



**Uva Wellassa University of Sri Lanka  
Badulla**

**BIDDING DOCUMENT FOR**

**DESIGN AND BUILD OF CONTROL AND  
AUTOMATION LABORATORY OF UVA WELLASSA  
UNIVERSITY**

**EMPLOYER:**

Vice-Chancellor,  
Uva Wellassa University of Sri Lanka,  
Badulla

Bidder's Name : .....

Address : .....  
.....

---

# VOLUME 1A

---

**CONTENTS**

<b>VOLUME 1A</b>	<b>PAGE</b>
SECTION I - INSTRUCTIONS TO BIDDERS	4
SECTION III – CONDITIONS OF CONTRACT	4
SECTION V – STANDARD FORMS	4

## Section – I INSTRUCTIONS TO BIDDERS

### **Refer the CIDA/SBD 04**

*Notes:*

*Instructions to Bidders shall be read in conjunction with Bidding Data. Matters relating to the performance of the Contractor, payments under the Contract, or matters affecting the risks, rights, and obligations of the parties under the Contract are not included in this Section, but are given in Section III – Conditions of Contract, Volume 1 and the Contract Data under Section IV, Volume 2*

*Instructions to Bidders will not be a part of the Contract and will cease to have effect once the Contract is signed.*

## Section – III CONDITIONS OF CONTRACT

### **Refer the CIDA/SBD 04**

*Conditions of Contract shall be read in conjunction with Contract Data*

## Section – V STANDARD FORMS

*Form of Bid Security, Letter of Acceptance, Form of Agreement, Form of Performance Guarantee, Form of Mobilization Advance Guarantee, Form of Retention Money Guarantee*

### **Refer the CIDA/SBD 04**

---

# VOLUME 1B

---

## CONTENTS

<b>VOLUME 1B</b>	<b>PAGE</b>
INVITATION FOR BIDS	07 - 08
SECTION II – BIDDING DATA	09 – 17
SECTION IV – CONTRACT DATA	18 - 20
SECTION VII – EMPLOYER’S REQUIREMENTS	21 – 22
SECTION VII (a) – FORM OF BID	23 – 24
SECTION VIII (a) – SCHEDULES	25 - 31

# INVITATION FOR BIDS (IFB)



## Design and Build of Control and Automation Laboratory of Uva Wellassa University

**Contract No: UWU/CW/NCB/18/18**

1. The Chairman, Procurement Committee on behalf of the Vice-Chancellor, Uva Wellassa University of Sri Lanka invites sealed bids from eligible and qualified bidders for the **Design, Construction and Completion of Control and Automation Laboratory** of Uva Wellassa University. (Design and Build contract) The contract period is **120 days**.
2. Bids should be submitted on the forms which could be purchased from the office of **Senior Assistant Registrar/Capital Works, Capital Work Division Uva Wellassa University**, Passara Road, Badulla and upon payment of a non-refundable fee of Rupees **5,000/=** in cash paid at the Shroff Counter of the University. The bidder can also download the bidding documents from the University website **www.uwu.ac.lk**. Those who are obtaining bidding documents from the University website should submit the complete documents along with a Bank Draft drawn in favor of the “Vice Chancellor, Uva Wellassa University” for **Rs. 5,000/=** as non-refundable fee or the payments could be made to any branch of Bank of Ceylon, to the Uva Wellassa University, **Account No: 3114820**, and the cash receipt/deposit slip to be attached with the bidding documents. The documents may be purchased **until 3.00 p.m. 29<sup>th</sup> October 2018**. The eligible bidders shall comply with the following qualification criteria. CIDA registration or Business Registration in Building Design/Construction
3. You may obtain further information from, Senior Assistant Registrar/Capital Works, Capital Work Division, Uva Wellassa University, Passara Road, Badulla (Telephone – 055 2226622-Ext 1260 Fax – 055 2226633 Email –capitalworksuwu@gmailcom)
4. Bidding documents may be inspected free of charge at the Office of the Senior Assistant Registrar/Capital Works, Capital Work Division at Uva Wellassa University of Sri Lanka. during any working days before 09.00 am to 03.00 pm up to 29<sup>th</sup> October 2018
5. Bids must be delivered to addressing, Chairman, Department Procurement Committee, Uva Wellassa University, Passara Road, Badulla, **on or before 2.00 p.m. on 30th October 2018** please indicate **“Design and Build of Control Automation Laboratory– UWU/CW/NCB/18/18** on the top left hand corner of the envelope.
6. The bid shall be validity until 15<sup>th</sup> January 2019.

7. All bids must be accompanied by a Bid Security of **Rs. 170,000/=** which should be in favor of Vice Chancellor – Uva Wellassa University, obtained from a Bank approved by the Central Bank of Sri Lanka.
8. Pre Bid meeting will be held on **23<sup>rd</sup> October 2018**, at 10.30am in the Board Room of Senate Building of the University.
9. The bids shall be deposited in the ‘Tender Box’ available in the Registrar’s Office of the University, or sent under Registered Cover to be received before the deadline to the address given in Clause No.5.
10. Late bids will be rejected. Bids will be opened immediately after the closing of bids, in the presence of the bidders or their authorized representatives who choose to attend the bid opening at the board room of the Uva Wellassa University.

