

WP – PRDA – SBD – 01
(For Contracts between Rs. 10 Million to 100 Million)

Issued to

.....

.....

.....

.....

.....

Receipt (No)

For Rs./=

(Non – Refundable Tender Fee)

seen

.....

Signature of the Officer

Date

BIDDING DOCUMENT
For

(Project Name & Location)

.....

(Project No)

(Tender No :) : PE / 2016 / /

(Page No :) : 01 -

IMPORTANT

Bid Security

The duly perfected Bidding Document should be submitted along with

Either

A Receipt (Photocopy for Rs./= as a refundable Tender Deposit for this particular “ work” in the name of the “ Chairman”

Or

A Bid Security for the value Rs./=, which should be valid for a period of 119 Days from the date of close of bids. **(Bid Security issued by the Co-operative Insurance Company will not be accepted to this Tender).**

(The Bid Security should be “ On – demand & “ Un – conditional” and the format “given in Section – 9 – Standard Forms” in this document – annexed)

Provincial Road Development Authority
Western Province

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General Instructions to

Issuing Officer

- ❖ All blank spaces **Cover page** & in the “Section – 5 Bidding Data & Contract Data” to be filled by the issuing officer before issuing to the bidder
- ❖ Strike off what is not applicable to this work in “ **Section – 5** Bidding Data & Contract Data”,
- ❖ List of Appropriate Drawings to be given in “ Section – 8 – Drawings

Bidder

- ❖ Nothing to be filled, altered or added to the content of pages 1 to 4 of this bidding Documents by the Bidder
- ❖ All the information request in pages 6 to 16 on words (with Bill(s) of quantities) and relevant annexes to be filled by the bidder
- ❖ Do not use any correction fluid (such as Typex, pentel ect.) for any correction in Section – 4 (Form of Bid) and Section -7 (Bills of Quantities)
- ❖ To correct any mistake, please cut clearly, re – write and initial it.

Notes

The ICTAD publication referred to in this documents could be purchased from the Institute for Construction, Training and Development, “ Sausiripaya”, No. 123, Wejerama road, Colombo

Section – 1 – INSTRUCTIONS TO BIDDER – (ITB)

All Conditions and the content of ICTAD publication No. ICTAD / SBD/ 01

(Second Edition – January, 2007 & amendments thereto) **is valid for this bid.**

(Refer ICTAD publication No. ICTAD / SBD/ 01 - January 2007 pages 5 to 19)

Notes

Instruction to bidders shall be read in conjunction with the Section 5 – Bidding Data & Contract Data of this document.

Instruction to bidders will not be a part of the Contract and will cease to have effect once the Contract is signed.

Section – 2 – STANDARD FORMS (CONTRACT)

The Standard formats given for following in ICTAD publication No. ICTAD /

SBD/ 01– (Second Edition – January 2007 & amendments thereto)

Are valid for this bid and / of contract.

- ❖ **Letter of Acceptance**
- ❖ **Agreement**
- ❖ **Performance Security**
- ❖ **Advance payment security**
- ❖ **Retention Money Guarantee.**

(Refer ICTAD Publication No. ICTAD / SBD/ 01 – Second Edition – January 2007 pages from 21 to 29

(Performance Security)

Section – 3 – CONDITIONS OF CONTRACT – (CoC)

All conditions and the content of ICTAD Publication No. ICTAD / SBD/ 01

(Second Edition – January, 2007 & amendments thereto) is valid for this Bid and/ or Contract.

(Refer ICTAD publication No. ICTAD/ SBD / 01 – Second Edition – January 2007 pages from 31 to 57)

Conditions of Contract be read conjunction with the **Section – 5 – Bidding Data & Contract Data in this Document.**

FORM OF PERFORMANCE SECURITY
(Unconditional)

.....
..... *[Issuing Agency's Name, and Address of Issuing Branch or Office]*

Beneficiary:.....
..... *[Name and Address of Employer]*

Date :

PERFORMANCE GUARANTEE NO :

We have been informed that *[Name of Contractor]* (hereinafter called "the Contractor") has entered into Contract No. *[reference number of the contractor]* dated with you, for the *[insert "construction"]* of *[name of contract and brief description of works]* (hereinafter called "the Contract")

Furthermore, we understand that according to the conditions of the Contract, a performance guarantee is required.

At the request of the Contractor, we *[name of Agency]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[amount in figures]* *[amount in words]*, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the day of 20 *[insert date, 28 days beyond the intended Completion Date]* and any demand for payment under it must be received by us at this office on or before that date.

[signature(s)]

Section – 4 – FORM OF BID AND QUALIFICATION INFORMATION
Form of Bid

To. The Chairman,
Procurement Committee

Gentleman,

Bid for the “ Work” as described in the cover page of this document.

1. Having examined the Conditions of Contract given in the Standard Bidding Document Procurement of Works for Contract (ICTAD/ SBD/ 01 – 2nd edition, January 2007 & amendments there to) and all condition & the content of this Bidding Document including Specification, Drawing and Bills of Quantities and Addenda for the execution of the above-named works, We/I the Undersigned, offer to execute and complete such Work and remedy any defect therein in conformity with the aforesaid Conditions of Contract, Specification, Drawings, Bills of Quantities and Addenda for the sum of Sri Lanka Rupees (LKR) (Excluding VAT)(in words)
.....
.....
..... and Cents.....
(LKR)
or such other sum 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 Contract Data, and to complete the whole of the Works comprised in the Contract within the time stated in the Contract Data.
4. We/I agree to abide by this Bid for the period of 91 Days form the date fixed for receiving or any extended period and it shall remain binding contract between as / me. 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 there of, shall constitute a binding contract between us/me
6. We/I accept the adjudicator proposed by you.
7. We/I understand that you not bound to accept the lowest or any bid you may receive Dated this.....day (month) 20..... in the capacity of (designation) duly authorized to sign tenders for and on behalf of (name of company)
.....
.....

Signature : Name :

Address :

QUALIFICATION INFORMATION

(To be filled and submitted by the bidder, with the Bid)

To establish its qualifications to perform the contract, the bidder shall provide the information requested in the corresponding information sheets included hereunder.

*Note: use additional sheets if required**

1. Form ELI - 1: Bidder's Information

1.	Name of the Company/ Firm/ Manufacturing Organization* <i>(Bidder's legal name)</i>				
2	Address <i>(Bidder's legal address)</i>				
3	Legal Status (Sole proprietor, Partnership, Company etc.)				
4.1	Bidder's authorized representative Name ID No. Designation Signature				
4.2	Address				
4.3	Telephone numbers Office / mobile				
4.4	Fax numbers				
4.5	E-mail address				
5	Power of Attorney (in case of partnership or JV) *				
6	Business Registration No. Date of Registration.				
8	Name of Proprietor/Partners	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">1.</td> </tr> <tr> <td style="text-align: center;">2.</td> </tr> <tr> <td style="text-align: center;">3.</td> </tr> </table>	1.	2.	3.
1.					
2.					
3.					
Attach copies of the following original documents <ul style="list-style-type: none"> ➤ In case of single entity, articles of incorporation or constitution of the legal entity named above in accordance with ITB cl. 4 ➤ Authorization to represent the firm or Joint Venture named in above ➤ In case of Joint Venture, letter of intent to form JV or JV agreement 					

	Eligibility Requirement	Bidder's Qualification
ICTAD Registration	(attach copies of relevant pages from the registration book)	
Registration number		
Grade		
Specialty		
Expiry Date		
Blacklisted Contractors		
Have you been declared as a defaulted contractor by NPA or any other Agency?		Yes/No
IF yes provide details		
VAT Registration Number		Date of Registration
Construction Program	(attach as annex)	

Value of Construction Works Performed During Last 5 Years (Attach copies of completion certificates and letters of award issued by clients)					
Eligibility Requirement			(Annual Average > 200% of Tenderable Amount)		
No	Starting Month Year	Ending Month Year	Period - Years	Contract No. and Name/ Name and Address of Employer/ Brief Description of the Works Executed by the Bidder	Value of Work Rs.
1					
2					
3					
4					
5					
Total Value of Work					Rs.
Annual Average					

Please use a separate paper if space is not enough.

Value of Similar works Completed in last 5 years (indicate only the three largest Projects)
(Attach completion certificates and letters of award issued by clients)

Eligibility Requirement

(At least one Project should be > 50% Tenderable Amount)

No	Starting Month Year	Ending Month Year	Period - Years	Contract No. and Name/ Name and Address of Employer/ Brief Description of the Works Executed by the Bidder	Value of Work Rs.
1					
2					
3					
4					
5					

Equipment

Major Items of Construction equipment proposed to carry out the work (attach copies of documentations to show the ownership of machinery and equipment proposed)

Type Capacity	Required			Proposed by Bidder		
	Nos	Hired	Owned	Nos	Hired	Owned
Concrete batching Plant						
Asphalt Plant						
Asphalt Paver Fleet						
Motor Grader						
Water Bawser						
Road Roller V/SM						
Emulsion Sprayer						

