



DEVELOPMENT LOTTERIES BOARD

MINISTRY OF FINANCE , PLANNING AND ECONOMIC DEVELOPMENT

BIDDING DOCUMENT

“Partitioning , Fabrications of workstations & Cupboards with renovation works”

(BID NO : DLB/PRO/2025/34)

Issued To :

Issuing officer :

Date :

Bid No. :

Non –refundable Fee Receipt No. & Date :



**Ministry of Finance, Planning and Economy Development
Development Lotteries Board**

Invitation to bid for Partitioning, fabrication of workstations & cupboards with renovation work

Chairman, minor procurement Committee on behalf of the Development Lotteries Board invites sealed bids From Interested eligible and qualify bidders for proposed **Partitioning, fabrication of workstation & cupboards with renovation work** for the project described below.

Bid No	Project Description	Eng's Estimate without Tax Rs. Mn	CIDA / ICTAD (Grade)	Non Refundable Document Fees Rs.	Bid Security Rs.	Contract period (Calendar Days)
DLB/PRO/2025/34	Partitioning, fabrication of workstation & cupboards with renovation work	8.5 Mn	SP – 04 or above	2,000.00 (with Tax)	85,000.00	30

2. The work Consists of Partitioning, fabrication of workstation & cupboards with renovation work on 3rd floor of the existing building no 01 located No. 356, Dr. Colvin R De Silva Mawatha, Union Place, Colombo 02.
3. Bidding will be conducted through the National Competitive Bidding Procedure. (NCB)
4. In order to be eligible for contract award, the successful bidder shall not have been blacklist and shall meet the CIDA (ICTAD) registration requirement stated in the above table.
5. A set of Bidding document can be inspected at the Procurement division of Development Lotteries Board, No-356, Dr.Colvin R. De Silva Mawatha, colombo 02. On free of charge during the **30.09.2025 to 14.10.2025** Between 9.00 a.m. to 3.00 p.m.
6. Bidding Documents may be purchased from the Procurement Division of the Development Lotteries Board, No 356, Dr. Colvin R De Silva Mawatha, Union Place, Colombo 02 from **30.09.2025 to 14.10.2025** between 09.00 a.m. to 03.00 p.m. Monday to Friday (except on public holidays), Upon payment of non-refundable document fees specified in the above table. payment shall be made in cash.(Sri Lanka Rupees)
7. All the bidders should have the contract registration certificate obtained according to the “public Contract Act No.03 of 1987” for the particular bid. If not submitted treated as rejection of bid.
8. Site inspection is scheduled at 10.30 a.m. on **07.10.2025** at Development Lotteries Board, No 356, Dr. Colvin R De Silva Mawatha, Union Place, Colombo 02.
9. Pre-bid meeting is schedule at 02.30 p.m. on **08.10.2025** at Development Lotteries Board, No 356, Dr. Colvin R De Silva Mawatha, Union Place, Colombo 02
10. Bidders should furnish all the detailed information as required in the bid document.
11. Sealed bids in duplicate under registered cover should be posted to reach “Chairman, Minor Procurement Committee” C/o Development Lotteries Board, No.356, Dr.Colvin R De Silva Mawatha, Union Place, Colombo 02 or deposited in the box provided in the Procurement Division for the purpose at the above address on or before 2.30 p.m. on **15.10.2025**. The words “**Partitioning, fabrication of workstation & cupboards with renovation work**” shall be written on top left-hand corner of the envelope. Also it should be indicated the bid name and bid No.
12. All Bids will be opened at **2.30 p.m.** on **15.10.2025** at the above address without further notice. Bidders or their duly authorized representatives are requested to be present at the time of opening of bids. Late bids will be rejected, unopened.
13. The Minor Procurement Committee reserves its sole right to accept or reject any or all the offers or any part there of without assigning any reason therefore and or call for additional information where necessary, as per the procurement guidelines.
14. Bid Document could also be viewed free of charge during the time and dates and at the address specified above. Also this could be viewed on the Development Lotteries Board Website (www.dlb.lk)

Chairman,
Minor Procurement Committee,
Development Lotteries Board,
No.356, Dr. Colvin R. De Silva Mawatha,
Union Place, Colombo 02.
Date 30.09.2025
www.dlb.lk



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VOLUME – 01

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SECTION – 01

INSTRUCTIONS TO BIDDERS

SECTION – 01

INSTRUCTIONS TO BIDDERS

Instructions to Bidders applicable to this contract is that given in Section – 01 of the Standard Bidding Document for Procurement of Works, ICTAD Publication ICTAD/SBD/01 to the ICTAD Publication published by the Institute for Construction Training and Development (ICTAD), “Savsiripaya”, 123, Wijerama Mawatha, Colombo 07.

