

**PROPOSED CONSTRUCTION OF TOP VENT &
OPEN ARCH TYPE FULL PROTECTED HOUSE
FOR DIVISIONAL SECRETARIAT OFFICE -
HATHRALIYADDA
SRI LANKA**

BIDDING DOCUMENT

- ISSUED TO :
- DATE :
- BID NO.:
- NON-REFUNDABLE FEE RECEIPT NO. & DATE:

**EMPLOYER / ENGINEER
DISTRICT ENGINEER, DISTRICT SECRETARIAT,
KANDY.**

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BIDDING DOCUMENT

VOLUME 1

**EMPLOYER / ENGINEER
DISTRICT ENGINEER, DISTRICT SECRETARIAT,
KANDY.**

VOLUME 1

The text of the Volume 1 can be found in the “Standard Bidding Document for Procurement of Works” [Second Edition - January 2007] – ICTAD/SBD/03, published by Construction Industry Development Authority (CIDA) successor to Institute for Construction Training and Development (ICTAD) .

Volume 1 of the bidding document is consisted of;

- **Section 1 - Instructions to Bidders**
- **Section 2 - Standard Forms (Contract)**
 - Form of Letter of Acceptance
 - Agreement
 - Form of Performance Security
 - Form of Advance Payment Security
 - Form of Retention Money Guarantee
- **Section 3 – Conditions of Contract**

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BIDDING DOCUMENT

VOLUME 2

**EMPLOYER / ENGINEER
DISTRICT ENGINEER, DISTRICT SECRETARIAT,
KANDY.**

INVITATION FOR BIDS (IFB)

REFEER

INVITATION FOR BIDS (IFB)

DISTRICT SECRETARIAT, KANDY

**PROPOSED CONSTRUCTION OF TOP VENT & OPEN ARCH TYPE FULL PROTECTED HOUSE FOR
DIVISIONAL SECRETARIAT OFFICE - HATHRALIYADDA, SRI LANKA.**

1. The Chairman, Department Procurement Committee (DPC) on behalf of the District Secretary of District Secretariat of Kandy invites sealed bids from eligible and qualified bidders for construction of top vent & open arch type full protected house for divisional secretariat office - Hathraliyadda, Sri Lanka as described below and estimated to the cost Sri Lankan Rupees Nine point Two Million (LKR 9.2 Million).

Brief description of the Works:

Execute and complete the Works of top vent & open arch type full protected house for divisional secretariat office - Hathraliyadda, Sri Lanka. Excavations, earth filling, concrete work, Masonry block work, steel work and Roof covering work etc. The construction period is 90 Days and contract type is measure and pay.

2. Bidding will be conducted through National Competitive Bidding Procedure.
3. To be eligible for contract award, the successful bidder shall not have been black listed and shall meet the following requirements.

Registration is required for the main contractor in the Construction Industry Development Authority (CIDA) which is the successor to the Institute for Construction Training and Development (ICTAD)

Specialty: Building

Grade : C-6 or C-7

Invitation for Bids

4. Interested bidders may obtain further information from the District chief accountant, District Secretariat, Kandy, Telephone: 081-2233604 and inspect the bidding documents at the address given below.
5. A complete set of Bidding Documents in English language may be purchased by interested bidders on the submission of a written application to the District secretary, District Secretariat, Kandy from **6th of September 2024 until 24th of September 2024 from 0900 hrs to 1500hrs.** upon payment of a non-refundable fee of Sri Lankan Rupees Two Thousand Five Hundred (LKR 2,500.00) .The method of payment will be cash.
6. Bids shall be delivered in duplicate to the address below at District Secretary, Chairman of Procurement Committee, District Secretariat, Kandy, **on or before 1000 hrs. on 25th September 2024.** (The original and copy of Bids should be named separately and contained in one sealed envelope. The name of the project should be mentioned on the top left corner of the envelope. Bids may be send in registered post or put in the Tender Box placed at the District Secretariat Kandy.) Late Bids will be rejected. Bids will be opened soon after closing in the presence of the bidder's representatives who choose to attend..
7. Bids shall be valid up to 77 Days after the deadline for Bid Submission.
8. All Bids shall be accompanied by a Bid-Security which is a bank guarantee for Sri Lankan Rupees Ninety Three Thousand (LKR 93,000.00) issued by a bank operates in Sri Lanka and approved by the Central Bank of Sri Lanka, or, the payment deposit slip obtained from the Cashier, District Secretariat of Kandy upon the payment of Sri Lankan Rupees Forty Six Thousand Five Hundred (LKR 46,500.00). Bid Security shall be valid up to 25th December 2024 [for 91 days after the date of the closing of the Bid and should be an unconditional guarantee].

