



**Uva Wellassa University of Sri Lanka
Badulla**

**BIDDING DOCUMENT FOR
Design and Build Contract
(Turnkey)**

**DESIGN & REFURNISH MAIN CANTEEN OF UVA
WELLASSA UNIVERSITY**

EMPLOYER:

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

VOLUME 1A

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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

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INVITATION FOR BIDS (IFB)



Design and Built contract for Design and Refurnish Main Canteen of Uva Wellassa University

Contract No: UWU/G/NCB/18/08

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 Proposed Interior Improvements to Design and Refurnish Main Canteen of Uva Wellassa University. (Design and Build contract) The contract period is 02 Months.
2. Bids should be submitted on the forms which could be purchased from the office of Deputy Bursar/ Stores & Supplies Uva Wellassa University, Passara Road, Badulla and upon payment of a non-refundable fee of Rupees 3,500/= 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. 3,500/= 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 12.30 PM 17th September 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, Deputy Bursar/ Stores & Supplies, Uva Wellassa University, Passara Road, Badulla (Telephone – 055 2226475 Fax – 055 2226633 Email –supply@uwu.ac.lk)
4. Bidding documents may be inspected free of charge at the Office of the Deputy Bursar/ Stores & Supplies at Uva Wellassa University of Sri Lanka. during any working days before 09.00 am to 03.00 pm up to 14th September 2018
5. Bids must be delivered to be addressing Chairman, Department Procurement Committee, Uva Wellassa University, Passara Road, Badulla, on or before 2.30 p.m. on 17th September 2018 please indicate the **“Design and Built contract for Design and Refurnish Main Canteen of Uva Wellassa University – UWU/G/NCB/18/08”** on the top left hand corner of the envelope.
6. The bid shall be validity until: 91 days from 17th September 2018

7. All bids must be accompanied by a Bid Security of Rs. 150,000/=which should be in favor of Vice Chancellor – Uva Wellassa University, obtained from a Bank approved by the Central Bank of Sri Lanka valid up to 17th January 2018.
8. Pre Bid meeting will be held on 03rd September 2018, at 10.30am in the Board Room of Uva Wellassa 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	The works consists of designing interior for existing Design and Refurnish Main Canteen of Uva Wellassa University. (Design and Build contract). This work should cover the all the interior details design and supplying and fixing mainly (not limited to) all the Furniture made from Timber Teak.
Bidders are instructed to visit the place before submitting the proposal.		
Allocation of funds for the project will decided once a suitable bidder is selected. This includes construction cost, design & 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.		
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 (Envelop-2) with the bid.		
The bidder should submit necessary details in order to match for Technical Proposal evaluation criteria under Envelop-2 to allocate points without any difficulties.		
Location of the proposed building is at Uva Wellassa University of Sri Lanka, Badulla.		
Time of Completion	1.2	The time for Completion for the whole of Works shall be 2 Calendar Months
Delay damages for the Works	1.2	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.

Defects Notification Period	1.2	Defects Notification Period is 6 Months from Employer's taking over
Source of funds	2.1	The source of funds is the Government of Sri Lanka
CIDA registration required	3.1	Not compulsory
Eligible bidders	3.4	Foreign bidders are not allowed.
Qualification Information	3.1, 3.2 4.1	<ul style="list-style-type: none"> • CIDA Registration or Business Registration <ul style="list-style-type: none"> Registration number Grade Specialty Expiry Date • VAT Registration number • Attach Construction Programme • Attach Legal Status (Sole proprietor, Partnership, Company etc.) • Attach authentication for signatory • Total monetary value of construction work performed for each of the last three years; • Experience in one works of similar nature and size during the last three years • Staffing • Attach Work Plan and methods statement • Preliminary drawings and elevations of the proposal. • 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.
Average annual volume of construction work performed in last five	4.3(a)	Average annual volume of work performed in last three years shall be at least Rupees 10 million. Audited Financial Statement for last 3 years should be submitted along with the bidding document
Liquid assets and/or credit facilities required	4.3 (g)	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 5 million.