Instructions to Bidders shall be read in conjunction with the Schedule provided under Section – 05 of the Bidding Document (Volume 02) of ICTAD publication STANDARD BIDDING DOCUMENT FOR PROCUREMENT OF WORKS - ICTAD/SBD/01

These publications will not be issued with the Bidding Document and the Bidder is advised to purchase it from ICTAD (CIDA – CONSTRUCTION INDUSTRY DEVELOPMENT AUTHORITY)

Instructions to Bidders will not be part of the contract.

SECTION – 02

STANDARD FORMS (CONTRACT)

- * Letter of Acceptance
- * Agreement
- * Performance Security
- * Advance Payment Security

FORM OF LETTER OF ACCEPTANCE
[Letter heading paper of the procuring entity]

To:

This is to notify you that your bid dated for the construction and remedying defects of the [name of the contract and identification number] for the Contract price of Rs. -----
-----[name of currency]-----[amount in figures and words] as corrected in accordance with Instructions to Bidders and/ or modified by a Memorandum of Understanding , is hereby accepted.

You are hereby instructed to proceed with the execution of the said Works in accordance with the Contract documents.

The Start Date shall be: *(Fill the date as per Clause 6.1 of Conditions of Contract).*

The amount of Performance Security is: *(Fill as per Clause 4.4 of Conditions of Contract).*

The Performance Security shall be submitted on or before *(Fill the date as per Clause 4.4 of Conditions of Contract).*

Authorized Signature :

Name and title of Signatory:

Name of Agency:

FORM OF AGREEMENT

This ARTICLE of Agreement made the [day] of [month] 2025 between [name and address of the employer] (hereinafter called and referred to as “the Employer”), of the one part, and [Name and address of the contractor] (Hereinafter called and referred to as “the Contractor”), of the other part.

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

The Employer and the Contractor agree as follows:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract hereinafter referred to, and they shall be deemed to form and be read and constructed as part of this agreement.
2. In consideration of the payments to be made by the Employer to the Contractor as indicated in this Agreement, 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 execute and complete the Works and remedy any defects therein, 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 the Contractor

.....
Authorized signature of Employer

Common Seal

Witnesses:

1. **Name and NIC No.**
Signature
Address
2. **Name and NIC No.**
Signature
Address

(Please see next page)

**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 contract]
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)]

FORM OF ADVANCE PAYMENT SECURITY

----- [Name and address of Agency,
and Address of Issuing Branch or Office]

Beneficiary: ----- [Name and Address of Employer]

Date: -----

ADVANCE PAYMENT GUARANTEE No.: -----

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

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the
sum ----- [amount in figures] (-----) [amount in words] is to be
made against an advance payment guarantee.

At the request of the Contractor, we ----- [name of issuing 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 in repayment of the advance payment under the Contract.

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance
payment repaid by the Contractor.

This guarantee shall expire on ----- [Insert the date, 28 days beyond the expected expiration date of
the Contract]

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

[signature(s)]

SECTION - 03

CONDITIONS OF CONTRACT

CONDITIONS OF CONTRACT : Conditions of Contract that will be applicable for this Contract is that given in Section – 03 of the Standard Bidding Document – Procurement of Works (ICTAD/SBD/01) the ICTAD Publication published by the Institute for Construction Training and Development (ICTAD / CIDA – Construction Industry Development Authority , “Savsiripaya” , 123 , Wijerama Mawatha , Colombo 07.

This publication Volume 1 will not be issued with the Bidding Document and the Bidder is advised to purchase it from ICTAD. (CIDA – Construction Industry Development Authority)

Conditions of Contract shall be read in conjunction with Section 5 Schedule in Volume 2 provided under Section – 05 of the Bidding Document (Volume 02), which shall take precedence over the Conditions of Contract.

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SECTION – 04
FORM OF BID

FORM OF BID

Name of the contract: “Partitioning , Fabrications of workstations & Cupboards with renovation works” at the existing building of Development Lotteries Board.

