execution and completion of such Works and remedying of any defects therein.

The Employer and the Contractor agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract hereinafter referred to.
2. In consideration of the payments to be made by the Employer to the Contractor as indicated in this Agreement, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy any defects therein in conformity in all respects with the provisions of the Contract.
3. The Employer hereby covenants to pay the Contractor in consideration of the execution and complete the Works and remedy any 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 the day and year aforementioned, in accordance with laws of Sri Lanka.

.....
.....

Authorized signature of Contractor

Authorized signature of Employer

COMMON SEAL

COMMON SEAL

In the presence of:

Witnesses:

1. Name and NIC No.....
Signature
Address
2. Name and NIC no:.....
Signature :.....
Address
:.....

**FORM OF PERFORMANCE SECURITY
(Unconditional)**

[Issuing Agency's Name, and Address of Issuing Branch or Office]

Beneficiary:
[Name and Address of Employer]

Date:

PERFORMANCE GUARANTEE No.: -----

We have been informed that
[name of Contractor] (hereinafter called "the Contractor") has entered into Contract No. -----
----- *[Reference number of the contract]* dated ----- with you, for the -----
.....*[insert "construction"]* of.....*[name of contract and brief description of Works]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Contractor, we ----- *[name of Agency]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of.....*[amount in figures]* (.....)
[amount in words], upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the -----day of -----, 20---- *[insert date, 28 days beyond the Intended Completion Date]* and any demand for payment under it must be received by us at this office on or before that date.

[signature(s)]

FORM OF ADVANCE PAYMENT SECURITY

[Name and address of Agency, and Address of Issuing Branch or Office]

Beneficiary ----- *[Name and Address of Employer]*

Date:

ADVANCE PAYMENT GUARANTEE No.: -----

We have been informed that.....*[name of Contractor]* (hereinafter called "the Contractor") has entered into Contract No. -----
----- *[Reference number of the contract]* dated ----- with you, for the ----
-----*construction of*.....*[name of contract and brief description]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum.....*[amount in figures]* (.....)
[amount in words] is to be made against an advance payment guarantee.

At the request of the Contractor, we -----*[name of issuing agency]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of.....*[amount in figures]* (.....)
[amount in words] upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation in repayment of the advance payment under the Contract.

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Contractor.

This guarantee shall expire on ----- *[Insert the date, 28 days beyond the expected expiration date of the Contract]*

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

[signature(s)]

SECTION – 03

CONDITIONS OF CONTRACT

Conditions of Contract that will be applicable for this Contract is that given in **Volume 1, Section – 3** of the Standard Bidding Document for Procurement of Works, Minor Contracts, CIDA Publication No.ICTAD/SBD/03 Second Edition in January 2007, published by the Institute for Construction Industry Development Authority (CIDA), “Savsiripaya”, 123, Wijerama Mawatha, Colombo 07.

This publication will not be issued with the Bidding Document and the Bidder is advised to purchase it from CIDA at his own cost.

Conditions of Contract shall be read in conjunction with **Section 5 -Schedule** in **Volume 2** which shall take precedence over the Conditions of Contracts.

Please refer **Section 1** in CIDA publication No. **ICTAD / SBD/03**
STANDARD BIDDING DOCUMENT
PROCUREMENT OF WORKS, MINOR WORKS
SECOND EDITION – JANUARY 2007.

SECTION 4

FORM OF BID AND QUALIFICATION INFORMATION

FORM OF BID

**“Renovations to the Sujatha Jayawardana Girls Students Hostel MD/MR/C/40/2024”
University of Colombo**

To: The Vice Chancellor,
University of Colombo, No,94, Cumarathunga Munidasa Mawatha, Colombo 03

Gentleman,

1. Having examined the Standard Bidding Document - Procurement of Works - Minor Contracts [ICTAD/ SBD/ 03 - Second Edition, January 2007], Schedule, Specifications, Drawings and Bills of Quantities and addenda for the execution of the above-named Works, we/I the undersigned, offer to execute and complete such Works and remedy any defect therein in conformity with the aforesaid Conditions of Contract, Schedule, Specifications, Drawings, Bill of Quantities and Addenda for the sum of Sri Lankan Rupees
.....
.....(LKR) Excluding VAT or such other sums as may be ascertained in accordance with the said Conditions.
2. We/I acknowledge that the Schedule forms part of our Bid.
3. We/I undertake, if our Bid is accepted, to commence the Works as stipulated in the Schedule, and to complete the whole of the Works comprised in the Contract within the time stated in the Schedule.
4. We/I agree to abide by this bid for the period stated in Sub-Clause 15 of Instructions to Bidders or any extended period and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Unless and until a formal agreement is prepared and carried out this Bid, together with your written acceptance thereof, shall constitute a binding contract between us/me.
6. We/I understand that you are not bound to accept the lowest or any Bid you may receive.
7. Dated this day of 20.... in the capacity of.....duly authorized to sign