The address referred to above is:— **District Secretary, District Secretariat, Kandy**

SECTION 4 – FORM OF BID

Section 4 - Form of Bid

FORM OF BID

Name of Contract: construction of top vent & open arch type full protected house for divisional secretariat office - Hathraliyadda

To: District Secretary, District Secretariat, Kandy

Gentleman,

1. Having examined the Standard Bidding Document - Procurement of Works [ICTAD/ SBD/ 03 - Second Edition, January 2007], Specifications, Drawings and Bills of Quantities and addenda for the execution of the above-named Works, we the undersigned, offer to execute and complete such Works and remedy any defect therein in conformity with the aforesaid Conditions of Contract, Specifications, Drawings, Bill of Quantities and Addenda nos for the sum of Sri Lankan Rupees (LKR) or such other sums as may be ascertained in accordance with the said Conditions.
2. We acknowledge that the Contract data forms part of our Bid.
3. We undertake, if our Bid is accepted, to commence the Works as stipulated in the Contract Data, and to complete the whole of the Works comprised in the Contract within the time stated in the Contract Data.
4. We agree to abide by this bid for the period of 77 days from the date fixed for receiving 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 executed this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
6. We accept/ we do not accept the Adjudicator.
7. We understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this day of 2024 in the capacity of
duly authorized to sign tenders for and on behalf of

(IN BLOCK CAPITALS)

Signature :

Name :

Designation :

Address :

Witness :

QUALIFICATION INFORMATION

(To be completed by the bidder and submitted with the Bid)

	Eligibility Requirement	Bidder's Qualification
ICTAD Registration		
Registration number	(attach copies of relevant pages from the registration book)	
Grade	C-6 or C-7	
Specialty	Building	
Expiry Date		
Backlisted Contractors		
Have you been declared as a defaulted contractor by NPA or any other Agency?		Yes/No
IF yes provide details		
VAT/SVAT Registration Number		
Construction Program	(attach as annex)	
Legal status	Public company/Private Company/Partnership/Sole proprietor (attach relevant status copies, as annex)	

Value of Construction works performed in last 5 years	(attach copies of Certificate of Completion etc., and other documents such as profit-loss and income expenditure statements)
Year	
Year	
Year	
Year	
Year	
Value of similar nature of works completed in last 5 years	1.Value _____ Year _____ 2.Value _____ Year _____ 3.Value _____ Year _____ 4.Value _____ Year _____ 5.Value _____ Year _____
Major items of construction equipment proposed	1.Type _____ Capacity _____ 2.Type _____ Capacity _____ 3.Type _____ Capacity _____ 4.Type _____ Capacity _____ 5.Type _____ Capacity _____

Section 4 – Qualification Information

	Eligibility Requirement		Bidder's Qualification
Qualification and experience of key staff (on site)	Category, Experience and Qualifications	Required Nos.	Proposed by bidder (Name, experience and Qualifications)
	Managerial :		
	1. Project Manager - A Chartered B.Sc. Eng. or equivalent Civil Engineer with 10 years' experience (Part Time)	00	
	Technical:		
	1. Site Engineer - (part time) – B.Sc. Eng. or equivalent.	01	
	2. Technical Supervisor - (part full time) – NDT, HNDE, NCT or equivalent with 10 years' experience	01	
	3. Technical Supervisor - NDT, HNDE, NCT or equivalent for Mechanical, Electrical and Plumbing (full time)	01	
	4. Quantity Surveyor – B.Sc. QS or equivalent (part time)	00	
Other information requested under ITB Clause 4.1			

Signature of the Bidder :