To : The Chairman, (Minor Procurement Committee)
Development Lotteries Board.
No 356,
Dr. Colvin R. De Silva Mawatha,
Union Place,
Colombo 02.

Gentleman,

1. Having examined the Standard Bidding Document - Procurement of Works - [ICTAD/ SBD/ 01. 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 accept/ we do not accept the Adjudicator.
7. We/I understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this day of 2025 in the capacity of
..... duly authorized to sign
bidders for and on behalf of

(IN BLOCK CAPITALS)

Signature :

Address :

Witness :

Witnesses:

3. Name and NIC No.

Signature

Address

4. Name and NIC No.

Signature

Address

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SECTION – 05

BIDDING DATA & CONTRACT DATA

BIDDING DATA

Instructions

To Bidders

Clause Reference

Entry

1.1 Employer's Name and Address

Name : The Chairman, Minor Procurement Committee
Development Lotteries Board,

Address: No. 356, Dr. Colvin R De Silva Mawatha, Union Place,
Colombo 02..

1.2 Scope of Works

The Works consist "Partitioning , Fabrications of workstations & Cupboards with renovation works" on the 3rd floor of the existing building No 01 located at : No 356, Dr. Colvin R. De Silva Mawatha, Union Place, Colombo 02.

1.3 Time for Completion

The Time for Completion for the whole of works shall be **30 Days** from the start date

2.1 Source of funds

The source of funds of Development Lotteries Board.

3.1 Qualification Information

The following information shall be provided in Section 9 – Schedules:

- CIDA registration
Grade **SP -04 or above.**

4.1 The following information shall be provided in Section 9 – Schedules:

- ICTAD registration
 - Registration number
 - Grade
 - Specialty :
 - Expiry date :
 - VAT registration number :
- 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 works of a similar nature and size for each of the last three years
- Qualifications and experience of key site management and technical personnel proposed for the contract,
- Availability of liquid assets/credit facilities – **02 Million**
(Evidence to be provided)
- Audited financial statements including profit and loss accounts and statement of financial position for last 3 years.

- Bank's Confirmation letter about permanent overdraft facilities of the contractor
- Work in hand (Current Contract Commitment)
- Bidder shall provide details of available management staff.
- List of completed similar projects during last 03 years, Completion report / agreements / letter of awards to be provided
- any other.

4.4 Average annual volume of construction work performed in last 3 years

Average annual volume of construction work performed in last three years shall be at least **Rs. 10 Million**

Successful completion of a similar nature project and complexity of costing not less than SLR. **Four Million (04 Million)** completed within 30 days or higher value project within proportionate time period as the main contractor during last 3 years. Completion report / agreements / letter of awards to be provided

Qualifications and experience of Technical and Managerial Staff

1. Technical Officer - with NDT (Civil) or equivalent with minimum 2 years relevant construction experience

7.1 Site Inspection

Date :- October 07 2025

Time :- 10.30 am

Location :- Development Lotteries Board, No-356, Dr.Colvin R De Silva Mawatha,Colombo 02.
3rd Floor Building No-01 (Marketing Division)

9.1 Clarification of Bidding Documents

Employer's address for clarification of bidding document :

Name of Officer: Assistant General Manager (Procurement),
Development Lotteries Board.

Address : No 356, Dr. Colvin R. De Silva Mawatha,
Union Place, Colombo 02.

Phone : 0114 – 824 824 /0769475871

11.1 The language of the bidding document shall be English/Sinhalese.

13.3 VAT / SSCL component shall not be included in the rates. The amount written in the form of Bid shall be without VAT / SSCL. However VAT/SSCL component shall be shown separately at the end of the BOQ. Selected bidder should provide VAT/SSCL certificate and VAT active status certificate if registered for VAT / SSCL

13.4 Adjustments for change in cost

The contract is not subjected to price adjustment.

15.1 Period of Bid validity:

The Bid shall be valid up to 91 days from the bid closing date .
(14.01.2026)

16.1 Amount of Bid security:

The Bid shall include a Bid Security using the form included in Section 9.

The amount of Bid Security is Sri Lanka rupees **Eighty-Five Thousand.**

(Rs 85,000.00) The Bid Security shall be valid up to 119 days 11.02.2026) from the bid closing date

19.2 (a) Employer's Address for Bid submission

The Chairman, Minor Procurement Committee,
Development Lotteries Board,
No: 356, Dr. Colvin R. De Silva Mawatha,
Union Place,
Colombo 02..