Chairman,  
Department Procurement Committee,  
Uva Wellassa University,  
Passara Road,  
Badulla



## **Section - II**

# **BIDDING DATA**

*Note :*

*This section shall be read in conjunction with Section I –*

*Instruction to Bidders, and is intended to provide specific information in relation to corresponding Clauses in Section I. Whenever there is a ambiguity, the provisions in Section II- Bidding Data shall supersede these in the Section I- Instructions to Bidders.*

## Instructions to Bidders Sub Clause

Item	Sub Clause	Entry
Employer's name and address	1.1 & 9.1	The Employer Name: Vice-Chancellor Address: Uva Wellassa University of Sri Lanka, Badulla
Scope of Works	1.1	<p>The works consists of designing and building of steel structure facility with containers including necessary civil, landscape, MEP services conforming with safety standards</p> <p>Bidders are instructed to visit the place before submitting the proposal.</p> <p>Allocation of funds for the project will decided once a suitable bidder is selected. This includes construction cost, design &amp; supervision charges, charges for laboratory testing and defect liability cost. Price Escalation is not applicable and it is included in the direct construction cost available.</p> <p>Bidder shall submit proposed schematic design, elevation drawings and details relevant to employer's requirement for the proposal as much as possible for technical evaluation purpose (<b>Envelop-2</b>) with the bid.</p> <p>The bidder should submit necessary details in order to match for Technical Proposal evaluation criteria under <b>Envelop-2</b> to allocate points without any difficulties.</p> <p>Location of the proposed building is at Uva Wellassa University of Sri Lanka, Badulla.</p>
Time of Completion	1.2	The time for Completion for the whole of Works shall be <b>120 days</b> .
Delay damages for the Works	1.2	<p>The delay damages for the whole of the Works shall be 0.05% of the initial Contract Price per day</p> <p>The maximum amount of delay damages for the whole of the Works shall be 5% percent of the Initial Contract Price.</p>
Defects Notification Period	1.2	<b>Defects Notification Period is 365 days</b> from Employer's taking over
Source of funds	2.1	The source of funds is the Government of Sri Lanka

<b>CIDA registration required</b>	<b>3.1</b>	Not compulsory
<b>Eligible bidders</b>	<b>3.4</b>	Foreign bidders are not allowed.
<b>Qualification Information</b>	<b>3.1, 3.2 4.1</b>	<ul style="list-style-type: none"> <li>• CIDA Registration or Business Registration <ul style="list-style-type: none"> <li>Registration number</li> <li>Grade</li> <li>Specialty</li> <li>Expiry Date</li> </ul> </li> <li>• VAT Registration number</li> <li>• Attach Construction Programme</li> <li>• Attach Legal Status (Sole proprietor, Partnership, Company etc.)</li> <li>• Attach authentication for signatory</li> <li>• Total monetary value of construction work performed for each of the last three years;</li> <li>• Experience in one work of similar nature and size during the last three years</li> <li>• Staffing</li> <li>• Attach Work Plan and methods statement</li> <li>• Preliminary drawings and elevations of the proposal.</li> <li>• Attach certified copies of financial statements of the organization such as Audited accounts to facilitate for evaluation of financial stability such as turnover. liquid assets, liabilities, working capital, credit facilities, etc.</li> </ul>
<b>Average annual volume of construction work performed in last five</b>	<b>4.3(a)</b>	Average annual volume of work performed in last three years shall be at least Rupees 20 million. Audited Financial Statement for last 3 years should be submitted along with the bidding document
<b>Liquid assets and/or credit facilities required</b>	<b>4.3 (g)</b>	The minimum amount of liquid assets and/or credit facilities net of other contractual commitments and exclusive of any advance payments which may be made under the contract shall be not less than Rupees 3 million.
<b>Bid Price</b>	<b>13.3</b>	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 price schedule summary.

<b>Contract is subject to price adjustment for fluctuation of prices</b>	<b>13.6</b>	<p>The Bidder shall consider the intended cost variations during pricing the bid.</p> <p>The Contract is <b>not</b> subject to price adjustment in accordance with Clause 13.7 of the Conditions of Contract.</p>
<b>Currency of Bid</b>	<b>14.1</b>	The currency of the bid price shall be only in Sri Lankan Rupees.
<b>Bid validity period</b>	<b>15.1</b>	The bid shall be validity until: 12 <sup>th</sup> February 2018.
<b>Amount of Bid security</b>	<b>16.1</b>	The amount of Bid security shall be Sri Lankan Rupees <b>170,000 .00</b>
<b>Validity of Bid security</b>	<b>16.2</b>	The validity period of the bid security shall be <b>120 days</b> from the closing date of the Bid, Only Bank Bonds of Central bank approved Banks and Bonds issued by CGF are acceptable
<b>Pre-Bid meeting</b>	<b>17.1</b>	<p>Pre Bid meeting will be held on <b>23<sup>rd</sup> October 2018</b></p> <p><b>Venue:</b> Board Room of Senate Building of the University.</p> <p><b>Time: 10.30 a.m.</b></p>
<b>Sealing and marking of Bids</b>	<b>19.2</b>	<p>The following information also shall be included in the inner covers of envelope marked as “<b><u>Envelope 1</u></b> – Preliminary Information”:</p> <ul style="list-style-type: none"> <li>(i) Schedule, “Annual turn-over Information”,</li> <li>(ii) Schedule, “Adequacy of Working capital”,</li> <li>(iii) Schedule, “Consultant experience in last three Years”,</li> <li>(iv) Schedule, “Construction experience in last three Years”,</li> <li>(v) Schedule, “Minimum Major items of construction equipment proposed”,</li> <li>(vi) Bank Bond for Bid Security</li> <li>(vii) Company Profile indicating the past construction experiences</li> </ul> <p>The following information also shall be included in the inner covers of envelope marked as “<b><u>Envelope 2</u></b> – Design / Technical Proposal”:</p> <ul style="list-style-type: none"> <li>(i) Schedule, “Team composition and Task assignment”,</li> <li>(ii) Curriculum vitae of key staff;</li> <li>(iii) Schedule, “Time schedule for key staff”,</li> </ul>