Bid Price	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 price schedule summary.
Contract is subject to price adjustment for fluctuation of prices	13.6	The Bidder shall consider the intended cost variations during pricing the bid. The Contract is not subject to price adjustment in accordance with Clause 13.7 of the Conditions of Contract.
Currency of Bid	14.1	The currency of the bid price shall be only in Sri Lankan Rupees.
Bid validity period	15.1	The bid shall be validity until: 91 days from 17 th September 2018
Amount of Bid security	16.1	The amount of Bid security shall be Sri Lankan Rupees 150,000 .00
Validity of Bid security	16.2	The validity period of the bid security shall be 120 days from the closing date of the Bid, Only Bank Bonds of Central bank approved Banks and Bonds issued by CGF are acceptable
Pre-Bid meeting	17.1	Pre Bid meeting will be held on 03rd September 2018 Venue : Board Room of Uva Wellassa University Date: 03rd September 2018, 10.30am
Sealing and marking of Bids	19.2	The following information also shall be included in the inner covers of envelope marked as " <u>Envelope 1</u> – Preliminary Information": <ul style="list-style-type: none"> (i) Schedule," Annual turn-over Information", (ii) Schedule, " Adequacy of Working capital", (iii) Schedule, " Consultant experience in last three Years", (iv) Schedule, "Construction experience in last three Years", (v) Schedule, "Minimum Major items of construction equipment proposed", (vi) Bank Bond for Bid Security (vii) Company Profile indicating the past construction experiences <p>The following information also shall be included in the inner covers of envelope marked as "<u>Envelope 2</u> – Design / Technical Proposal":</p> <ul style="list-style-type: none"> (i) Schedule, "Team composition and Task

assignment”,

- (ii) Curriculum vitae of key staff;
- (iii) Schedule, “ Time schedule for key staff”,
- (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 **2.30 p.m. on 17th September 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

	Criteria	Maximum Points
(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	20
(ii)	Overall compliance with the requirements of the bidding documents	20
(iii)	Experience of the key Member of the Design Team	
	a) Team Leader/Project Manager Design & Construction	07
	b) Site Staff – Technical Staff	03
	Total points for criteria (iii)	10
(iv)	Work plan and time Schedules	
	a) Work Plan	05
	b) Time Schedule	05
	c) Organization and Staff	05
	Total points for criteria (iv)	15
(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
	Total points for criteria (v)	30
(vi)	Any other improvements to the Employer's Requirements, suggested by the Bidder	05
	Total	100
The minimum Technical scope to pass is 65 points		

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:** Project Manager,
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 interior designing.

(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.

Sub Clause 8.2

Time for Completion

The time for completion for the whole of Works shall be 3 Calendar months.

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 6 Months 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

Design and Refurnish Main Canteen of Uva Wellassa University

BASIC INFORMATION OF THE PROJECT

1. Project Title : Design and Refurnish Main Canteen of Uva Wellassa University
2. Executing Agency : Uva Wellassa University of Sri Lanka, Badulla
3. Supervising Ministry : Ministry of Higher Education and Highways
4. Funding Source : Consolidated Fund of Government of Sri Lanka
5. Physical Information

The works consists of designing interior for existing old canteen including kitchen of UWU to cutter 250 students. This work should cover the all the interior details design and supplying and fixing mainly(not limited to) all the canteen Tables made from Timber Teak or equivalent, Chairs with PVC/Synthetic materials and stainless steel legs ,Table Top laminating, PVC ceiling to canteen, additional lighting requirement with LED fixtures, Finishes to existing walls, Stainless Steel(SS) Tables to kitchen , Stainless Steel Sinks for canteen and kitchen. and finally submitting detail drawings and as built drawings. Further the proposed work should be match with the existing architectural theme of the Surrounding Buildings. Rate to include fixing new items to existing system with all supports, inlet pipes, out let pipes, connections to existing power- water lines and rectifications etc.

Canteen Area

1. Tables for Canteen

The table size should not be less than 6’x3’. The thickness of table Top not less than 25mm and supported with laminate tabletop of wear-resistant surface materials. Legs of table should be not less than 75mmx75mm. Table box apron section should be 100mmx25mm. The table should be supported with side stretchers. The number of Tables should be clearly show on details floor plans.

All the timber should be treated to the acceptable timber Seasoning Technology and specifications /warranty period should be submit along with the bid.

Chairs for Canteen Tables

The chair should consist of PVC/ Synthetic seating material, Stainless Steel legs, Stainless Steel back posts, cross rail etc. The texture of chair seat should match with the table. The number of chairs should be clearly shown in the detail floor plans.

2. Stainless Steel sinks for Canteen

Supplying & fixing additional 04 numbers of SS Sinks with SS taps, Horse, wash outs etc.

4 Ceiling and lighting for canteen

The new ceiling with PVC materials including LED lightings should be provided.

3. Ceiling fans

The existing ceiling fans should be repaired and re-fixed to new ceiling.