19.2 (b) Identification number of Contract

Contract Name : "Partitioning , Fabrications of workstations & Cupboards with renovation works" at the existing building of Development Lotteries Board

Contract No : BID REF. NO : DLB/PRO/2025/34

20.1 Deadline for submission of Bids

Deadline for submission of Bids.

02.30 p.m on 15.10.2025

Bid opening

Venue, time, and date of bid opening.

Development Lotteries Board,
No: 356, Dr. Colvin R. De Silva Mawatha,
Union Place,
Colombo 02. .

02.30 p.m on 15.10.2025

34.0 Amount of Performance Security

The Standard Form of Performance Security acceptable to the employer shall be a Guarantee from an Agency accepted and stated in the Procurement Guidelines.

The amount of Performance Security is 5% of the Initial contract Price.

(performance security shall be valid up to 6 months from the completion of project)

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

Dispute Adjudication Board (DAB)

36.1 Within 28 days for the Commencement Date each of the Parties shall appoint one member to serve under Dispute Adjudication Board (DAB). The Parties shall consult both these members and shall agree upon the third member, who shall be appointed to act as the chairman.

If either party fails to nominate a member to the DAB or the parties fail to agree upon the third member or the parties fail to agree on the appointment of a replacement person to the DAB, then upon the request of either or both parties the institute for Construction Training and Development (ICTAD) shall appoint the relevant member to the DAB.

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CONTRACT DATA

Conditions of Contract Clause Number/s

- 1.1 Employer's name & Address;
- Name: The Chairman, Minor Procurement Committee,
Development Lotteries Board.
- Address: No 356, Dr. Colvin R De Silva Mawatha, Union Place,
Colombo 02.
- 1.1 Development Lotteries Board Nominated Engineer
- 1.1 The Works consist of "Partitioning , Fabrications of workstations & Cupboards with renovation works" on 3rd floor of the existing building
- 1.1 The site is located at : No 356, Dr.Colvin R. De Silva Mawatha, Union Place,
Colombo 02.
- 1.1 The start date shall be 07 days from the letter of acceptance.
- 9.1 Schedule of Key Personnel:
- (a). Technical Officer - with NDT (Civil) or equivalent with minimum 2 years relevant construction experience.
- 17.1 The Intended Completion Date for the whole of works shall be;
- 30 days** from date of commencing.
- 21.1 The Site Possession Date shall be **07 days** from Letter of Acceptance.
- 27.1 The Contractor shall submit a programme for the Works within **07 days** of delivery of the Letter of Acceptance.
- 27.3 The period between Programme update is fortnightly.
- 35.1 The Defects Liability Period is **365 days**.
- 39.2 Engineer shall obtain specific approval to the employer for any variation on followings.
1. On all supply Items.
 2. For any extra work

- 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 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.
- 51.1 The Employer shall make advance payment to the Contractor within 14 days after contractor furnishing a unconditional guarantee the guarantee shall be from bank or a company acceptable to the employer
- The amount of advance shall be equivalent to 20 % of the initial contract price (less provisional sums and contingencies)
- The advance payment shall be repaid by deducting proportionate amounts from payments otherwise due to the contractor, following the schedule of completed percentage of the works on a payment basis
- 51.3 The advance payment shall be repaid in full when the total certified value of work reaches 90 % of the Initial contract price
- The guarantee shall remain effective until the advance payment has been repaid
- 52.1 The Performance Security shall be 5% of the Initial Contract Price.
- 58.1 Schedule of Operation 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 – 06

SPECIFICATIONS

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CIVIL SPECIFICATIONS

GENERAL SPECIFICATION

1. Specifications for Building Works - Volume I ICTAD
Publication No. SCA/4/I
3rd Edition (Revised) - July 2004
2. 01 Specifications for Building Works - Volume II ICTAD
Publication No. SCA/4/II - Sanitary Installations
2nd Edition (Revised) - October 2001
3. Specifications for Electrical and Mechanical Works
Associated with Building and Civil Engineering
ICTAD Publication No. SCA/8
2nd Edition (Revised) - August 2000
4. Specifications for Electrical : IEE Wiring Regulation for electrical
Installation 17th Edition

SECTION 07

BILL OF QUANTITIES

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Bill of Quantities

Proposed Partitioning , Fabrications of workstations & Cupboards with renovation works at the Existing Building of Development Lotteries Board at No 356,union Place,Colombo-02.