- (iv) Work Program (Design related activities);
- (v) Work Program (Construction related activities);
- (vi) Specifications, Technical Data regard to intended goods to be used under this contract/ (such as Lights, Timber products, Carpets, Sound Systems etc.)

**19.4** The following information also shall be included in the inner covers of envelope marked as “**Envelope 3- Financial Proposal**”,

- (i) Day work rates schedule;
- (ii) Schedule, “Overhead and profit percentage for Provisional Sum activities”
- (iii) Schedule, “ Input percentage for price adjustments”

**19.5 (a)** The Employer’s address for the purpose of Bid submission Vice Chancellor, Uva Wellassa University of Sri Lanka.

**19.5 (b)** Contract Name: Design and Refurnish Main Canteen of Uva Wellassa University

**Deadline for submission of Bids**

**20.1** The deadline for submission of Bids shall be **2.00 p.m. on 30<sup>th</sup> October 2018**

Address for submission of Bids:

Vice Chancellor, Uva Wellassa University of Sri Lanka

**Evaluation and comparison of Bids**

**27.0** For evaluation and comparison of Bids **Option- B.**

Weight for Design/Technical Proposal Shall be:

$$(0.25) \quad DT = 25\%$$

Weight for Financial (Price) Proposal Shall be:

$$(0.75) \quad P = 75\%$$

The formula for determining the financial scores are the following:

$$S_f = 100 \times F^m / F$$

In which,

$S_f$  = the financial score

$F^m$  = the lowest price and

$F$  = the price of the proposal under consideration

<b>Criteria</b>	<b>Maximum Points</b>
(i) Specific experience of the bidder or the composition of the Design Team related to the design of proposed Works	20
(ii) Overall compliance with the requirements of the bidding documents	20
(iii) Experience of the key Member of the Design Team	10
(iv) Work plan and time Schedules	15
(v) Preliminary Design approach	30
(vi) Any other improvements to the Employer's Requirements, suggested by the Bidder	05
Total	100

The following Sub Criteria will be used in assigning points to (i), (ii), (iv) and (v) above

- (a) Satisfactory - 50%
- (b) Good - 75%
- (c) Very Good - 100%

For allocating points for (iii) above, each key member of the Design Team will be assigned a weighting in accordance with their roles for the assignment. Subjected to the weightings assigned each key staff member will be evaluated using the following Sub Criteria.

- (a) General qualifications - 25%
- (b) Total experience - 25%
- Experience related to the task - 50%

**Correction of Errors**

**28.**

Replace ITB clause 28 with procurement Guideline ref 7.9.2. (b) Clause which is given below.

**Correction of arithmetical errors:**

Bids should be checked carefully for arithmetical errors in the bid to ensure the stated quantities and prices are consistent. The quantities should be same as that stated in

the bidding documents. The total bid price should be the total of all line items. The line item total should be the product of quantity and unit rate quoted or, when a lump sum

is quoted the lump sum amount? If there is a discrepancy a correction has to be done and the corrected price as describe below is considered as the bid price. After the correction of arithmetical errors, the PE should notify in writing, each bidder of the

detailed changes. A bidder shall agree for such arithmetical corrections made to his bid. If the bidder refuses to accept its bid shall be rejected and action is taken against the bid security submitted.

**The correction of arithmetical errors should be done as follows:**

(i) where there is a discrepancy between the amounts in figures and in words, the amount in words will prevail;

(ii) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted

will govern, unless in the opinion of the PE that there is an obviously gross

misplacement of the decimal point in the unit rate, in which case the line item

total as quoted will govern and the unit rate will be corrected; and

(iii) If the bid price changes by the above procedure, the amount stated in the Form of

Bid shall be adjusted with the concurrence of the bidder and shall be considered as binding upon the bidder.

**Amount of Performance Security**

**32.1**

The standard form of Performance Security acceptable to the Employer shall be Bank Guarantee from a Bank approved by the Central Bank of Sri Lanka for this purpose. Insurance Guarantee will not be accepted for this purpose.

