



**UVA WELLASSA UNIVERSITY  
PASSARA ROAD  
BADULLA**

**INVITATION FOR BIDS  
FOR  
FABRICATION AND INSTALLATION OF WARDROBE AT  
THE ROOM DIVISION TRAINING CENTER FOR UVA  
WELLASSA UNIVERSITY  
(UWU/CW/NS/26/08)**

## **BID DOCUMENT**

**Bidder's Name** : .....

**Address** : .....

.....

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## Invitation for Bids (IFB)

Vice Chancellor  
 Uva Wellassa University,  
 Passara Road,  
 Badulla

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### FABRICATION AND INSTALLATION OF WARDROBE AT THE ROOM DIVISION TRAINING CENTER

Contract No: - UWU/CW/NS/26/08

1. The **Chairman, Department Procurement Committee** on behalf of the Uva Wellassa University, invites sealed bids from eligible and qualified bidders for **Fabrication and Installation of Wardrobe at the Room Division Training Center.**

Scope of work includes Timberly works. Contract period is **45 Days**

2. Bidding will be conducted through **National Competitive Bidding** Procedure.
3. To be eligible for contract award, the successful bidder shall not have been blacklisted and shall meet the **CIDA C9** in buildings or **Bussiness Registration**
4. Interested bidders may obtain further information from **Senior Assistant Registrar / Capital works Division of Uva Wellassa University, Badulla** and inspect the bidding documents at the address given below from **9.00 AM to 4.00 PM on Weekdays except public holidays**
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 **Senior Assistant Registrar / Capital Works Division** from **21<sup>st</sup> May 2026 to 10<sup>th</sup> June 2026** during 09.00 am to 03.00pm upon payment of a non-refundable fee of Rs. **500.00**. The method of payment will be in **cash deposited to Shroff counter of Uva Wellassa University**
6. Bids shall be delivered to the address below on or before **11.00 am on 11<sup>th</sup> June 2026**. Late bids will be rejected. Bids will be opened soon after closing in the presence of the bidders' representatives who choose to attend.
7. All bids shall be accompanied by a **valid bid bond of Rs.3,000.00 from a bank approved by the Central Bank of Sri Lanka or by Certification from Construction Guarentee**

**Fund or cash deposit to the University Shroff counter will also be accepted.** (Bidder shall submit the original insurance bond or /original receipt received from Shroff counter)

- 8. Bids Shall be Valid up to 10<sup>th</sup> September 2026.**
- 9. Condition of Contract – SBD III Volume I Second edition January 2007 and proceeding amendments**
- 10. A pre bid meeting and site visit is scheduled to be held at 10.00 am on 02<sup>nd</sup> June 2026 at the Maintenance Office of the university.**



Senior Assistant Registrar  
Capital Works Division

Fax:-0552226441

Tel :-0553050847

**FORM OF BID**

**FABRICATION AND INSTALLATION OF WARDROBE AT THE ROOM DIVISION TRAINING CENTERE**

**Contract No: - UWU/CW/NS/26/08**

Uva Wellassa University  
Passara Road  
Badulla

Sir,

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

Dated this ..... day of ..... 20..... in the capacity of ..... duly authorized to sign tenders for and on behalf of .....  
(IN BLOCK CAPITALS)

Signature : .....

Address : .....

Witness : .....

### Qualification Information

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

	Eligibility Requirement	Bidder's Qualification
<b>Registration</b>		
Registration number	CIDA/BR	
Grade	C9 if CIDA registered	
Expiry Date	Specify if any	
<b>Backlisted Contractors</b>		
Have you been declared as a defaulted contractor by NPA or any other Agency?		Yes/No
IF yes provide details		
<b>VAT Registration Number</b>		
<b>Construction Program</b>	(attach as annex)	
<b>Legal status</b>	Public company/Private Company/Partnership/Sole proprietor	
	Eligibility Requirement	Bidder's Qualification
<b>Qualification and experience of key staff</b>	Category, Experience and Qualifications (Insert requirement)*	Required Nos.*
	<b>1 Experienced supervisor</b>	<b>01</b>
	2	
	3	
<b>List other information required</b>		
<b>Past Experience</b>	Experience in similar interior Works . Bidder must furnish relevant documents to prove. Otherwise bid will be rejected	

Signature of the Bidder : .....