Location: Marketing Division

Note

- Existing partitions will be reused as much as possible.
- Excluding electrical and telephone wiring.
- Full glass partition design is same as existing partition but no glasses for half fabric partitions.
Fabric color is black as same as existing and new partition is also same as mentioned the above.
- Partition beading (rubber and wool pile) is also reused as much as possible. New beading paid separately.

Item	Description	Unit	Qty	Unit Rate Rs.	Total Amount Rs.
1	<u>PRELIMINARIES</u>				
1.1	Construction Management Technical Officer	month	01		
1.2	Provisional sum for insurance of works, machinery & Equipment, plant, materials, third party persons & property & property & employer's personnel & property at site as per the contract.	P.S.	Allow	sum	37,500.00
1.3	Removing and clearing debris away from the site. and reusable material handover the client.	item			
	Total carried to summary				
2	REMOVING OF EXISTING PARTITION				
2.1	Safely removing and stacking of existing partitions and doors.	sqft	200.00		
	Total carried to summary				
3	ALUMINIUM WORKS				
3.1	Single sash fully Glazed Door (3'-0" X 7'-0") Type D1 Powder coated aluminium single sash but thinged openable door with glazed with 5mm thick clear glass panel, neoprene and woolled beading , gaskets , poprivots , threaded bar with nut and approved quality lock , but thinges , door handle with capnut. (6Nos)	sqft	126.00		
3.2	Door closer Supplying & fixing surface mounted door closer of "UnionBrand" or approved equivalent. Weight of sash upto 60 kg.	Nos	4.00		
3.3	Remounting of existing partitions Remounting of existing partitions both inclusive glass and fabric partitions using necessary parts.	sqft	120.00		
3.4	New Wall Partition Fabricating of new partitions both inclusive glass and fabric partitions using necessary materials. Design same as existing partitions.	sqft	600.00		
	Total carried to summary				

Item	Description	Unit	Qty	Rate Rs.	Amount Rs.
4	Furniture Note Total structure of furniture or any member of furniture shall be adequately strong to maintain the rigidity of that piece of furniture when loads applied under normal conditions. No sharp corners or edges on the surface.				
4.1	4'-0" X 4' -10 1/2" size work station table made out of 25mm thick melamine laminated board top finished with 25mm colour melamine laminated structure with CPU holder and drover set finished sme brand .All details as per the drawings Dr no CD -01	Nos	20.0		
4.2	Low back chair with mesh upholstered foam seat , mesh backrest , nylon base, height adjustable polyporopylene arms padded with mesh upholstery, castor weels with chrome plated five ledgged structure.	Nos	25.0		
4.3	Supplying & Plasing of office Sofa (Damro) for wating area L shape & normal shape	P/S		200,000.00	200,000.00
4.4	Allow a provisional sum for good quality Pantry cuboard & Sink.	P/S		200,000.00	200,000.00
4.5	Half partition finished 3'-10" high , fixed to borth sides for sellected coloure fabric, finished panels 6mm thick plywood with foam baking, partition including nessary pop rivets,gasket and aluminum bars and etc..	sqft	275.0		
4.6	Fabricate & fixing 4'- 0"x 8'-5" size power coated shop front aluminium glass partition.(match to same as existing partition)(beside the entrance)	Sqft	34.0		
4.7	Removing of 4'-0" x 8'-5" size double door and	Item			
4.8	Allow a provisional sum for electrical,telephone & network arrangement.	P/S		35,000.00	35,000.00
4.9	34" x 19" size table made out of 25mm thick melamine laminated board top finished with 25mm colour melamine laminated structure with CPU holder and drover set finished sme brand .	Nos	5.0		

