

MUNICIPAL COUNCIL ANURADHAPURA

BIDDING DOCUMENT
(Volume – 2)

Renovation of Circuit Bungalow Anuradhapura
Municipal Council

Contract No :.....

Issued To :.....

Contents

Volume 1

Section 1 – Instructions to Bidders

Section 2 – Standard Forms (Contract)

Section 3 – Conditions of Contract

Please refer Volume 1 of ICTAD publication No:ICTAD/SBD/01

Volume 2

Invitation to Bid

Section 4 – Form of Bid & Qualification Information

Section 5 – Bidding Data and Contract Data

Section 6 – Specifications

Section 7 – Bills of Quantities

Section 8 – Drawings

Section 9 – Standard Forms (Bid)

INVITATION FOR BIDS (IFB)

ANURADHAPURA MUNICIPAL COUNCIL ANURADHAPURA

Renovation of Circuit Bungalow Anuradhapura Municipal Council

1. The Chairman, Department Procurement Committee on behalf of **Anuradhapura Municipal Council, Anuradhapura** now invites sealed bids from eligible and qualified community boards for Renovation of Circuit Bungalow Anuradhapura Municipal Council as describe below and estimated to cost 4.5 million LKR. The Construction period is **45 Days**.
2. Bidding will be conducted through **Limited Competitive Bidding Procedure among community boards (Praja Mandala) at Anuradhapura Municipal Council Area and Rural Development Committees of Nuwaragam Palatha East**
3. To be eligible for contract award, the successful bidder shall not have been blacklisted and shall an active community board which is registered in Anuradhapura Municipal Council for the year 2024.
4. Qualification requirements to qualify for contract award include the **Qualification Information** in Section 04 and **Schedule** in Section 05 in the Bidding Document.
5. Interested bidders may obtain further information from **Municipal Commissioner, Municipal Council, Anuradhapura [Telephone: 0252222275, e-mail: planning2020@gmail.com]** from **09.00 hrs to 15.00hrs** in weekday.
6. A complete set of Bidding Documents in English language may be purchased from **Commissioner, Municipal Council, Anuradhapura** from **18.10.2024** until **07.11.2024** from **09.00hrs. to 15.00hrs.** upon payment of a non-refundable fee of **Rs 5000**. The method of payment will be **in cash**.
7. Bids shall be delivered in duplicate to the address below, on or before **08.11.2024** at **10.00 am**. Late bids will be rejected. Bids will be opened soon after closing in the presence of the bidders' representatives who choose to attend.
8. Pre-Bid meeting shall be available to all bidders on **05.11.2024** at auditorium of Anuradhapura Municipal Council at **11.00 am**
9. Bids shall be valid up to **91 Days**.
10. All **bids** shall be accompanied by a Bid Security, of **Rs45,000.00 LKR** Bid Security shall be deposited in Municipal Council in Cash.

**Municipal Commissioner,
Anuradhapura Municipal Council,
Anuradhapura.**

Section - 4

**FORM OF BID & QUALIFICATION
INFORMATION**

FORM OF BID

Name of Contract:**Renovation of Circuit Bungalow Anuradhapura Municipal Council**

To: **The Municipal Commissioner/Chairman of Municipal Council Procurement Committee,
Anuradhapura Municipal Council,
Anuradhapura,**

Gentleman,

1. Having examined the Standard Bidding Document - Procurement of Works [ICTAD/SBD/01 - Second Edition, January 2007], Specifications, Drawings and Bills of Quantities and Addenda for the execution of the above-named Works, we the undersigned, offer to execute and complete such Works and remedy any defect therein in conformity with the aforesaid Conditions of Contract, Specifications, Drawings, Bill of Quantities and addenda for the sum of Sri Lankan Rupees.....(LKR) or such other sums as may be ascertained in accordance with the said Conditions.
2. We acknowledge that the Contract Data forms part of our Bid.
3. We undertake, if our Bid is accepted, to commence the Works as stipulated in the Contract Data, and to complete the whole of the Works comprised in the Contract within the time stated in the Contract Data.
4. We agree to abide by this bid for the period of **91Days** from the date fixed for receiving or any extended period and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Unless and until a formal agreement is prepared and executed this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
6. We accept / we do not accept the Adjudicator.
7. We understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this day of 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 and submitted by the bidder, with the Bid)

Registration of Department of Local Government-NCP	
Registration number	
Registration for year 2024	Yes/No
Capability Certificate	Yes/No (If Yes, the certificate copy should attach to document)
Backlisted Contractors	
Have you been declared as a defaulted contractor by NPA or any other Agency?	
IF yes provide details	
VAT Registration Number	
Construction Program	<i>(attach as annex)</i>
Legal status	<i>(attach relevant status copies, as annex)</i>
Value of Construction works performed in last 3 years	<i>(attach copies of Certificate of Completion etc. and other documents such as profit-loss and income expenditure statement)</i>
Year:	Value:
Year:	Value:
Year:	Value:
Average	
Value of similar works completed in last 3 years (indicate only the three largest projects)	1. Value: Year: 2. Value: Year: 3. Value: Year: <i>(attach copies of Certificate of Completion etc., as annex)</i>
Qualification and experience of key staff – Site & Head Office (Permanent, Contract basis & Consultants)	<i>(Certified copies should be attached to prove the qualification and experience)</i>
1. Employing a Technical officer (NCT Civil/NVQ 5) who has engaged in three similar projects in last five years	