**FORM OF BID SECURITY**

*[this Guarantee form shall be filled in accordance with the instructions indicated in brackets]*  
 ----- *[insert issuing agency's name, and address of issuing branch or office]*

**Beneficiary:** Vice Chancellor, Uva Wellassa University, Passara Road, Badulla  
**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 **[FABRICATION AND INSTALLATION OF WARDROBE AT THE ROOM DIVISION TRAINING CENTER]** under Invitation for Bids No. **UWU/CW/NS/26/08**

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

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

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

This Guarantee shall expire: (a) if the bidder is the successful bidder, upon our receipt of copies of the Contract signed by the bidder and of the Performance Security issued to you by the bidder; or (b) if the bidder is not the successful bidder, upon the earlier of (i) the successful bidder furnishing the performance security, otherwise it will remain in force up to ----- *(insert date)*

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

\_\_\_\_\_  
*[signature(s) of authorized representative(s)]*

**FORM OF BID SECURING DECLARATION**

*[If required, the Bidder shall fill in this form in accordance with the instructions indicated in brackets; \* delete as appropriate]*

Name of contract ----- *[insert name by PE]*

Contract Identification No: -----*[insert number by PE]*

Invitation for Bid No.: ----- *[insert number by PE]*

To: ----- *[insert the name of the Employer preferably PE to fill before issuing the bidding document]*

I/We, the undersigned, declare that:

1. I/We understand that, according to instructions to bidders (hereinafter “the ITB”), bids must be supported by a bid-securing declaration;
2. I/We\* accept that we shall be suspended from being eligible for contract award in any contract where bids have being invited by any of the Procuring Entity as defined in the Procurement Guidelines published by National Procurement Agency of Sri Lanka, for the period of time of *three years* starting on *the latest date set for closing of bids of this bid*, if I/We:
  - (a) with draw our Bid during the period of bid validity period specified; or
  - (b) do not accept the correction of errors in accordance with the Instructions to Bidders of the Bidding Documents; or
  - (c) having been notified of the acceptance of our Bid by you, during the period of bid validity, (i) fail or refuse to execute the Contract Form, if required, or (ii) fail or refuse to furnish the performance security, in accordance with the ITB.
3. I/We\* understand this bid securing shall expire if we are not the successful bidder, upon the earlier of (i) the successful bidder furnishing the performance security; or (ii) twenty-eight days after the expiration of our bid.

Signed .....

In the Capacity of .....

Name .....

Dated on .....day of. ....

## Schedule

ITB Clause	Conditions of Contract Clause	Item	Data
1.	1.1.8	Employer is :	Name : <b>Vice Chancellor</b> Address: <b>Uva Wellassa University,</b>  <b>2<sup>nd</sup> Mile Post</b> <b>Passara Road, Badulla</b>
	1.1.10	Engineer is:	Name : <b>Works Engineer</b> Address: <b>Uva Wellassa University,</b>  <b>2<sup>nd</sup> Mile Post</b> <b>Passara Road, Badulla</b>
1 & 13	1.1.21	Summary of Works	<b>The Work consists of: BR</b>  Contract Name: <b>FABRICATION AND INSTALLATION OF WARDROBE AT THE ROOM DIVISION TRAINING CENTER</b>  Contract Number: <b>UWU/CW/NS/26/08</b>
1.	1.1.14	Intended Completion Date	Intended Completion Date is <b>45 Days</b> from the Start Date
2.		Source of Funds	The source of funds is <b>GOSL</b>
3.		Eligibility	The requirement is;  <b>* shall be included in the list of registered suppliers of the university for 2026 in relevant trade</b>
12.		Documents of the Bid	Any other information - No
13.	10.10	Price Adjustment	<b>Is not entitled</b>