4.10	<u>FILE CUPBOARD</u> 16" x 162"X 92" size file cupboard made out of 25 mm thick merbok export quality global art melamine laminated board finished with treated timber structure and drovers with necessary including hinges , lock handles and spray painting and work comple in order .	Nos	2.0		
4.11	16" x 72"X 92" size file cupboard made out of 25 mm thick merbok export quality global art melamine laminated board finished with treated timber structure and drovers with necessary including hinges , lock handles and spray painting and work comple in order .	Nos	2.0		
4.12	16" x 108" X 92" size file cupboard made out of 25 mm thick merbok export quality global art melamine laminated board finished with treated timber structure and drovers with necessary including hinges , lock handles and spray painting and work comple in order .	Nos	1.0		
4.13	Allow a provisional sum for file racks at record room & store room	P/S		460,000.00	460,000.00
	Total carried to summary				
5	Painting				
5.1	Apply of two coat of emulsion paint in existing internal columns , walls & soffit including preparing surface.	sqrs	23.2		
	Total carried to summary				

SUMMARY		
Item	Description	Amount (RS)
1.0	PRELIMINARIES	
2.0	REMOVING OF EXISTING PARTITION	
3.0	ALUMINIUM WORKS	
4.0	FURNITURE	
5.0	PAINTING	
	SUB TOTAL	
	ADD- CONTINGENCIES 10%	
	SSCL	
	TOTAL Contract Value	
	Add - 18% VAT	
	GRAND TOTAL	

Grand Total in words :-.....
.....
.....

signature & Seal

Name of the Bidder :-

Date :-

VAT Registration No :-

Contact Person :-

Phone Number :-.....

List of existing items are to be used for new partitioning work

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

PREAMBLE TO THE BILL OF QUANTITIES

PRICING PREAMBLES

GENERALLY

Provision has been made for the total of each page to be collected at the end of each bill of these Bills of Quantities.

The Contractor should allow against the items or in the prices for everything contained in these Bills of Quantities which has a monetary value.

Lump sums shall not be given where unit rates are applicable.

Payment against any item in the Bill of Quantities will be made only if such item has actually been carried out by the contractor. If the Contractor intends to execute any alternative method of construction, the Engineer's prior approval thereof shall be obtained prior to execution of such work in order to ensure payment against the relevant item.

Unit rates may be used reciprocally in the settlement of accounts unless conflict between them occurs. The Contractor is, therefore, to ensure that identical items occurring in separate bills are not priced at different rates unless this is his deliberate intention.

The Contractor shall check against the summaries that each copy of the Bills of Quantities is complete in the number of pages and in the reproduction of each page.

The Contractor's prices and extension shall be entered in waterproof ink.

Unit rates and extensions shall be given in Sri Lankan Rupees to a maximum of two significant places of decimals.

The various documents collectively referred to herein as the Bills of Quantities jointly constitute the Bill of Quantities referred to in the Conditions of Contract.

These Bills of Quantities have been measured generally in accordance with the principles laid down in the Method of Measurement of Building Works and rates shall include for everything required for complete sections of work in accordance with the specifications and drawings.

In the Bills of Quantities, if any materials/ fittings are described by using a trade name, it is only for the purpose of indicating the minimum level of quality and standard required. The Bidder may use any other material/ fittings, which are considered as equivalent in quality and standard to those specified therein subject to the approval of the "Engineer"

Items in the preambles section of these Bills of Quantities are deemed to qualify and to form part of every description of measured work to which they refer including composite descriptions.

No amendment which has not been authorized in writing by the Engineer shall be made to these Bills of Quantities.

The Contractor shall not use these Bills of Quantities as a construction program or for the purposes of ordering materials or arranging sub-contracts. The references for these activities shall be the drawings, specification and instructions issued by the Engineer.

These pricing preambles are a standard and comprehensive set and hence may exceed The requirements of this particular project.

Format for Descriptions

In addition to common abbreviations the following have been adopted:

m	–	meter	m ²	–	square meter
m ³	–	cubic meter	mm	–	mille meter
Nr/Nos	–	number	t	–	tone
kg	–	kilograms	h	–	hour
CP	–	Code of Practice	BS	–	British Standard
BOQ	–	Bills of Quantities			

Every description shall read as if the phrase “and the like” were incorporated into it.

Where specific classifications have been given but are deemed to include other categories of work only the classified item shall be given in descriptions.

“Prices also to include”; items under this heading fall into two categories :

- a) Those which are deemed to be included in descriptions and therefore, in prices.
- b) Those for which the Contractor shall allow in his prices.

“Approved” , “Directed” , “Selected” and similar expressions shall relate to the Engineer’s decision.

“Falls”, “Slopes”, “Weathered” : inclined from the horizontal in one plane.