Section - 5
BIDDING DATA AND CONTRACT DATA

Bidding Data

(Please note that the Clause nos. given hereunder are that of Instructions to Bidders)

(1.1) The Employer is

**Municipal Commissioner,
Anuradhapura Municipal Council,
Anuradhapura.**

The Works consists of **Buildingconstruction Works**

located at **Anuradhapura**

(1.2) Intended Completion Date is **45 Days** from the Start Date.

(1.3) The office for collection of bid forms is;

**Anuradhapura Municipal Council,
Anuradhapura.**

The non-refundable fee is Rupees **5000.00**

The Bid forms will be issued until**28.10.2024**

(2.1) The source of funds is **Municipal Council Funds**

(4.2) The registration required;**Municipal Council registration/ Department of Local Government NCP**

The following information shall be provided in Section 4:

- (4.3)
- Municipal CouncilRegistration;
Registration number
 - VAT Registration number
 - Construction Program
 - Legal Status
 - Experience in works of a similar nature and size for each of the **last three years;**
(Attach relevant pages from contract registration book)
 - Qualifications and experience of key site management and technical
personnelproposedfor the Contract;
(Certified copies should be attached to prove the qualification and experience)
 - any other.

- (4.4)
- Experience in the construction of at least one contract of a nature and complexity equivalent to the Works over the last 5 years (to comply with this requirement, works cited should be at least 70 percent completed); **more than Rs. 1Million**
 - Following technical and managerial Staff:
 1. **Employing a Technical officer (NCT Civil/NVQ 5) who has engaged in three similar projects in last five years**

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 **Rs3 Million**
(credit facilities should be taken specially on the name of this project)
- (9.1) Employer's address for the purpose of clarification is;
- Municipal Commissioner,
Anuradhapura Municipal Council,
Anuradhapura.
T.P.No - 025-2222275
Mail address – planning2020@gmail.com**
- (11.1) The language of the bidding document shall be **English or Sinhala**
- (13.3) VAT component shall not be included in the rates. The amount written in the Form of Bid shall be without VAT. However, VAT component shall be shown separately at the end of the BOQ.
- (13.4) The Contract **is not subjected** to price adjustment in accordance with Clause 47 of the Conditions of Contract.
- (15.1) The Bid shall be valid up to **91 days (28.01.2025)**
- (16.1) Bid shall be included a Bid Security of 45,000.00 LKR (Cash Deposited in Municipal Council)
- (16.2) Bid Security shall be:
- for an amount **Rs 39,000.00**
 - In Cash
- (17.1) Pre-Bid meeting shall be available to all bidders on 22.10.2024 at auditorium of Anuradhapura Municipal Council at 11.00 am. (contact Municipal Council Finance branch 0252222275 for any further details)

(19.2) a The Employer's address for the purpose of Bid submission is;
**The Commissioner /Chairman of Municipal Council Procurement Committee
Municipal Commissioner,
Anuradhapura Municipal Council,
Maithripala Senanayake Mawatha
Anuradhapura.**

(19.2) b Renovation of Circuit Bungalow Anuradhapura Municipal Council

(20.1) The deadline for submission of Bids shall be at **10.00 a.m. on 29.10.2024**

(34.0) The amount of Performance Security is **5%** of the Initial Contract Price.

(36.0) The Adjudicator proposed by the Employer is **a Cooperate member of IESL**

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

Contract Data

(Please note that the Clause nos. given hereunder are that of Conditions of Contract)

(1.1) The Employer is

**Commissioner,
Anuradhapura Municipal Council,
Anuradhapura.**

(1.1) The Engineer is;

**Municipal Engineer,
Anuradhapura Municipal Council,
Anuradhapura.**

Name of Engineer's Representative;

**Technical Officer,
Anuradhapura Municipal Council,
Anuradhapura.**

(1.1) **Renovation of Circuit Bungalow Anuradhapura Municipal Council**

(1.1) The Site is located at **Anuradhapura**

(1.1) The Start Date shall be the date of Letter of Acceptance.