Tenders for and on behalf of
(IN BLOCK CAPITALS)

Signature & Seal

Name

Designation

Address

Witness

Qualification Information

(to be completed by the Bidder and submitted with the Bid; Provide only the information requested under ITB Clause 4.3)

| | Eligibility Requirement | Bidder's Qualification | |
|--|--|------------------------|--|
| ICTAD Registration | | | |
| Registration Number | (Attached copies of relevant pages from the registration book) | | |
| Grade | C7 or above | | |
| Specialty | Buildings | | |
| Expiry Date | Valid till the date of award | | |
| Blacklisted Contractors | | | |
| Have you been declared as a defaulted contractor by NPA or any other Agency? | | Yes/No | |
| If yes provide details | | (Attach as annex) | |
| VAT Registration Number (If no VAT, attach a copy of letter of exemption from the Inland revenue Department) | | | |
| Construction Program | | | |
| (Attach as annex) | | | |
| Legal Status Public Company/Private Company/Partnership/Sole Proprietor (Delete which is inappropriate) (Attach relevant status copies, Power of attorney or legal document which empower the signatory of bid as annex) | | | |
| Eligibility Requirement | | | |
| Bidder's Qualification | | | |
| Qualification and experience of key staff | Category, Experience and Qualifications | Required Nos | Proposed by bidder (Name, experience, and Qualifications) |
| | 1. Technical Officer with NCT or equivalent qualification with minimum 3 years' experience in building construction | 01 | |
| (Attach copies of certificates of academic qualification, experience, appointment letter or consent letter etc. as annex) | | | |
| Similar work completed in last 3 years (indicate only the three largest projects) | 1. Year: Amount: | | |
| | 2. Year: Amount: | | |
| | 3. Year: Amount: | | |

Attach certified copies of documents as evidence for the above qualifications.

Signature and seal of the Bidder:

SECTION – 05
SCHEDULES

SCHEDULE

| ITB Clause | Conditions of Contract Clause | Item | Data |
|------------|-------------------------------|--------------------------|---|
| 1. | 1.1.8 | Employer is : | Name: The Vice Chancellor, University of Colombo Address: No. 94, Cumaratunga Munidasa Mawatha, Colombo 03. |
| | 1.1.10 | Engineer is: | Name: The Works Engineer Address: Department of Maintenance 94, Cumaratunga Munidasa Mawatha, Colombo 03 |
| 1 & 13 | 1.1.21 | Summary of Works | The Works consists of: Demolishing and removal works, Aluminum works, Joinery works, and Water proofing works as per the BOQ descriptions. Located at: Sujatha Jayawardana Girls Students Hostel University Colombo. Contract Name: “Renovations to the Sujatha Jayawardana Girls Students’ Hostel. University of Colombo (MD/MR/C/40/2024)” |
| 1. | 1.1.14 | Intended Completion Date | Completion Date is 90 Days from the Start Date |
| 2. | | Source of Funds | The source of funds is |
| 3. | | Eligibility | The registration required Specialty Civil (Building Construction) Grade: Main Construction Contractors – C7 or above |

| | | | |
|-----|-------|---|--|
| 12. | | Documents of the Bid | <p>The bid submitted by the bidder shall comprise the following: <u>Enclosed in the envelope marked as "Original"</u> (a). Duly filled and signed Form of Bid and Qualification (b) Bid Security (c) Section 5 - Schedule; (d) Section 6 - Specifications; (e) Section 7 - Priced Bills of Quantities; (f) Any other information required to be completed and submitted by bidders as specified in the Schedule.</p> <p><u>Enclosed in the envelope marked as "Copy"</u> (a) Duly filled and signed Form of Bid and Qualification (b) Section 7 - Priced Bills of Quantities.</p> |
| 13. | 10.10 | Price Adjustment | The Contract Price is not subject to price adjustment |
| 16 | | Bid Security / Bid Securing Declaration | <p>Bid shall include a Bid Security:</p> <ul style="list-style-type: none"> • For an amount of Rs. 75,000.00. • an unconditional on demand guarantee issued by a any Commercial Bank approved by the Central Bank of Sri Lanka • remain valid till Treasury Fund <p>The agencies acceptable to Employer are:</p> <ul style="list-style-type: none"> • A Un Conditional, on demand, Bank Guarantee issued by a Bank operating in Sri Lanka, approved by the Central Bank of Sri Lanka. |
| 31. | 4.4 | Performance Security | <p>An unconditional on demand guarantee with the amount of Performance Security required is 5 % of the Initial Contract Price.</p> <p>The Performance Security shall be valid until a date 28 Days beyond the intended completion Date.</p> <p>The Standard Form of Performance Security acceptable to the Employer shall be a Guarantee from a Bank operating in Sri Lanka approved by Central Bank of Sri Lanka or Construction Guarantee Fund as given in section – 02.</p> <p>In favor of Vice Chancellor, University of Colombo.</p> |
| | 6.4 | Late Completion | The amount to be paid is 0.05. % of Initial Contract Price per Day, subjected to maximum of 10% of Initial Contract Price. |
| | 8.1 | Notification of Defects | The period for Defect Notification is 180 Days from Taking Over. |