“Cross Falls”, “Cross Slopes”, “Cross weathered” : inclination from the horizontal in more than one plane.

Prices also deemed to include

Rates shall be comprehensive and include for the following:

All obligations imposed by the Contract.

Complying in every respect with the requirements and the considerations of the specifications and drawings.

All considerations arising from the definitions incorporated into each preamble section.

Labour for fixing and all associated costs.

Materials and goods and all associated costs.

Fitting and / or fixing materials and goods in any position, hoisting to any height.

Use of scaffolding, plant, equipment and tools.

Allow for protection of finished surfaces/fittings etc. of all work sections.

Any additional labors usually associated with measured items.

All measurements are net and the rates shall include for all laps(except for steel reinforcement where the quantity of laps is included in the BOQ quantity), waste, working space and trade or traditional Allowances.

The pricing of materials shall take account of the following :

Pricing Preambles, Drawings and Specifications shall apply reciprocally between sections of the works unless otherwise described.

Materials shall be of the best quality available unless otherwise described.

All materials shall be transported, handled, stored and fixed in accordance with the printed instructions or recommendations of their manufacture or suppliers.

Protection of completed work, all casings and temporary coverings and making good and clearing away upon completion.

Building paper, damp proof membrane, quilts and all non-rigid sheet materials shall include cutting or Forming holes and notching and the extra labor of turning up at edges and the like.

Duct shall include draw wires.

Holes, mortises, pockets, grooves, chases and the like and items described as “built in” and “cast in” Shall include making in its fullest sense and through, around, into over and up to the items concerned.

Items described as “cut” shall include general making good similarly.

Where the word “allow” is used the cost of the items shall be the responsibility of the Contractor.

The Contractor shall obtain from all sub-contractors (weather nominated or otherwise) their requirements for all recesses, chases, holes and the like in order that they may be built in or formed as the work proceeds.

No additional charges shall be allowed for cutting recesses, chases and holes and the like after the Construction of the works.

In the event of their being any discrepancies between details on drawings, descriptions in specifications and descriptions in the Bills of Quantities then the rates and pricing shall be deemed to relate to the Documents order of precedence set out in the Form of Agreement.

The Contractor should leave the whole of the works ready for immediate occupation to the satisfaction of the Engineer including the following :

- a) Cleaning and touching the buildings both inside and out, leaving all surfaces free of cracks, Blemishes or splashes.
- b) Easing, oiling and adjusting and making good of finishes to all fittings, doors, windows, Ironmongery and the like.
- c) Cleaning and polishing all marble glass, anodized aluminum and sanitary ware, including the Removal of all protective coverings, paint splashes and the like. Replacements of all or any chipped, Cracked or broken items.
- d) Balancing of air conditioning installations where applicable.
- e) Removal of rubbish, debris or excess spoil from the site area and raking over and cleaning all unused Parts of the site area.

Fix only

The expression “fix only” used in these Bills of Quantities means that the Contractor shall provide the following facilities :

- a) Fixing with all necessary accessories and the like.
- b) Supplying full size templates, giving and marking dimensions and taking responsibility for their Accuracy.
- c) Getting in, protecting, handling, distribution and placing in position and assembling as required.
- d) Casing up and protection, including clearing away protection on completion of the works Including sub-contractor works.

- e) Full cost of replacement of any items which are damaged, broken, lost or stolen after the acceptance of the items from the supplier or Employer and until handing over the complete works.
- f) Other necessary and usual facilities and documentation.

Supply only

The expression “supply only” used in these Bills of Quantities means that the Contractor is to provide for everything in connection with such items except fixing in position.

Sub – Contractors

Sub-contractors, whether nominated or not, are to be let on a current form of sub-contract designed for use in conjunction with the General Conditions of Contract amended as necessary to incorporate the appropriate provisions of the main Conditions of Contract.

The Contractor should ascertain from sub-contractors and suppliers before the work is put in hand particulars of positions in which chases, holes, mortises and the like will be required to be formed or left. No claim for the extra costs of cutting away work already built due to the Contractor’s failure to ascertain these particulars will be admitted.

Any local sub-contractors which the Contractor proposes to use for the works are subject to the Approval of the Engineer and Employer.

The Contractor shall provide for approval a list of sub-contractors who will be employed on the works.

If the Contractor is refused permission to use any of his proposed sub-contractors then the work shall be sub-let at no extra cost to an approved sub-contractor.