The amount of Performance Security is 5 % of the Initial Contract Price from a Bank authorized by the Central Bank of Sri Lanka.

**Percentage of retention**

**34.1**

The retention from each payment shall be 10% percent.

The limit of retention shall be 05% percent of the Initial Price.

**Minimum amount of Interim Payment Certificates**

**34.2** 4 % of Initial Contract price.

**Adjudicator proposed by Employer**

**(35.1)** The Adjudicator proposed by the Employer shall be nominated at the occasion.

If the Bidder disagrees with the proposal of the Employer or the Adjudicator was not proposed, then the Adjudicator shall be appointed by the Appointing Authority who shall be the Institute for Construction Industry Development Authority (CIDA)

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

Technical Proposal Evaluation Criteria		Maximum Points
(i)	Specific experience of the bidder or the composition of the Design Team related to the design of proposed Works	<b>20</b>
(ii)	Overall compliance with the requirements of the bidding documents	<b>20</b>
(iii)	Experience of the key Member of the Design Team	
	a) Team Leader/Project Manager Design & Construction	07
	b) Site Staff – Technical Staff	03
	<b>Total points for criteria (iii)</b>	<b>10</b>
(iv)	Work plan and time Schedules	
	a) Work Plan	05
	b) Time Schedule	05
	c) Organization and Staff	05
	<b>Total points for criteria (iv)</b>	<b>15</b>
(v)	Preliminary Design approach	
	a) Preliminary design proposal and options (if any) including schematic designs	10
	b) Detailed design proposal and options (if any) including schematic design of all components	10



	c) 3D- Presentation of the design proposal and options (if any) during the bid evaluation period.	05
	d) Technical approach, methodology	05
	<b>Total points for criteria (v)</b>	<b>30</b>
(vi)	Any other improvements to the Employer's Requirements, suggested by the Bidder	<b>05</b>
	<b>Total</b>	<b>100</b>
<b>The minimum Technical scope to pass is 65 points</b>		

## Section – IV CONTRACT DATA

Note:

This section shall be read in conjunction with section III- Conditions of Contract, and is intended to provide specific information in relation to corresponding Clauses in section III. Whenever there is an ambiguity, the provisions in section IV – Contract Data shall supersede these provided in the Section III – Conditions of Contract.

### Contract Data

**Sub Clause 1.1.2.2**     **Employer is:** Vice-Chancellor,  
Address: Uva Wellassa University of Sri Lanka, Badulla,

**Employers Representative:** Registrar  
Address: Uva Wellassa University of Sri Lanka, Badulla,

**Sub Clause 1.1.2.4**     **Engineer is:** Works Engineer,  
Address: Uva Wellassa University of Sri Lanka, Badulla,

**Sub Clause 1.1.5.6**     Not Applicable

**Sub Clause 3.1**         **Engineer’s Duties and Authority**

The Engineer shall obtain the specific approval of the Employer before taking action under the following Sub Clause of these Conditions:

- (a) Consenting to the subletting of any part of the Works under Sub Clause 4.4 (b);
- (b) Approving an extension of the Time for Completion, and/or any additional payments under Sub Clause 19.1 (*contractor’s claim*) issuing variation under Sub Clause 13.1 (*Right to vary Employer’s Requirements*), except in an emergency situation, as reasonably determined by the Engineer.
- (c) Approving additional payment under Sub Clause 13.3

Notwithstanding the obligation, as set out above, to obtain approval, if in the opinion of the Engineer, an emergency occurs affecting the safety of life or of the Works or of adjoining property, he may, without relieving the Contractor of any of his duties and responsibilities under the Contract,

instruct the Contractor to execute all such work or to do all such things as may, in the opinion of the Engineer, be necessary to abate or reduce the risk. The Contractor shall forthwith comply, despite the absence of approval of the Employer, with any such instruction of the Engineer. The Engineer shall determine an addition to the Contract Price, in respect of such instruction, in accordance with Clause 13.3 and shall notify the Contractor accordingly, with a copy to the Employer.

#### **Sub Clause 4.1**

#### **Key personnel**

Schedule of Key Personnel:

Names with qualifications and experience to be written:

##### **(a) Project Management**

- Team Leader/Project Manager –

Should be a Senior Manager having at least 10 years' experience in construction industry especially in steel design & construction.

##### **(b) Design**

- Site supervisors (minimum 1 number).

Should be Technical Officers with qualifications of NCT or equivalent having at least 3 years' experience in construction of (site organization, supervision, monitoring, planning as a technical officer) similar building interiors.

#### **Sub Clause 4.2**

#### **Performance Security**

The Performance Security shall be 5% percent of the Initial Contract Price.

The Standard Form of Performance Security acceptable to the Employer shall be a Bank Guarantee approved by the Central Bank of Sri Lanka and Bonds issued by CGF for this purpose.

#### **Sub Clause 8.1 Commencement of Work 8.1**

#### **Start Date:**

The Start Date is 14 Days from the issue of the Letter of Acceptance upon signing the agreement.

#### **Sub Clause 8.2**

#### **Time for Completion**

The time for completion for the whole of Works shall be **120 days**.