4. Entrance Porch

The entrance porch area should develop as outdoor seating and dining area. The material for furniture (Table & Chair) should be wrought iron or equivalent. This area should be covered with hand rail with mat finish.

Kitchen

1. Introduction of Stainless Steel tables of approx. 6'x3' two nos
2. Supplying & installation of a Hot Bain Marie with Tray Slide
3. Supply & fixing of SS kitchen sinks for dish washing & other usage.
4. Rearrangement of counters of canteen with relocation of entrance door.
Including Civil Works & additional lighting etc.

General

1. Color washing – modification to common facilities such as paper reading, TV, etc

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 the following but not limited to them and shall be done while preparation of bid and while implementation if awarded.

- i. Analyze Project Brief; and
- ii. 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 Manager Projects, Works Engineer, Capital Works Division 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

NAME OF CONTRACT: Designing and Furnish Design and Refurnish Main Canteen 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 17th December 2018 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
3.1	CIDA Registration or Business Registration		Provide certified copies and label them as attachment to Clause 3.1
	Registration Number		
	Grade		
	Spatiality		
	Expiry Date		
3.2	Business Registration		Provide certified copies and label them as attachment to Clause 3.2
	Number		
	Expiry Date		
4.1 (a)	Legal Status		
	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.		
	Name (Lead Partner)		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	Provide certified copy of the power of attorney attested by a Notary and label them as attachment to	

	to the Bid	Clause 4.1 (a)	
	VAT Registration Number		Provide certified copies and label them as attachment to Clause 4.1 (a)
	Name (Partner 2)		
	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)	
	Name (Partner 3)		
	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		

Schedule A 4 – Similar Experience in last five years

*(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.*
- (iii) List similar works first.*

Year	Employer	Project Name	Project Duration (Months)	Amount (Project Value)	No of Storeys
		Total			

Schedule A 5– Design experience in last five years

(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.*
- (iii) List similar works first.*

Year	Employer	Project Name	Project Duration (Months)	Amount (Project Value)	No of Storey's
		Total			

Check List 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 requesting?	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		

VOLUME 2

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Section – VII (b)

FORM OF DESIGN & TECHNICAL PROPOSAL

FORM OF DESIGN/TECHNICAL PROPOSAL

NAME OF CONTRACT: Designing and Furnish Design and Refurnish Main Canteen 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 envelopes.

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”)*

Proposed Position:			
Name of Staff:			
Nationality:			
Profession:			
Membership in Professional Societies:	Society/ Institution	Membership Category	Date Obtained
Detailed Tasks Assigned:			
Key Qualifications:	<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>		
Education:	Institute	Qualification	Date Obtained

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

Schedule B7 – Work Program (Construction Related Activities)

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

	<i>[1st, 2nd, etc., are months from the Start date</i>											
Construction Activity	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th

Note:- The bidder has to prepare this charts for the entire 3 months.

VOLUME 3

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Section – VII (c)

FORM OF FINANCIAL (PRICE) PROPOSAL

FORM OF FINANCIAL (PRICE) PROPOSAL

NAME OF CONTRACT: Designing and Furnish Design and Refurnish Main Canteen 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 envelopes.

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

We agree to abide by this bid until **17th December 2018**, 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

Schedule C1 - Price Schedule		
<i>(enclose all price schedule in envelope marked, "<u>Envelope 3</u> – Financial (Price) Proposal")</i>		
Activity 1 : Preliminaries		
Item No:	Sub-activity description	Amount (Rs.)
1.1	Allow lump sum for providing Advance Security	
1.2	Allow lump sum for providing Performance Guarantee	
Item No:	Sub-activity description	Amount (Rs.)
	Any other Sub-activity (Bidder to include)	
1.A1		
1.A4		
1.A5		
Total for Activity 1 carried to summary		

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

Schedule C 1 - Price Schedule

*(enclose all price schedule in envelope marked, " **Envelope 3** – Financial Proposal")*

Activity 3 : Furnishing

Item No:	Sub-activity description	Amount (Rs.)
3.1	Canteen Furniture supplying & fixing, Cost for all other employer requirement for canteen	
3.2	Kitchen Furniture supplying & fixing, Cost for all other employer requirement for Kitchen	
3.3	Improvements/Supplying & fixings to entrance porch	
Any other Sub-activity (Bidder to include)		
Total for Activity 3 carried to summary		

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	Furnishing	
	Any other activity (bidder to include)	
A		
B		
	Sub Total	
	Discount	
	Amount carried to Form of Bid	
	Add VAT 15%	
	NBT3%	
	Total	

Signature of bidder

Seal

Date