SECTION 5

BIDDING DATA AND CONTRACT DATA

Section 5 - Bidding Data

Bidding Data

ITB Clause Reference	Item	Data
1.1	The Employer is :	Name : District Secretary, District secretariat
		Address: District secretariat, Kandy
	The Works consists of	Execute and complete the Works of top vent & open arch type full protected house for divisional secretariat office - Hathraliyadda, Sri Lanka. Excavations, earth filing, concrete work, Masonry block work, steel work and Roof covering work etc
	Located at	Divisional Secretariat Office - Hathraliyadda
1.2	Intended Completion Date	Intended Completion Date is 90 Days from the Start Date
1.3	The office for collection of bid forms is	Chief Accountant, District Secretariat, Kandy
	The non-refundable fee is Rupees	Sri Lankan Rupees Two Thousand Five Hundred (LKR 2,500.00)
	The Bid forms will be issued until	1500 hrs of 24 th of September 2024
2.1	The source of funds	Divisional Secretariat Office
4.2	The registration required	Specially - Building Grade - C-6 or C-7
4.3 & 4.4	The qualification requirement	Deleted

- 9.1 Employer's address for the purpose of clarifications is
Name : The District chief accountant
Address : District Secretariat, Kandy
Telephone : 081-2233604
- 11.1 The Language of the bidding document shall be
English
- 13.3 VAT component shall not be included in the rates. The amount written in the Form of Bid shall be without VAT. However VAT component shall be shown separately at the end of the BOQ.
- 13.4 The Contract is not subjected to price adjustment in accordance with Clause 47 of the Conditions of Contract.
- 15.1 The Bid shall be valid up to 77 Days after the deadline for Bid Submission
- 16.1 The form for Bid Security is included in Section 9
- 16.2 Bid Security shall be
Unconditional Guarantee for an amount of Sri Lankan Rupees Ninety Three Thousand (LKR 93,000.00) or, a payment deposit at the District Secretariat of Kandy for an amount of Sri Lankan Rupees Forty Six Thousand Five Hundred (LKR 46,500.00).
Valid until 25th December 2024 [for 91 days after the date of the closing of the bids]. Issued by a bank operates in Sri Lanka approved by the Central Bank of Sri Lanka and acceptable to the Employer using the form for bid security (unconditional guarantee) included in Section 9, standard forms.
- 17 Pre bid meeting
Venue –“ C ” hall at District Secretariat office Kandy
Time & Date - 1000 hours of 12th September 2024

Section 5 - Bidding Data

- 19.2a The Employer's address for the purpose of Bid submission is District Secretary, Chairman of Procurement Committee, District Secretariat, Kandy
- 19.2b Contract name: construction of top vent & open arch type full protected house for divisional secretariat office - Hathraliyadda , Sri Lanka
- 20.1 The deadline for submission of Bids shall be 1000 hrs. on 25th September 2024
- 34 The amount of Performance Security is 5% of the Initial Contract Price
- 36 The Adjudicator proposed by the District Secretary by Employer

Fees and types of reimbursable expenses to be paid to the Adjudicator shall be on a case to case basis and shall be shared by the Contractor and the Employer.

Contract Data

ITB Clause Reference	Item	Data
1.1	The Employer is : Address: Authorized Representative:	District Secretary, District secretariat District secretariat, Kandy District Engineer
1.1	Engineer is: Address: Engineer's Representative:	District Engineer District Secretariat, Kandy District Secretary or his nominee
1.1	The Works consists of	Execute and complete the Works of top vent & open arch type full protected house for divisional secretariat office - Hathraliyadda, Sri Lanka. Excavations, earth filling, concrete work, Masonry block work, steel work and Roof covering work etc
1.1	The Site is located at	Divisional Secretariat Office - Hathraliyadda
1.1	The Start Date shall be	14 Days from the Letter of Acceptance
9.1	Schedule of Key Personnel (Minimum persons with qualifications and experience)	Project Manager - A Chartered B.Sc. Eng. or equivalent Civil Engineer with 10 years experience, (Part Time) - 00 person Site Engineer - (part time) – B.Sc. Eng. or equivalent - 01 person Technical Supervisor - (part time) – NDT, HNDE, NCT or equivalent with 10 years' experience - 01 person Technical Supervisor - NDT, HNDE, NCT or equivalent for Mechanical, Electrical and Plumbing (full time) - 01 person Quantity Surveyor – B.Sc. QS or equivalent (part time) - 00 person