10.3

Retention

The amount of retention is 10 % of certified work done.

The maximum amount of retention is 5 % of the Initial Contract Price.

| | | |
|----------|--------------------------------------|--|
| 10.12 | Advance Payment | <p>The amount of Advance Payment 30% of Initial Contract Price (less provisional sums and contingencies)</p> <p>Advance Payment Security shall be issued by an agency acceptable to Employer in the format given in section 2 of this document and it should be valid until a date 28 Days beyond the Intended Completion Date and shall in favor of Vice Chancellor, University of Colombo.</p> <p>Upon the payment of the advance payment in full the Employer shall return the original of the advance payment guarantee to the Contractor.</p> <p>The agencies acceptable to Employer are:</p> <ul style="list-style-type: none"> • A Bank operating in Sri Lanka approved by the Central bank of Sri Lanka. |
| 13.1 (c) | Insurance, third party | <p>The minimum amount for third party insurance and employees of the Employer and other persons engaged by the Employer in the Works is Rupees 500,000.00 per event and aggregated amount Rs. 1,000,000.00.</p> |
| 13.1 | Insurance for Contractor's Personnel | <p>The minimum amount for Insurance for Contractor's Personnel is Rupees Rs. 500,000.00 per event and aggregated amount Rs. 5,000,000.00.</p> |
| 33. | 1.1.11 Adjudicator | <p>The Adjudicator proposed by the Employer is the Person appointed by CIDA from the Panel of Adjudicators.</p> <p>Fees and types of reimbursable expenses to be paid to the Adjudicator shall be on a case-to-case basis and shall be equally shared by the Contractor and the Employer.</p> |

SECTION – 06
SPECIFICATIONS

GENERAL SPECIFICATIONS

The works under this Contract shall be executed in accordance with the Specifications given in the following documents issued by the Construction Industry Development Authority (CIDA), “Savsiripaya”, 123, Wijerama Mawatha, Colombo 07.

| Publication No. | Description |
|-----------------|---|
| SCA/4 (Vol. I) | Specifications for Building Works Vol. (I), Sri Lanka. Third Edition (Revised), July 2004 |
| SCA/4 (Vol. II) | Specification for Building Works Vol.(II),Sri Lanka. Second Edition (Revised), October 2001 |

It is implied that the eligible Bidders are fully acquainted with the above Documents and therefore, those will not be issued to the Bidders under this Bid.

However, the Bidders may purchase the same, if necessary, from CIDA, “Savsiripaya”, 123, Wijerama Mawatha, Colombo 07.