If owned Provide proof for ownership (Attach)		
Qualification an Experience of Key Staff		
Category, Experience and Qualifications	Required Nos	Proposed By Bidder (Name, Experience and Qualifications)
Engineer (BSc or equivalent)		
Technical Officer (NDT /NDES/HNDE/NCT with 3 years Experience)		
Work Supervisor (NVQ IV)		
Financial Capability		
Liquid Assets > 10% of Tenderable Amount	Fixed Deposit	
	Credit Facility	
	Bank Account	
	* Please attached Documents for Proof	

Section – 5 – Bidding Data & Contract Data

Notes

This section shall be read in conjunction with ‘ Section - 1 –Instruction to Bidders’ and Section – 3 – Conditions of Contract’, and is intended to provide specific information in relation to corresponding clauses in Section 1&3 Whenever there is an ambiguity, the Section – 05 – Bidding Data & Contract Data shall supersede these provided in the ‘ **Section 1 – Instructions to Bidders’ and Section – 3 – Conditions of Contract.**

BIDDING DATA

ITB Clause No.		
1.1	The Employer’s Name	Provincial Road Development Authority (W.P.)
	Address	No. 59, St. Sebastian Hill, Colombo 12
	Scope of Work
1.2	Construction Perioddays
1.3	Office for collection of bid forms	(Procurement Unit), Provincial Road Development Authority (W.P.), No. 59, St. Sebastian Hill, Colombo 12
	Non-refundable fee	Rs. / = + Vat % = (Rs.)
	Bid forms will be issued until
2.1	Source of Funds
4.2	The registration required	ICTAD Registration/PRDA Registration
	Field of Specialty
	Grade
4.3	The following information shall be provided in Section 4 under Qualification Information	
	ICTAD Registration	<ul style="list-style-type: none"> ● Registration Number ● Grade ● Specialty ● Expiry Date

	<ul style="list-style-type: none"> • VAT Registration Number • Construction Programme • Legal Status (Sole proprietor, Partnership, Company etc.) • Authentication of signatory • Total monetary value of construction work performed for each of the last Five years • Experience in works of similar nature and size for each of the last Five years • Major items of construction equipment proposed to carry out the Contract • Qualification and experience of key site management and technical personnel Proposed for the Contract
ITB Clause No.	
9.1	<p>Employers address for the purpose of clarification is :</p> <p>Name : Head Quarter Engineer</p> <p>Address : Provincial Road Development Authority (WP) No 59, St Sebesthian Hill, Colombo 12</p> <p>Tele : 011 5 624560</p> <p>Fax : 011 2 321 988</p> <p>E-mail : procurementprda@gmail.com</p>
11.1	The language of the bidding document shall be English.
12.0	Any Other <input type="checkbox"/> None
13.3	VAT component shall not be included in the rates or prices but shall be shown separately at the space provided in the BOQ. The amount written in the form of Bid shall be without VAT.
13.4	The Contract price is not subjected to adjustment during the performance of the Contract in accordance with Clause 47 of the Conditions of Contract.
15.1	The Bid shall be valid up to 91 days from the date of opening of bid
16.2	<p>Bid Security shall be;</p> <ul style="list-style-type: none"> • for an amount Rs.....(Insert amount, should be the same as provided in the Invitation to Bid) • Valid until 119 days from the closing date of the bid <p>Issued by a commercial Bank, Insurance company in Sri Lanka acceptable to the Employer using the form for bid security (unconditional guarantee) included in Section 9 - Standard Forms. (Bid security issued by the Co-operative Insurance Company will not be accepted for this Tender).</p>
19.0a	<p>The Employer's address for the purpose of Bid submission:</p> <p>Chairman, Procurement Committee, Provincial Road Development Authority (WP) No 59, St Sebesthian Hill, Colombo 12</p>
19.0b	<p>Name of Contract :</p> <p>Identification Number :</p>
20.1	The deadline for submission of Bids shall be 10.30 am on Bid opening soon after closing of bids at the Auditorium of PRDA – WP Head Office
34.0	The amount of performance Security is 5% of the Initial Contract price
36.0	The Adjudicator proposed by the Employer is ICTAD / the Secretary to the Provincial Road Ministry _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 numbers given hereunder are that of Conditions of Contract)

CC Clause No.	
1.1	<p>Employer is: Chairman, Provincial Road Development Authority (WP)</p> <p>Address: Provincial Road Development Authority (WP) No 59, St Sebesthian Hill, Colombo 12</p> <p>Name of authorized representative: General Manager</p>
1.1	<p>Engineer is: Executive Engineer -</p> <p>Tele :</p>
1.1	The site is located in District
1.1	The start date shall be 7 days from the letter of acceptance
2.3	The following documents also form part of the Contract:
8.1	Schedule of other contractors: None
	<p>Schedule of Key personnel :</p> <p>Minimum persons with qualifications and experience to satisfy the qualification criteria requirement.</p>
13.1	<p>The minimum insurance covers shall be :</p> <ul style="list-style-type: none"> (a) • The minimum cover for insurance of the Works and of Plant and Materials is 110% of the Initial Contract Price. <ul style="list-style-type: none"> • The maximum deductible for insurance of the Works and of Plant and Materials is 5% of the Initial Contract Price. (b) • The minimum cover for loss or damage to Equipment is <u>The replacement Cost</u> <ul style="list-style-type: none"> • The maximum deductible for insurance of Equipment is 5% of the minimum cover for equipment. (c) • The minimum cover for insurance of other property (other than the Site) is Rs. 1,000,000.00 (d) • The minimum cover for personal injury or death for third party and employees of the Employer and other persons engaged by the Employer in the Works is Rs. 25,000.00 per event.
13.2	<p>(a) The minimum cover for personal injury or death,</p> <ul style="list-style-type: none"> * for the Contractor's workmen is Rs. 25,000.00 per event * for the Contractor's employees other than workmen is Rs. 25,000.00 per event
17.1	The intended Completion date for the whole of works shall befrom the start date
21.1	The Site Possession date shall be within <u>07 days</u> from the date of Letter of Acceptance
27.1	The Contractor shall submit a Programme for the Works <u>within 07 days</u> of delivery of the Letter of Acceptance.
27.3	The period between Programme update is one Month
27.4	The amount to be withheld for late submission of a Programme is Rs. 2% of the Initial Contract Price.

35.1	The Defects Liability Period is 365 days from the completion date.
39.2	All variations shall be approved by the employer.
42	Minimum amount of interim payment certificates shall not be the less than initial Contract price divided by Contract duration in months.
47.1	The Contract price is not subject to price adjustment
48.1	The retention from each payment shall be 10% percent of the certified work done.
49.1	The Liquidated damages for the whole of the work shall be 0.06% of the initial contract price per day.
50.1	The maximum amount of liquidated damages for the whole of the works shall be 10% percent of the Final Contract price.
51.1	The advance payment guarantee shall be an unconditional on demand bank guarantee from a commercial Bank acceptable to the employer
52.1	The performance security shall be 05% of the Contract price.
58.1	Three sets of as built drawings, warranties, operating and maintenance manual for Electrical, Plumbing and all other services shall be supplied by the contractor
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% of the Initial cost of the balance work.

Section – 6 – SPECIFICATIONS

Bidders are hereby requested to refer and peruse the SPECIFICATIONS published by the Institute for Construction Training and Development (ICTAD) listed hereinafter.

- 01 Specification for BUILDING WORKS – Volume 1 – ICTAD Publication No. SCA/4 – (Volume 1) 3rd Revision – July 2004.
- 02 Specification for BUILDING WORKS – Volume 2 – ICTAD Publication No. SCA/4 – (Volume II)October 2001
- 03 Specification for WATER SUPPLY, SEWERAGE AND STORM WATER DRAINAGE WORK – ICTAD Publication No. SCA/3/2 Revised Edition – April 2002
- 04 Specification for ELECTRICAL AND MECHANICAL WORKS Associated with ICTAD Publication No. SCA/8 Second Edition (Revised) – August 2000
- 05 Specifications for Landscape Works – Volume 1 – SCA/7
- 06 Standard Specification for Construction and Maintenance of Roads and Bridges (2nd Edition – June 2009)

Copies of the above publication can be purchased from the Institute for Construction Training and Development (ICTAD) at “Sausiripaya”, No. 123, Wijerama Mawatha, Colombo 7.

The successful bidder shall purchase one copy of each of the above publications and make available at the Site of the works for reference at all times.

Section – 8-DRAWINGS

The following Drawings are applied for this “work” and available for reference at the Engineer’s office.

- 1.
- 2.
- 3.

Section – 9 –STANDARD FORMS (BID)

❖ **Bid Security (Attached herewith)**

(Refer ICTAD Publication No. ICTAD / SBD/ 01 – Second Edition – January 2007 - Pages 89 – 90
(Bid Security)

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:
[Insert (by PE) name⁵⁸ and address of Employer]

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 [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 [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 date⁵⁹)

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

.....
[Signature(s) and name(s) of authorized representative(s)]

58. Name of the Employer as given in Sub-Clause 1.1 of the instructions to Bidders
59. Insert date in accordance with Sub-Clause 16 of Instruction to Bidders

CHECK LIST FOR BIDDERS

Bidders are advised to fill the following table

Item	ITB Clause	Yes (tick)	Reference
Form of Bid			
Address to the Employer ?	18		
Completed ?	18		
Signed ?	18		
Bid Securing 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 requested ?	16		
Validity 28days 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		

Section – 7-BILL(S) OF QUANTITIES (ANNEXED)