Any sub-contractor who has not been approved by the Engineer shall not be used in connection with the carrying out of the works.

Prime Cost Sums in Unit Rates

Certain rates within the Bills of Quantities will include Prime Cost Sums. The material specification and fixing details will be specified. The Contractor is to include against each heading the necessary Uplifts and additions required to give his final rate. This rate will then be carried to the relative places Within the Bills of Quantities.

SECTION – 08
STANDARD FORMS

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: - Chairman (Minor Procurement Committee)
Development Lotteries Board,
No 356,
Dr. Colvin R. De Silva Mawatha,
Union Place,
Colombo 02.

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 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)]

representative(s)]

DAY WORK SCHEDULE

Any work undertaken on Daywork order shall be paid at the Labour and Material Price and the Profit Margin given below. Any additional material used in Daywork shall be claimed with proof of purchase and prices.

1. Labour

Labour	Gross Daily Wage Rs. Cts.
1. Unskilled Labour 2. Semiskilled Labour 3. Skilled Labour	

2. Overheads & Profit

Margin (Percentage) of Overheads & Profit	%
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03. CONSTRUCTION MANAGEMENT SCHEDULE

Minimum Qualification	Nature of Supervision (State whether fulltime or if part time, the frequency and duration of supervision)
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SECTION – 09

SCHEDULES

(QUALIFICATIONS INFORMATION)

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Schedule 1 – Qualification Information

i. *For joint ventures, each joint venture partner shall furnish information separately.*

ITB Clause reference	Description	Information (to be filled by the Bidder)	Remarks
4.1 (a)	Legal Status		<i>Provide certified copies of Registration</i>
	Written power of attorney of the signatory to the Bid	<i>Provide original or certified copy of the power of attorney attested by a Notary and label as attachment to clause 4.1 (a)</i>	

	1 VAT Registration Number 2. SSCL Registration Number 3. Construction Progame		
4.2 (a)	ICTAD Registration		<i>Provide certified copies and label as attachment to clause 4.2 (a)</i>
	Registration number		
	Grade		
	Specialty		
Blacklisted Contractors	Expiry Date		<i>If Yes Provide details</i>
	Have you been declared as a deflated contractor by NPA or any other Agency? Yes/No		

Schedule 2 – Value of Construction works performed in last 3 years

i. For joint ventures, each joint venture partner shall furnish information separately.

Year	Turn-over	Remarks
1		<i>Attached copies of certificate of completion etc. and other documents such as profit-loss and income expenditure statement</i>
2		
3		

Schedule 3- Construction Experience in last three years

(Value of similar work completion in last 3 years Minimum single similar project)

Year	Employer	Description of Works	Amount

Schedule 4.1 – Adequacy of Working Capital

Source of credit line	Amount	Remarks
		<i>Provide documentary evidence and label as attachment to clause 4.2</i>
Total		

Schedule 4.2
Current contract commitments

Name of Contract	Employer's Contact address/ Tel/Fax	Value of Outstanding work (LKR)	Estimated completion date	Average monthly invoicing over last six months (LKR)

Schedule 4.3 Qualification Information
(Financial Status)

FINANCIAL DATA FOR PREVIOUS 3 YEARS (LKR)			
	Year 1: xxxx	Year 2: xxx	Year 3: xxxx
INFORMATION OF BALANCE SHEET			
Total assets			
Total liabilities			
Net worth			
Current assets			
Current liabilities			
Working capital			

INFORMATION FROM INCOME STATEMENT			
Total Revenues			
Profits Before Taxes			
Profit after Taxes			

Schedule 5 Managerial staff (Qualification and Experience)	
Technical Officer - NDT (Civil) or equivalent with 5 years relevant construction experience	Attached CV and Experience

SECTION – 10

(CHECK LIST FOR BIDDER)

Draft

(CHECK LIST FOR BIDDER)

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 & 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 28 days beyond the validity of bid?	16		
Qualification Information (as per the bidding data)			
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 Clauses 12 enclosed in the original & copy?	12		
ITB Clause 19 followed before Sealing the Bid Package?	19		

Annexure

1. ICTAD Registration Certificate
2. Certificate of incorporation or Business Registration Certificate
3. VAT Registration Certificate
4. List of clients with address and contact nos

DRAWINGS

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