13.1	The minimum insurance covers shall be	a) The minimum cover for insurance of the Works and of Plant and Materials is 110% of Initial Contract Price The maximum deductible for insurance of the Works and of Plant and Materials is 5% of Initial Contract Price a)The minimum cover for loss or damage to Equipment is Rs. 75,000.00 The maximum deductible for insurance of Equipment is Rs. 3,000.00 b) The minimum cover for insurance of other property (other than the Site) is Rs. 100,000.00 c)The minimum cover for personal injury or death for third party and employees of the Employer and other persons engaged by the Employer in the Works is Rs. 500,000.00 per event
17.1	The Intended Completion Date	90 Days from the Start Date for the whole of Works shall be
21.1	The Site Possession Date shall be	14 Days from Letter of Acceptance be
27.1	Programme for the Works	The Contractor shall submit a programme for the Works within 14 Days of delivery of the Letter of Acceptance
27.3	The period between Programme update is	monthly
27.4	The amount to be withheld for late submission of a Programme is	Deleted
35.1	The Defects Liability Period is	365 Days
39.2	Engineer may order variations up to a total cumulative value of not exceeding	10% of the Total Amount
47.1	Price adjustment	The Contract Price is not subjected to price adjustments
48.1	The retention from each payment shall be	10% of the certified work done
	The limit of retention shall be	5% of the Initial Contract Price

- | | | |
|------|--|---|
| 49.1 | The liquidated damages for the whole of the Works shall be | 0.05% of Initial Contract Price per Day |
| 50.1 | The maximum amount of liquidated damages for the whole of the Works shall be | 10% of Contract Price |
| 52.1 | The Performance Security shall | 5% of the Initial Contract Price be |
| 60.1 | The percentage to apply to the value of the work not completed, representing the Employer's additional cost for completing the Work is | 25% |
| 63.7 | The attendance fee payable to the Contractor on nominated sub-contract work shall | not exceed 8% |

SECTION 6 SPECIFICATIONS

Section 6 - Specifications

SPECIFICATIONS

The text of the Specification can be found in the following document;

1. "Specifications for Building works - Volume I" – CIDA Publication No. SCA/4/I - 3rd Edition (Revised) – 2004 July, published by Construction Industry Development Authority (CIDA) successor to Institute for Construction Training and Development (ICTAD).

SECTION 7

BILLS OF QUANTITIES

Section 7 - Preambles to Bills Of Quantities

GENERALLY

The Bills of Quantities of is prepared in accordance with the principles laid down in the Standard Method of Measurement of Building Works first Edition (SLS 573) published by Sri Lanka Standard Institutions in 1999 whenever applicable. Notwithstanding the provisions in SLS 573, the following clauses shall apply to the whole of the Works regardless of the elemental or trade headings under which they have been described and shall be used in conjunction with the accompanying Bills of Quantities.

The Bidder shall make allowance in the rates and prices in the Bills of Quantities for complying with the following clauses where applicable.

GENERAL RULES

The description of the works to be carried out in the Bills of Quantities is provided for the guidance and information of the Contractor and shall not be construed as the final and definitive description of the full scope of the works to be carried out under the Contract.

The Contractor shall study all the Contract Documents including Drawings and satisfy himself as to the full extent, character and nature of the works to be performed under the Contract.

The Contractor shall be deemed to be full conversant with and to have made full allowance in his Accepted Contract Amount for the site conditions, the nature and complexity of the works to be undertaken, the other extensive development and construction works currently being or which may be executed on and around the site and all changes in the nature and condition of the Site from that existing at the time of Tender.

Net Measurements shall be taken for the re-measured payments and the Contractor shall include bulk factors, working spaces, wastages, laps, circular works etc. under his rates.

Unless specific items have been provided for in the Bills of Quantities, no separate measurement shall be made in respect of items whether specified or not requiring mortar/sealant, assembling, building/in or fixing to concrete, block works, metal work or timber, painting protective treatment, welding, drilling, bolting including bolts, nuts and washes, screws, nails and plugs, jointing and joint materials, box out and filling thereof, grouting, packing, bedding, installation between difference metals, making good, conduits and fittings, cutting, waste, labour material and all incidental works to the items concern and their surroundings.

Payment shall be effected only for those materials that are incorporated in the Permanent works and taken over the stocks as stipulated in the specification to the approval of the Engineer. Any surplus materials delivered to the site shall become the property of the Contractor unless otherwise directed by the Engineer and the Contractor shall repay any money that was paid by the Employer on account of these materials.

Notwithstanding any limits that may be implied by the wordings of the individual items, it is to be clearly understood by the Contractor that the rates and sums are entered in the BOQ shall be for the works finished complete in every respect. The bidder shall deemed to have taken full account of all requirements and obligations whether expressed or implied, covered by all parts of this Contract and to have priced the items herein accordingly.

Section 7 - Preambles to Bills Of Quantities

The rates and sum shall therefore be included for all incidental and contingent expenses and risks of every kind necessary to construct, complete and maintain the whole of works in accordance with the Contract. The rates and/or sum entered in the Bills of Quantities shall be entirely in Sri Lankan Rupees to maximum two significant places of decimals and shall be deemed to be the full inclusive value of the works covered by the, including but not limited to the following unless expressly stated otherwise:

- a) Site investigations that may be necessary for proper and complete execution, all setting out and survey works.
- b) Reinstatement of the site on completion of works to the satisfaction of the Engineer.
- c) Safety and environmental precautions and all measures to prevent and suppress fire and other hazards during implementation.
- d) Interference to the works by people, vehicles and the like using the existing land and facilities.
- e) Working in dry conditions including dewatering if required except where otherwise permitted by the specification.
- f) Maintaining public roads and footpaths and maintaining access upon existing roads or recognized routes.
- g) Supply, inspection, sampling and testing of materials and of the works under the construction including the provision and use of equipment
- h) Except where separate items are provided for bringing plant to the site and removing on completion, for providing transporting to site, setting to works operating (including all fuel and consumable stores), maintaining and removing from the site upon completion all construction plant and equipment necessary for the execution of the works including the cost of all tests and other requirements in respect to such plant and equipment.
- i) Recruitment, bringing to and repatriate from the site, accommodating and feeding and all other incidental costs and expenses involved in the provision of all necessary skilled and unskilled labour and supervision.
- j) Supporting faces of excavation temporary or permanent shoring, shuttering and scaffolding etc. if required except where otherwise permitted by the specification.
- k) Cost of preparation of shop drawings, as built drawings and related data for materials, works and equipment.
- l) All ancillary parts, bolts, nuts, gaskets, washers, fixing, etc., joining materials, protective coatings and sleeves and other relevant items not specifically listed but necessary for proper installation of the materials and equipment.
- m) Mobilization and demobilization from the site.

n) Protecting completed works from subsequent operations make in good of all damages to the completed works, clearing away all rubbish as it accumulate and leaving the site in tidy condition to the satisfaction of the Employer.

No claim shall be considered for further payments in respect of any work and method of execution, which may be described in the Contract or is inherent in the construction of the works and detail on the drawings on account of items that have been omitted from the Bills of Quantities, but depicted on the drawings.

Items against which no rates or sum are entered by the Contractor whether quantities are stated or not shall not be paid for when executed, but shall be regarded as covered by other rates in the Bills of Quantities. The quantities set out in the Bills of Quantities are the estimated quantities of the works and they shall not be taken as the actual and correct magnitude of the works to be executed by the Contractor in fulfilment of his obligation under the Contract.

The Contractor shall be deemed to have taken account of all following in his tender prices and his construction programmes.

- (a) All recognized holidays, festivals, religious and other local customs
- (b) Any stoppage of works or delays due to adverse weather conditions

The rates entered by the Contractor against all items in the Bills of Quantities shall be firm during the entire period of the Contract.

The Contractor shall submit detail breakdown of rates for all or part of the Bills of Quantities items for quoted items in the bid as the part of the Contract document. The detailed breakdown of rates shall include the actual calculations of the labour, materials cost for the works, the build-up of measured rates, overheads and other allowances used to derive the tender price. Rate analysis is considered to be mandatory.

(unpriced BOQ to be attached)

SECTION 8 - DRAWINGS

Section 8 - Drawings

PREFEER

FORM OF BID SECURITY

----- [insert issuing agency's name, and address of issuing branch or office]

Beneficiary : District Secretary, District Secretariat, Kandy
[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 and unconditionally 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.

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) and name(s) of authorized representative(s)]