SECTION – 07

BILL OF QUANTITIES & SCHEDULES

- Preamble to the Bill of Quantities
- Bill of Quantities
- Day work Schedule

PREAMBLE TO THE BILL OF QUANTITIES

01. Conditions of Contract, the Specifications and the Drawings are to be read in conjunction with the Bill of Quantities
02. The cost of complying with all conditions, obligations and liabilities described in the Conditions of Contract, Specifications and the Bill of Quantities including all overhead charges and profit in carrying out the work as shown on the Drawings shall be deemed to be spread over and included in the prices of sums stated by the Bidder in the Bill of Quantities unless separately measured.
03. If the Bidder fails to price any items in the Bill of Quantities then the cost of the work under such items shall be held to be spread over and included in the prices given against other items of work.
04. The quantities set out in the Bill of Quantities are provisional and cover the approximate scope of the work anticipated to be performed by the Contractor. The actual quantities used for final measurement purposes will be determined by the Engineer by measurement of the work completed by the Contractor.
05. When the trade names, brands and or catalogue numbers are referred to, sole preference to any material or equipment is not intended. Any other material or equipment may be used, provided that the characteristic of type, quality, appearance, finish, methods of construction and / or performance is superior to specified.
06. Whenever the method of measurement is not clear from the documents available, the principles as given in the Sri Lanka Standard 573, 1999 Method of Measurement of Building Works shall be applicable.
07. Selected tenderers shall comply with the arrangement of work in the buildings and be ready to work part by part as required by the Authorities of the Employer.
08. Tenderer should be paid special attention to the work to be carried out, causing minimum disturbance or hindrance to the normal functions and activities of the users of the Employer. The Bills of Quantities should, therefore, be priced to reflect all factors that would affect the tender and the progress of the works.
09. Items in the Bill of Quantities marked “PROVISIONAL SUM” shall be executed if they are the subject of a written instruction from the Engineer. The rate/amount to be paid for works under Provisional Sum Items may be based on any one of the following methods or as approved by the Engineer.
 - (i) Rates as in B O Q Items where applicable.
 - (ii) Cost supported by purchase Bills from State Organizations or approved suppliers +20%
 - (iii) Amount Paid to the subcontractors as approved by the Engineer +20%
10. Imperial units are used throughout the Bill of Quantities for measurement purposes unless otherwise indicated.

Abbreviations used in the Contact are as follows:

| | | |
|---------------------|--------------|--------------|
| L.ft. - Linear Feet | Sqr - Square | nr - Numbers |
|---------------------|--------------|--------------|

DAY WORKS SCHEDULE

| No | Description | Unit | Rate |
|----|--|------------|------|
| | Materials | | |
| 1 | Cement | 50kg (bag) | |
| 2 | Sand | 01 cube | |
| 3 | ¾" Metal | 01 cube | |
| 4 | Aluminium works | 01 Sq.ft | |
| 5 | Bricks (9"tk) | 01 Cube | |
| 6 | Brick Works (4 ½") | 01 Sq.ft | |
| | | | |
| | | | |
| | Labour | | |
| | | | |
| 9 | Special Skilled Labour (Carpenter, Electrician, Pipe fitter, Heavy Equipment Operator, Aluminium Fabricator, Tiling) | 1 Day | |
| 10 | Skilled Labour (Mason, Barbender, Painter, Welder, Mechanic, Glazier, Tinker, Sewerage Labourer) | 1 Day | |
| 11 | Semi-Skilled Labour (Pump Attendant / Vibrator Operator / Gen-Set Operator etc.) | 1 Day | |
| 12 | Semi-Skilled Labour (Asst. Mason / Asst. Carpenter / Asst. Bar Bender etc) | 1 Day | |
| 13 | Unskilled Labour | 1 Day | |
| | | | |
| | Equipment | | |
| 14 | Welding Machine | 1 Day | |
| 15 | Hammer Drill Machine | 1 Day | |
| 16 | Hoister | 1 Day | |
| | | | |

Signature and seal of the Bidder:

SECTION – 08

DRAWINGS

SECTION – 09
STANDARDS FORMS (BID)

FORM OF BID SECURITY

[this 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: Vice Chancellor, University of Colombo

[insert (by PE) 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]* (hereinafter called "the bidder") has submitted to you its bid dated ----- *[insert (by issuing agency) date]* (hereinafter called "the Bid") for the execution of *[insert name of Contract]* under Invitation for Bids No ----- *[insert IFB number]* ("the IFB").

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 Employer 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 the successful bidder furnishing the performance security, 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(s) of authorized representative(s)]

Checklist for Bidders

Bidders are advised to fill the following table.

| ITEM | ITB Clause | YES (tick) | REFERENCE |
|---|---------------|---------------|-----------|
| Form of Bid | | | |
| Addressed to the Employer? | 18 | | |
| Completed? | 18 | | |
| Signed? | 18 | | |
| Bid Security Declaration Form (If required) | | | |
| Properly filled and signed | 16 | | |
| Bid Security (if required) | | | |
| Addressed to the Employer ? | 16 | | |
| Format as required? | 16 | | |
| Issuing Agency as specified? | 16 | | |
| Amount as requested? | 16 | | |
| Validity 28 days beyond the validity of Bid? | 16 | | |
| Qualification Information | | | |
| All relevant information completed? | 4 | | |
| Signed? | 4 | | |
| Addendum | | | |
| Contents of the addendum (if any) taken in to account? | 10 | | |
| BID package | | | |
| All the documents given in ITB Clause 12 enclosed in the original and copy? | 12 | | |
| ITB Clause 19 followed before Sealing the Bid Package? | 19 | | |