#### **Sub Clause 8.7**

#### **Delay Damages**

The Delay Damages for the whole of the Works shall be 0.05% of the Initial Contract Price per day.

The maximum amount of Delay Damages for the whole of the Works shall be 5% percent of the Initial Contract price.

#### **Sub Clause 11.1**

#### **Defects Notification Period**

Defects notification Period is **365 days** from Taking – over Certificate.

**Sub Clause 13.6      Adjustments for Changes in Cost**

Contract is **not applicable** to price adjustments for fluctuation of prices.

**Sub Clause 14.1      Contract Price**

The Works described under Day Works is to be paid according to quantity supplied or work done

**Sub Clause 14.3 (c)      Retention Money**

The retention from each payment shall be 10%

The limit of retention shall be 05% of the Initial Contract Price.

**Sub Clause 14.4      Issue of Interim Payment Certificates**

Minimum amount of Interim Payment Certificates shall be 04% of the Initial Contract Price.

Sub Clause 19.2 & 19.4 Failure to agree Dispute Adjudicator

The appointing entity for appointing the Adjudicator is the Construction Industry Development Authority (CIDA)

# Section – VI EMPLOYER’S REQUIREMENT

## 1. BACKGROUND OF THE PROJECT

### BASIC INFORMATION OF THE PROJECT

1. Project Title : Design and Build of Control and Automation Laboratory of Uva Wellassa University
2. Executing Agency : Uva Wellassa University of Sri Lanka, Badulla
3. Supervising Ministry : Ministry of Higher Education and Cultural Affairs
4. Funding Source : Consolidated Fund of Government of Sri Lanka
5. Physical Information :

The building is planned to be constructed as a Pre Engineered structure with the combination of universal steel built up sections incorporated with containers. The primary objective behind this idea is to minimize the impose load to the earth stratum which lies with slightly hilly topography. Once completed, this building will be expected to be a pilot building in this caliber in the university

The building will be in two floors. Ground floor will comprise 2 numbers of 40ft containers to be laid in parallel at approximately 24ft clear distance which will be covered with Zn/Al roof and this area will serve as laboratory area and preparation area. Containers will be expected for storing facilities of lab equipment and material etc. Rear side of the laboratory is planned to be with one number of 40ft container laid transversely to aforementioned containers and this is planned to accommodate lavatories area and storing facilities.

First floor will act as a mezzanine floor with a 40ft container and will occupy the area above rear 40ft container with a cat walk facility towards rear side.

### Schedule of finishes

#### Front area

- With minimum 10mm thick tempered glass fazard from floor to roof level with a glazed canopy with necessary glass struts.

#### Containers exterior

- Finishes shall match with roof/surrounding finishes.
- Necessary windows for light and ventilation.

#### Container interior

- Partitioning with melamine/PVC/cladding finishes.

- Floor with vinyl carpet
- Ceiling finishes to match with partition finishes.

#### Laboratory area

- Floor with reinforced concrete plus finishes with epoxy paint
- Minimum 50mm thick Sandwiched panel .47mm Zn/Al roofing
- Necessary air ventilators fixtures to roof
- I panel ceiling (pvc)
- Internal access to containers
- RCC trenches on floor for services provision with sealed covering,
- Storing shelves/racks.
- Accessibility for differently able people to lab and toilets.

#### Wash & toilet area

- Wall with pvc/cladding finish
- Floor with tiled finish
- Sanitary fittings – ceramic American standard or equivalent
- Grab rail and vision paneled doors to accommodate differently able users.
- Wash basins, bathing facilities, urinals separate for each gender.
- All necessary accessories- all in chromium plated.
- Mirrors with mirror lights

#### Store area

- Floor, wall, partition to match with container/lab area
- Storing shelves

#### Preparation area

- To be separately partitioned with powder coated shop front aluminium partition inside laboratory area.
- Floor, wall, partition to match with container/lab area
- Concrete worktop with a vanity type wash basin.

#### Mezzanine floor

- Five cubicles with partitions inside the containers.
- Floor, wall, partition to match with container/lab area
- Entrances to cubicle from catwalk from rear side connected with a staircase.
- No direct access to ground floor workshops.
- Catwalks with chequered plates with GI hand rail with anticorrosive paint.
- Necessary openings for light and ventilation.

#### Services requirement

- All the area need to be air conditioned with split type air conditioners.
- Suitable lighting with LED panel lights and power supply facilities.
- 3 phase power supply to the building from substation/surrounding mean.
- Water supply for necessary area
- Disposal of soil water and waste water to university sewerage system.
- Providing adequate Wi-Fi internet facility.
- Installation of fire extinguishers, emergency doors and other safety appliances.
- Lightening protection system
- Entire building to be solar powered with panels fixed on the roof with provision of maintenance of the same

- Roof gutters at first floor container level with no stagnation of water on containers.
- Provide necessary valance and barge boards wherever necessary.

#### External work

- Cost to include necessary cutting, filling, compaction, of earth, transport of the same, jungle clearing,
- Provide necessary retaining walls, access paths from south and north of buildings.
- Landscaping work right round until it reaches the roads.
- Necessary external lighting
- Access from north, south and canteen area match with other university paths/steps etc.