(9.1) Schedule of Key Personnel:

Minimum persons with qualifications and experience to be defined,

1. Employing a Technical officer (NCT Civil/NVQ 5) who has engaged in three similar projects in last five years

(13.1) The minimum insurance covers shall be:

- (a) • The minimum cover for insurance of the Works and of Plant and Materials is **110% of Initial Contract Price.**
- (a) The minimum cover for personal injury or death,
 - for the Contractor's workmen is **Rs.1,000,000.00 per event**
 - Contractor's employees other than workmen is **Rs.1,000,000.00 per event**

- (13.2)
- (17.1) The Intended Completion Date for the whole of Works shall be **45Days from starting date**
- (21.1) The Site Possession Date shall be **the date of the** Letter of Acceptance
- (27.1) The Contractor shall submit a program for the Works within **14 Days** of delivery of the Letter of Acceptance.
- (27.3) The period between Program update is **monthly**
- (27.4) The amount to be withheld for late submission of a Program is **Rupees 2% of Initial Contract Price**
- (35.1) The Defects Liability Period is **365 Days**.
- (39.2) Engineer may order variations up to a total cumulative value of not exceeding **Rs. 10% of Initial Contract Price**
- (47.1) The Contract Price **is not** subjected to price adjustment
- (48.1) The retention from each payment shall be **10% of the certified work done**
The limit of retention shall be **5% of the Initial Contract Price**
- (49.1) The liquidated damages for the whole of the Works shall be **0.05% of the Initial Contract Price per Day**.
- (50.1) The maximum amount of liquidated damages for the whole of the Works shall be **10% of the Initial Contract Price**
- (52.1) The Performance Security shall be **5% of the Initial Contract Price**.
- (58.1) Schedule of operating and maintenance manuals.
- (60.1) The percentage to apply to the value of the work not completed, representing the Employer's additional cost for completing the Works, is **25%**.

Section-6
SPECIFICATIONS

Specifications

Specifications consist of two parts, part I and part II.

Part I

Part I is latest relevant specifications, published by the Institute for Construction Training and Development (ICTAD), in cases where no such a specifications available, latest available British Standards specifications should be applied. It is assumed that all the bidders are equipped with this publication; hence no copy of that document is furnished with this document. All the Bidders who do not equipped with the document are instructed to buy a copy from the following address.

**Institute of Construction Training & Development (ICTAD),
“Sawsiripaya”
123, Wijerama Mawatha,
Colombo 07.**

Relevant Specifications published by the Institute for Construction Training and Development (ICTAD), are as follows;

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 and Exploitation
SCA/4	-	Building works (Volume I)
SCA/4/II	-	Building works (Volume II)
SCA/5	-	Road & 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 Standard Specifications approved by the Government.

Part II

Part II is Preambles of Bill of Quantity, description given at the top of each section and description of items in the Bill of Quantities of the document. Wherever these Part II description vary from the standard conditions (Part I), the Part II description shall take precedence.

Preambles of Bill of Quantities

1. All the duties, taxes and other levies payable by the contractor, other than value added tax (VAT), should be included in the rates.
2. Cost for all other preliminary items, other than preliminary items included in the bill of quantities should be included in the rates as overheads. Some of them are as follows, but not limited to them.
 - Supervision of labor/works
 - Construction of site office, stores, access roads and provision of utilities.
 - Watcher for camp, stores and work sites
 - Tool and implement
 - Setting out and measurement
 - Transport of workers and staff
 - Salaries of site staff (office and field)
 - Interest on capital investment
 - Labor Premiums
 - Insurance Premiums
 - Provision of facilities for head office, workshops, stores and yards
 - Transport, lodging and subsistence of head office staff
 - Legal expenses and consultancy fee
 - Depreciation
3. All the Bidders are strongly advised to inspect the proposed site, before preparation of Bid Documents.
4. The Bidders shall insert rates and price for the execution of the whole of the said work in strict advance with the specifications.
5. Rates for the items deemed to be inclusive of profits and overheads, wastage factors if any, working space for formwork in excavation, etc. no allowance in quantities would be permitted other than quantities derived.
6. Any discount offered would not be applied to the provisional sum items. Discount offered or differed payment if any shall be stated in the summary and carried over to the Form of Bid. Discount offered or differed payment stated in accompanying covering letter will be considered.
7. Quantities included in the BOQ are approximate. Actual payment depends on the measure and pay basis.
8. All materials used for the construction works should be of the highest grades of their respective kind and shall be certified products by the SRI LANKA STANDARD INSTITUTION (SLS) where such exist, in all other cases they should be certified to the latest British Standard (BS).
9. Specific reference in the specifications to any material by trade name, make or catalogue number shall be construed as establishing standards of quality and performance and not limiting the choice of materials and complying with other standards, which should be equivalent in all respects to the specific standards, a copy of the alternative standards specified in the Bid should be submitted together with an English translation if the standard is in a language other than English.

Section-7
BILLS OF QUANTITIES

GRAND SUMMARY

Renovation of Circuit Bungalow Anuradhapura Municipal Council

Construction Cost	
Less Provisional Sum	
Sub Total 1	
Less Discount if any (..... %)	
Sub Total 2	
Add Provisional Sum	
Total (To be carried to Form of Bid)	
Add VAT 8%	
Grand Total	

Total (To be carried to Form of Bid) in words: Rupees

.....

VAT Registration No:

Authorized person of the Bidder

Signature:

Name:

NIC No:

Date:

Name and Address of the Bidder

.....

Witness 1

Signature of witness 1:

Name:

Address:

.....

NIC No:

Witness 2

Signature of witness 2:

Name:

Address:

.....

NIC No:

