

<b>Work Name</b>	
<b>Location</b>	
<b>Employer</b>	
<b>Employer Office</b>	
<b>Employer Address</b>	
<b>Engineer</b>	
<b>Engineer Office</b>	
<b>Engineer Address</b>	
<b>BOQ Amount (LKR)</b>	
<b>Bid Security</b>	-
<b>Bid Security Words</b>	
<b>Registration</b>	
<b>Specialty</b>	
<b>Bid Fee</b>	
<b>Publishing Date</b>	
<b>Bid Issuing Start Date</b>	
<b>Bid Issuing Final Date</b>	
<b>Issuing Division</b>	
<b>Issuing Office</b>	
<b>Phone no for Information</b>	
<b>Receiving Officer</b>	
<b>Receiving Office</b>	
<b>Receiving Office Address</b>	
<b>Receiving Time</b>	
<b>Receiving Date</b>	
<b>Opening Time</b>	
<b>Bid Validity Period (Days)</b>	
<b>Bid Security Valid date</b>	28
<b>Bid Security Valid Date</b>	
<b>Pre Bid Meeting</b>	
<b>Bid clarification e mail</b>	
<b>Contract Number</b>	

<b>Intended Completion Date</b>			
<b>Source of Funds</b>			
<b>Price Adjustment</b>			
<b>Non Adjustable BOQ Items</b>			
<b>Type of Construction:</b>			
<b>Defect Liability Period</b>			
<b>Provisional Sums</b>			
<b>Adjudicator</b>			
<b>Resolution of Disputes</b>			
<b>VAT</b>	18%		
<b>Key Staff</b>		<b>Name</b>	<b>No</b>
	1		
	2		
	3		
	4		



**BIDDING DOCUMENT  
FOR**

**0**

**Issued To** : \_\_\_\_\_

**Date** : \_\_\_\_\_

**Employer** : **0**

## **CONTENT**

### **Volume 1**

Section 1	Instructions to Bidders
Section 2	Standard Forms (Contract)
Section 3	Conditions of Contract

### **Volume 2**

	Invitation for Bids
Section 4	Form of Bid and Qualification Information
Section 5	Schedule
Section 6	Specifications
Section 7	Bills of Quantities
Section 8	Drawings
Section 9	Standard Forms (Bid)

Volume 1 consisting of section 1, section 2, section 3 will be applicable for this contract shall be given volume 1 of “Standard Bidding Document, Procurement of Works, Minor Contracts”, CIDA publication no: CIDA/SBD/03, Second Edition, January 2007, publish by Construction Industry Development Authority (CIDA), Savusiripaya, 123. Wijerama Mawatha, Colombo 07.

**The above Document will not be issued with the Bidding Document and Bidder is advised to purchase it from CIDA.**

**INVITATION FOR BIDS**

## Invitation for Bids

0

Sealed bids are invited separately by the Chairman, Procurement Committee of the from eligible and qualified bidders for the undermentioned construction work subject.

No	Name of the Work	BOQ Amount (LKR)	Required Registratio	Bid Security (LKR)	Bid Fee (LKR)
1	0	-	0	-	-

- 2, Successful bidder for award of contracts should not have been blacklisted and should be registered in the above registration.
- 3, Bid documents may be obtained between 9.00 a.m. and 3.00 p.m. from until from the of the . For further information, please call to .
- 4, Sealed bids may be either be sent by registered post addressed to ', , ' or hand delivered and deposited in the Tender Box kept at the office to be received before on . Late bids will be rejected.
- 5, Bids will be opened at on and the bidders or their authorized representatives may be present at the time of opening of bids.
- 6, Bid security submitted with the bid should be drawn in favour of ', ' obtained from a commercial bank in Sri Lanka valid from up to or else may be paid in cash to the Account Division of the and the copy of cash receipt obtained should be submitted with the bid. Bid securities submitted in the form of Cheques and Bank Draft will be rejected.
- 7, Bids should be valid for days.

- 8, Bids submitted relevant to the above works should be submitted in duplicate. Original should be marked as “Original” and duplicate should be marked as “Copy”. Original and Copy should be inserted in separate covers sealed and both covers should be reinserted in a single sealed cover mentioning the name of the work on the left hand top corner and submitted.
  
- 9, For any clarifications, please send a message to .
  
- 10, Bid evaluation will be conducted as specified in the bid documents and Regional preferences and CIDA Grade preferences will be considered with applicable circulars. Bids with shortcomings will be rejected.

**Chairman**

**Procurement Committee**

**0**

**0**

**0**

## **SECTION 4**

# **FORM OF BID AND QUALIFICATION INFORMATION**

**FORM OF BID**

Name of Contract : 0

To : 0  
0

Gentleman,

1, Having examined the Standard Bidding Document - Procurement of Works - Minor Contracts [ICTAD/ SBD/ 03 - Second Edition, January 2007], Schedule, Specifications, Drawings and Bills of Quantities and addenda for the execution of the above named Works, we/I the undersigned, offer to execute and complete such Works and remedy any defect therein in conformity with the aforesaid Conditions of Contract, Schedule, Specifications, Drawings, Bill of Quantities and Addenda for the sum of Sri Lankan Rupees

---

(LKR \_\_\_\_\_) 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/my 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 : .....  
Name : .....  
Designation : .....  
Address : .....  
Witness : .....

## QUALIFICATION INFORMATION

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

Registration	Eligibility Requirement	Bidder's Qualification
Registration number		
Grade	0	
Specialty	0	
Expiry Date		

<b>Backlisted Contractors</b>	
Have you been declared as a defaulted contractor by NPA or any other Agency?	
<b>IF yes provide details</b>	

<b>VAT Registration Number</b>		
<b>Construction Program</b>	(attach as annex)	
<b>Legal status</b>	Public company/Private Company/Partnership/Sole proprietor	

Qualification and experience of key staff	Eligibility Requirement		Bidder's Qualification
	Category, Experience and Qualifications	Required No	Proposed by bidder (Name, experience and Qualifications)
	1		
	2		
	3		
	4		
<b>List Other information required</b>			

Signature of the Bidder : \_\_\_\_\_

**SECTION 5**  
**SCHEDULE**

## SCHEDULE

ITB Clause	Conditions of Contract Clause	Item	Data
1	1.1.8	Employer is	Name : 0 Address : 0 0
	1.1.10	Engineer is	Name : 0 Address : 0 0
1 & 13	1.1.21	Summary of Works	The Works consists of Located at : 0 Contract : 0 Name  Contract : 0 Number
1	1.1.14	Intended Completion Date	Intended Completion Date is 0 Days from the Start Date
2		Source of Funds	The source of funds is 0
3		Eligibility	The requirement is 0 0
12		Documents of the Bid	Any other information .....
13	10.10	Price Adjustment	The Contract 0 subject to price adjustment in accordance with Sub-Clause 10.10 of the Conditions of Contract.  The price adjustment shall be computed in accordance with Option B under sub clause 10.10.  Non adjustable element shall be: BOQ Item Numbers :  Option B: Type of Construction : 0

<b>ITB Clause</b>	<b>Conditions of Contract Clause</b>	<b>Item</b>	<b>Data</b>
16	Bid Security	Bid shall include a Bid Security:	<ul style="list-style-type: none"> <li>● for an amount LKR - issued by an agency acceptable to Employer using the form for bid security (unconditional guarantee) included in Section 9, Standard Forms, remain valid till <b>0</b></li> <li>OR</li> <li>● Bid Security amount can be paid by cash to the Employer</li> </ul>
31	4.4	Performance Security	<p>Amount of Performance Security required is <b>5%</b> of the Initial Contract Price</p> <p>The form acceptable is unconditional guarantee as standard form as per <b>SBD/03</b></p>
	6.4	Late Completion	The amount to be paid is <b>0.05 %</b> of Initial Contract Price per Day, subjected to maximum of <b>10 %</b> of Initial Contract Price.
	8.1	Notification of Defects	The period for Defect Notification is <b>0</b> Days from Taking Over.
	10.3	Retention	<p>The amount of retention is <b>10 %</b> of certified work done.</p> <p>The maximum amount of retention is <b>5 %</b> of Initial Contract Price.</p>
	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 LKR 100,000.00
	13.1 ( a )	Insurance for Works, Material and plant	The minimum cover for insurance of the works and plant and materials is <b>110%</b> of initial contract price.
	13.1	Insurance for Contractor's Personnel	Minimum amount for Insurance is LKR 500,000.00
33	1.1.11	Adjudicator	<b>0</b>
	14.0	Resolution of Disputes	<b>0</b>
			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.

**SECTION 6**  
**SPECIFICATIONS**

## TECHNICAL SPECIFICATIONS

Technical specification that are applicable to this project are listed below:

- SCA/3/1 - Irrigation and Land Drainage
- SCA/3/2 - Water Supply Sewerage and Storm Water Drainage
- SCA/3/3 - Reclamation Works
- SCA/3/4 - Ground Water Exploration & Exploitation
- SCA/4/I - Building Works (Vol I)
- SCA/4/II - Building Works (Vol II)
- SCA/5 - Roads and Bridges
- SCA/6 - Coastal Harbour Engineering Works
- SCA/8 - Electrical and Mechanical Works
- ICTAD/DEV/16 - Board & Cast In situ Reinforced Concrete Piles
- ICTAD/DEV/17 - Site Investigation for Building Works & Sample Bill of Quantities
  
- Any other specification approved by the Government.

Above publications shall be purchase from the Construction Industry Development Authority (CIDA), Savusiripaya, 123. Wijerama Mawatha, Colombo 07.

**SECTION 7**  
**BILLS OF QUANTITIES**

( A ) BOQ Total	= LKR	_____
( B ) Less for Provisional Sums	= LKR	_____ -
( C ) Sub Total (A-B)	= LKR	_____
( D ) Less for Discount (If Any) (..... %)	= LKR	_____
( E ) Sub Total (C-D)	= LKR	_____
( F ) Add for Provisional Sums	= LKR	_____ -
<b>Total Bid Amount (E+F)</b>	= <b>LKR</b>	<b>=====</b>
<i>(Excluding VAT, Carried to Form of Bid)</i>		

Total Bid Amount in Words \_\_\_\_\_

VAT 18%	= LKR	_____
<b>Grand Total</b>	= <b>LKR</b>	<b>=====</b>

Note:

Bidders are requested to provide discounts, if any, as a percentage. Otherwise, it will be converted to a percentage. Your discount will also be applied to variations in quantity."

\_\_\_\_\_  
Signature of Bidder

**SECTION 8**  
**DRAWINGS**

**SECTION 9**  
**STANDARD FORMS**

- **Form of Bid Security**

[Letter heading paper of the procuring entity]

[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** : -----[insert employer position, office and address]

**Date** : ----- [insert date]

**BID SECURITY**

**BID GUARANTEE No.** : ----- [insert number]

We have been informed that ..... [insert name of the bidder] (hereinafter called "the bidder") has submitted to you its bid dated ..... [insert date](hereinafter called "the Bid") for the execution of ..... [insert name of Contract] under Invitation for Bids No. .... [insert IFB number] ("the IFB").

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

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

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

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

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

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

## 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 Employer?	18		
Completed?	18		
Signed?	18		
<b>Bid Security (if required)</b>			
Addressed to the Employer?	16		
Format as required?	16		
Issuing Agency as specified?	16		
Amount as requested?	16		
Validity 28 days beyond the validity of Bid?	16		
<b>Qualification Information</b>			
All relevant information completed?	4		
Signed?	4		
<b>Addendum</b>			
Content 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		

Contractor	
Contractor Address	
Signing Month	
Signing Year	
BOQ Total	
Discount / Premium	

# **CONTRACT AGREEMENT**

FOR



BETWEEN

**EMPLOYER**



AND

**CONTRACTOR**

## **CONTENT**

Section 1	Letter of Acceptance
Section 2	Agreement
Section 3	Conditions of Contract
Section 4	Schedule
Section 5	Specifications
Section 6	Drawings
Section 7	Bills of Quantities

**SECTION 1**  
**LETTER OF ACCEPTANCE**

**Attach a copy of the Letter of Acceptance here**

**SECTION 2**  
**AGREEMENT**

**AGREEMENT**

This AGREEMENT, made the ..... day of between , , (hereinafter called “the Employer”) of the one part, and , (hereinafter called “the Contractor”) of the other part.

WHEREAS the Employer desires that the Contractor execute (hereinafter called “the Works”) and the Employer has accepted the Bid by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

NOW THIS AGREEMENT WITNESSETH as follows:

- 1 In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to, and they shall be deemed to form and be read and construed as part of this Agreement.
- 2 In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy any defects therein in conformity in all respects with the provisions of the Contract.
- 3 The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects wherein the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

In Witness whereof the parties thereto have caused this Agreement to be executed the day and year aforementioned, in accordance with laws of Sri Lanka.

\_\_\_\_\_  
**Authorized signature of Contractor**

\_\_\_\_\_  
**Authorized signature of Employer**

*Seal*

*Seal*

In the presence of:

Witnesses:

Name \_\_\_\_\_

Name \_\_\_\_\_

NIC No \_\_\_\_\_

NIC No \_\_\_\_\_

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

## **SECTION 3**

### **Conditions of Contract**

**The conditions of the contract will be applicable for this contract shall be given section 3 of “Standard Bidding Document, Procurement of Works”, CIDA publication no: CIDA/SBD/03, Second Edition, January 2007, publish by Construction Industry Development Authority (CIDA), Savusiripaya, 123. Wijerama Mawatha, Colombo 07.**

**The conditions of the contract have not been attached here. For this agreement, the conditions of the contract outlined in CIDA SBD 03 will apply to any administrative or legal procedures. Bidder is advised to purchase it from CIDA.**

**SECTION 4**  
**SCHEDULE**

## SCHEDULE

ITB Clause	Conditions of Contract Clause	Contract	Item	Data
1	1.1.8	Employer is	Name : 0	
			Address : 0	
			0	
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			Address : 0	
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1 & 13	1.1.21	Summary of Works	The Works consists of Located at : 0 Contract : 0 Name	
			Contract : 0 Number	
1	1.1.14	Intended Completion Date	Intended Completion Date is from the Start Date	0 Days
2		Source of Funds	The source of funds is	0
3		Eligibility	The requirement is	0 0
12		Documents of the Bid	Any other information .....	
13	10.10	Price Adjustment	The Contract 0 subject to price adjustment in accordance with Sub-Clause 10.10 of the Conditions of Contract.  The price adjustment shall be computed in accordance with Option B under sub clause 10.10.  Non adjustable element shall be: BOQ Item Numbers :	
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**SECTION 5**  
**SPECIFICATIONS**

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**SECTION 6**  
**DRAWINGS**

**LIST OF DRAWINGS**

<b>Drawing Name</b>	<b>Drawing No</b>

**SECTION 7**  
**BILLS OF QUANTITIES**