#### Other

- Any other features required to fulfill the building.

**Note- The drawings and sketches which will be compulsory to submit along with the bid should be very clear and preferably be drawn on A1 size papers. In addition to that bidders have to submit drawings in CD format too.**

The tasks to be undertaken shall include to following but not limited to them and shall be done while preparation of bid and while implementation if awarded.

- Analyze Project Brief; and
- Study statutory requirements

#### **Institutional Arrangements**

All works to be done for and on behalf of the Uva Wellassa University of Sri Lanka, Badulla. Therefore, the contractor should carry out all work in each stage with very close coordination of the University.

Coordination with other relevant authorities is also essential. To ensure such close coordination and monitoring it is suggested to hold weekly or fortnightly meeting at the University. The Contractor should attend these meetings with the relevant professionals.

**Section – VII (a)**  
**FORM OF BID**

**Design and Build of Control and Automation Laboratory of Uva Wellassa University**

To: Vice-Chancellor,  
Uva Wellassa University of Sri Lanka,  
Badulla

We have examined the Conditions of Contract, Employer’s Requirements, Schedules and Addenda Nos. .... for the execution of the above named Works We accordingly offer to design, execute and complete (Turnkey) the said Works and remedy any defects fit for the purpose, in conformity with the Bidding Documents and the enclosed, Proposal, at the lump sum price stated in the Form of Financial (Price) Proposal included in a separate envelope and submitted with this bid, or other such sums as may be determined in accordance with the terms and conditions of the Contract.

We confirm that our bid includes this General Information, Financial (Price) Proposal, and Design/Technical Proposal sealed under three separate envelopes.

We agree to abide by this Bid 77 days from the date of bid submission dead line and it shall remain bidding upon us and may be accepted at any time before that date.

We confirm that, we (including all members of a joint venture and subcontractors) are not associated, directly or indirectly, with the consultant or any other entity in preparation of the design, specification, and other documents for the contract.

If this offer is accepted, we will provide the specified Performance Security, commence the Works as soon as reasonably practicable after the Commencement Date, and complete the Works in accordance with the above - named documents within the Time for Completion. We will ensure that works will be done in conformity with the contract.

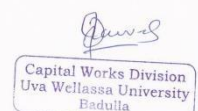
Unless and until a formal Agreement is prepared and executed this Bid, together with your written acceptance thereof, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest offer or any other bid you may receive.

.....  
Signature of the persons duly authorized to sign documents for and on behalf of .....

Address: .....  
.....  
.....

Date: .....





**Section – VIII (a)**

**SCHEDULES**

**Related to General Information**

### Schedule A 1 - Preliminary Information

(enclose this schedule in the envelope marked, “ **Envelope 1** – general Information”)

- (i) If pre qualification is done the bidders are required to include information subsequent to that submitted with the pre-qualification application
- (ii) For joint ventures, each joint venture partner shall furnish information separately

ITB Clause reference	Description	Information (to be filled by the Bidder)	Remarks
<b>3.1</b>	<b>CIDA Registration or Business Registration</b>		Provide certified copies and label them as attachment to Clause3.1
	Registration Number		
	Grade		
	Spatiality		
	Expiry Date		
<b>3.2</b>	<b>Business Registration</b>		Provide certified copies and label them as attachment to Clause3.2
	Number		
	Expiry Date		
<b>4.1 (a)</b>	<b>Legal Status</b>		
	If a Joint Venture, names and addresses of Joint venture partners	1. .... 2. .... 3. ....	Provide certified copy of the Joint Venture Agreement.
	If a Joint Venture, names of the Lead Partner		
	For joint ventures, each joint venture partner shall furnish Legal Status separately.		
	<b>Name (Lead Partner)</b>		Provide certified copies and label them as attachment to Clause 4.1 (a)
	Legal status		
	Place of registration		
	Principal place of business		

	Written power of attorney of the signatory to the Bid	Provide certified copy of the power of attorney attested by a Notary and label them as attachment to Clause 4.1 (a)	
	VAT Registration Number		Provide certified copies and label them as attachment to Clause 4.1 (a)
	<b>Name (Partner 2)</b>		
	Legal status		
	Place of registration		
	Principal place of business		
	Written power of attorney of the signatory to the Bid	Provide certified copy of the power of attorney attested by a Notary and label them as attachment to Clause 4.1 (a)	
	<b>Name (Partner 3)</b>		
	Legal status		
	Place of registration		
	Principal place of business		
	Written power of attorney of the signatory to the Bid	Provide certified copy of the power of attorney attested by a Notary and label them as attachment to Clause 4.1 (a)	

**Schedule A 2 – Annual Turnover Information**

*(enclose this schedule in envelope marked “Envelope 1 – General Information”)*

- (i) If pre-qualification is done the bidders are required to include information subsequent to that submitted with the pre-qualification application.*
- (ii) For joint ventures, each joint venture partner shall furnish information separately.*

Year	Turn –over	Remarks
1		Attach audited reports and label them as attachments to Clause 4.1 (a) (i)
2		
3		
4		
5		