16		Bid Security / Bid Securing Declaration	<p>Bid shall include a Bid Security/Insurance bond: for an amount Rs <b>3,000.00</b> from a bank approved by the Central Bank of Sri Lanka or by certification letter from Construction Gurentee Fund or</p> <p>by cash deposit to the University Shroff counter will also be accepted.</p> <ul style="list-style-type: none"> <li>• issued by an agency acceptable to Employer using the form for bid security (unconditional guarantee) included in</li> <li>• Section 9, Standard Forms.</li> <li>• remain valid till .....<b>2026</b></li> <li>• <b>OR</b></li> <li>• Bid shall include a Bid-Securing Declaration using the form included in Section 9."</li> </ul>
31.	4.4	Performance Security	<p>Amount of Performance Security required is <b>05 %</b> of the Initial Contract Price.</p> <p>The form acceptable is <b>from a bank approved by the Central Bank of Sri Lanka or by cash deposit to the University Shroff counter will also be accepted.</b></p>
	6.4	Late Completion	<p>The amount to be paid is <b>0.05%</b> of Initial Contract Price per Day, subjected to maximum of <b>5%</b> of Initial Contract Price.</p>
	8.1	Notification of Defects	<p>The period for Defect Notification is <b>180 Days</b> from Taking Over.</p>
	10.3	Retention	<p>The amount of retention is 10 % of certified work done in each bill</p> <p>The maximum amount of retention is 5 % of Initial Contract Price.</p>

ITB Clause	Conditions of Contract Clause	Item	Data
	10.12	Advance Payment	Upon the payment of the advance payment in full the Employer shall return the original of the advance payment guarantee to the Contractor.
	13.1 (c)	Insurance, third party	Minimum amount for third party insurance is Rupees .....
	13.1	Insurance for Contractor's Personnel	Minimum amount for Insurance for Contractor's Personnel is Rupees.....
33.	1.1.11	Adjudicator	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.
	14.0	Resolution of Disputes	

**FABRICATION AND INSTALLATION OF WARDROBE AT THE ROOM DIVISION TRAINING CENTRE**

UWU/CW/NS/26/08

BILL OF QUANTITIES

<b>Boq nr</b>	<b>Description</b>	<b>Unit</b>	<b>Qty</b>	<b>Rate (Rs)</b>	<b>Amount</b>
	preamables to BoQ				
	It is the bidders' responsibility to physically visit the premises before pricing and before fabrication to take actual measurements. Measurements given in the sketch are a guide only.				
1.00	Supplying, fabricating and fixing of Wardrobe as per the details given in the sketch. All the timber panels are with 18mm thk dark teak/walnut equivalent color with melamine boards. Doors with standard lockable arrangement with minimum 2 keys. Size of the wardrobe 2.36m+1.05m in length, approx 2.3m high, depth with 0.8m with 5 shelves. Handles , hinges, shall be with chromium plated/ equivalent finish. Quality, finishing details shall be approved by the Engineer( dimensions of final product can be vary but, must retain the pattern and the purpose it intended for)	Nr	1.00		
	<b>TOTAL</b>				

**SUMMARY SHEET**

<b>TOTAL SUMMARY</b>	
<b>TOTAL CONSTRUCTION COST</b>	
<b>DISCOUNT (If applicable)</b>	
<b>AFTER DISCOUNT IF ANY</b>	
<b>VAT 18%</b>	
<b>GRAND TOTAL</b>	

Total amount in words (Without VAT)

.....  
.....  
.....

Total amount in words (With VAT) : .....

.....  
.....

.....

Authorized signature of  
bidder (Official Seal)