**Schedule A 3 – Adequacy of Working Capital**

*(enclose this schedule in envelope marked “**Envelope 1** –General Information)*

*If pre-qualification is done the bidders are required to include information subsequent to that submitted with the pre-qualification application*

Source of credit line	Amount	Remarks
		Provide documentary evidence and label them as attachment to Clause 4.1 (a) (ii)
Total		





## Check List for Bidders

Bidders are advised to fill the following table:

ITEM	ITB Clause	YES (tick)	REFERENCE
<b>Form of Bid</b>			
Addressed to the <b>Employer</b> ?	18		
Completed?	18		
Signed?	18		
<b>Bid Security Declaration Form (if required)</b>			
Properly filled and signed	16		
<b>Bid Security (if required)</b>			
Addressed to the <b>Employer</b> ?	16		
Format as required?	16		
Issuing Agency as specified?	16		
Amount as requesting?	16		
Validity 28 days beyond the validity of Bid?	16		
<b>Qualification Information</b>			
All relevant information completed?	4		
Signed?	4		
<b>Addendum</b>			
Contents of the addendum (if any) taken in to account?	10		
<b>BID package</b>			
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		

---

# VOLUME 2

---



**CONTENTS**

<b>VOLUME 2</b>	<b>PAGE</b>
SECTION VII (b) – FORM OF DESIGN AND TECHNICAL PROPOSAL	34 – 35
SECTION VIII (b) – SCHEDULES	36 - 42

**Section – VII (b)**

**FORM OF DESIGN & TECHNICAL PROPOSAL**

**FORM OF DESIGN/TECHNICAL PROPOSAL**

**NAME OF CONTRACT:** Design and Build of Control and Automation Laboratory of Uva Wellassa University

To: Vice-Chancellor,  
Uva Wellassa University of Sri Lanka,  
Badulla,

We have examined the conditions of contract, Employer’s Requirements, Schedule and Addenda Nos.-..... for the execution of above-named works.

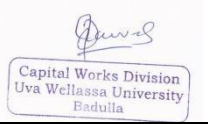
We accordingly offer to design, execute and complete the said Works and remedy any defects, fit for purpose in conformity with these Bidding Documents and enclosed proposal. We are hereby submitted our Bid, which includes this Design/Technical Proposal, General Information and a Financial Proposal sealed under a separate envelope.

We understand that you are not bound to accept the lowest offer or any other bid you may receive.

.....  
Signature of the persons duly authorized to sign documents for and on behalf of .....

Address: .....  
.....  
.....

Date: .....



**Section – VIII (b)**

**SCHEDULES – Related to Design and Technical Proposal**

**Schedule B1 – Comments and Suggestions on Employer’s Requirements**

*(enclose this schedule in envelope marked “**Envelope 2** – Design and Technical Proposal”)*

Sheet 1 of .....

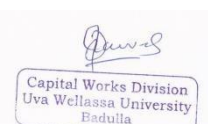
*Bidders may include observations made on Employer’s Requirements and any suggestions for consideration. (Use additional pages if necessary).*



**Schedule B2 – Contractor’s Proposal**

*(enclose in envelope marked “Envelope 2 – Design and Technical Proposal”)*

Sheet 1 of .....



*This schedule should be complete considering all the requirements given in the Employer's Requirements, including design criteria, specifications and technical data. (use additional pages if necessary)*

**Schedule B3 – Team Composition and Task Assignment**

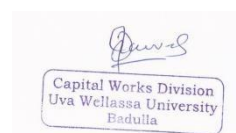
*(enclose this schedule in envelope marked, “**Envelope 2** – Design and Technical Proposal”)*

**A. Design Staff**

Name	Position	Task

**B. Construction Management**

Name	Position	Task



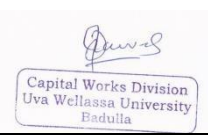


### Schedule B4 – Curriculum Vitae of Key Staff

*(enclose Curriculum Vitae in envelope marked, “**Envelope 2** – Design and Technical Proposal”)*

<b>Proposed Position:</b>			
<b>Name of Staff:</b>			
<b>Nationality:</b>			
<b>Profession:</b>			
<b>Membership in Professional Societies:</b>	<b>Society/ Institution</b>	<b>Membership Category</b>	<b>Date Obtained</b>
<b>Detailed Tasks Assigned:</b>			
<b>Key Qualifications:</b>	<i>Give an outline of staff member’s experience most pertinent to tasks or assignment. Describe degree of responsibility held by staff member on relevant previous assignment and give dates and locations. Use about half a page.</i>		
<b>Education:</b>	<b>Institute</b>	<b>Qualification</b>	<b>Date Obtained</b>

<b>Employment Record:</b>	<b>Employer/ Project Name</b>	<b>Position Held</b>	<b>Project Value (Rs. Mn)</b>	<b>No. of Storey's</b>	<b>Period</b>
<b>Certification:</b>	I, the undersigned, certified that to the best of my knowledge and belief, the information is correct.				
<p>Signature of staff member: ..... Date: .....</p>					





---

# VOLUME 3

---

**CONTENTS**

<b>VOLUME 3</b>	<b>PAGE</b>
SECTION VII (c) – FORM OF FINANCIAL (PRICE) PROPOSAL	45 – 46
SECTION VIII (c) – SCHEDULES	47 - 50

**Section – VII (c)**

**FORM OF FINANCIAL (PRICE) PROPOSAL**

**FORM OF FINANCIAL (PRICE) PROPOSAL**

**NAME OF CONTRACT:** Design and Build of Control and Automation Laboratory of Uva Wellassa University

To: Vice-Chancellor,  
Uva Wellassa University of Sri Lanka,  
Badulla, .

We have examined the Conditions of Contract, Employer’s Requirements, Schedules and Addenda Nos. .... or the execution of the above-named Works. We accordingly offer to design, execute and complete the said Works and remedy any defects fit for the purpose, in conformity with the Bidding Documents and the enclosed Proposal, for the fix lump sum of Rupees ..... (Rs.....) or other such sums as may be determined in accordance with the terms and conditions of the Contract. The above amounts are in accordance with the Price Schedule herewith and are made part of this bid. We confirm that our bid includes this Price proposal, Design/Technical Proposal, and General Information sealed under a separate envelope.

We accept your suggestions for the appointment of Adjudicator, as set out in Bidding Data.

We agree to abide by this bid until **91 days from the date of bid submission deadline**, and it shall remain binding upon us and may be accepted at any time before that date.

We confirm that, we (include all members of a joint venture and subcontractors) are not associated, directly or indirectly, with the consultant or any other entity in preparation of the design, specifications, and other documents for the contract.

If this offer is accepted, we will provide the specified Performance Security, commence the Works as soon as reasonably practicable after the Commencement Date, and complete the Works in accordance with the above-named documents within the Time for Completion. We will ensure that works will be done in conformity with the contract.

Unless and until a formal Agreement is prepared and executed this Bid, together with your written acceptance therefore, shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest offer or any other bid you may receive.

.....

Signature of the persons duly authorized to sign documents for and on behalf of .....

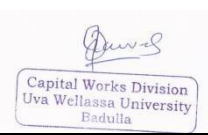
.....

Address: .....

.....

.....

Date: .....



**Section – VIII(c)**

**SCHEDULES – Related to Financial (Price) Proposal**



<b>Schedule C1 - Price Schedule</b>		
<i>(enclose all price schedule in envelope marked, “<b>Envelope 3</b> – Financial (Price) Proposal”)</i>		
<b>Activity 1 : Preliminaries</b>		
<b>Item No:</b>	<b>Sub-activity description</b>	<b>Amount (Rs.)</b>
1.1	Allow lump sum for providing Advance Security	
1.2	Allow lump sum for providing Performance Guarantee	
1.3	Allow for Team leader/project manager	
1.4	Allow for technical staff	
1.5	Allow for security, safety, storing facility etc	
1.6	Allow for water, electrical and any other power services	
<b>Item No:</b>	<b>Sub-activity description</b>	<b>Amount (Rs.)</b>
	<b>Any other Sub-activity (Bidder to include)</b>	
1.A1		
1.A4		
1.A5		
<b>Total for Activity 1 carried to summary</b>		

<b>Schedule C 1 - Price Schedule</b>		
<i>(enclose all price schedule in envelope marked, “<b>Envelope 3</b> – Financial (Price) Proposal”)</i>		
<b>Activity 2 : Design</b>		
<b>Item No:</b>	<b>Sub-activity description</b>	<b>Amount (Rs.)</b>
2.1	Design of the proposal	
2.2	Quality control, planning, monitoring, testing and remedial measures	
	<b>Any other Sub-activity (Bidder to include)</b>	

<b>Total for Activity 2 carried to summary</b>		

<b>Schedule C 1 - Price Schedule</b>		
<i>(enclose all price schedule in envelope marked, " <b>Envelope 3</b> – Financial Proposal")</i>		
<b>Activity 3 : Building</b>		
<b>Item No:</b>	<b>Sub-activity description</b>	<b>Amount (Rs.)</b>
3.1	Containers	
3.2	structures other than containers	
3.3	All internal and external finishes	
3.4	Glass fazard, door and windows	
3.5	MEP services and provisions	
3.6	Retaining wall, landscaping	
<b>Any other Sub-activity (Bidder to include)</b>		
<b>Total for Activity 3 carried to summary</b>		

### Schedule C4 – Price Schedule

*If any item relevant to design which is not printed in the document, the bidder shall enter that item under “any other sub activity- bidder to include” and shall price it.*

*All items and/or works described in “Employer’s Requirement” to be implemented by the successful bidder within the total bid price.*

*Enclose all price schedules in envelope marked, **Envelope 3** – Financial Proposal*

Sheet ..... of.....

#### Summary

Activity No:	Activity description	Amount
1	Preliminaries	
2	Design	
3	Building	
	Any other activity (bidder to include)	
A		
B		
	<b>Sub Total</b>	
	<b>Discount</b>	
	<b>Amount carried to Form of Bid</b>	
	<b>Add VAT 15%</b>	
	<b>NBT3%</b>	
	<b>Total</b>	

**Signature of bidder**

**Seal**

**Date**

