Procurement Management Centre
University Hospital
Kotelawala Defend University
Werahera

UHKDU/PRO/SOGE/SVS/511/2020

M/S ……..  15 January 2021

**CONSULTANCY SERVICE FOR THE CONSTRUCTION OF PROPOSED MATURATION POND -UHKDU**

1. Please be kind enough to forward your proposal including price break down for Service required for the construction of proposed Maturation Pond at UHKDU considering the following detail.

   a. Scope of work – Annex "B"

2. Following details to be included in to your proposal and evaluation will be carried out base on the same.

   a. Agreement to comply the scope of work of UHKDU.
   b. Condition of agreement

3. General Conditions of tender invitation is submitted here with as annex "A" to this letter and same to be submitted together with your proposal before at 1400 hours 27th January 2021.

4. Your cooperation in this regard is highly appreciated.

NVLK Weragoda
Commander(S)
Procurement Manager

Annex : a. Invitation to Bid.
b. Scope of work.

**ANNEX "A"**

Tender No:

UHKDU/PRO/SOGE/SVS/0511/2020
……
……
……
……

UNIVERSITY HOSPITAL
General Sir John Kotelawala Defence University

University Hospital Kotelawala Defence University
Werahara ,Boralesgamuwa
Sri Lanka
T:Phone: 0112044555
Fax: 0112044592
Email : mmc53uhkdu@gmail.com

…15 / ..…01. / 2021

**INVITATION TO BID AND GENERAL CONDITIONS OF TENDER**

1. The Vice Chancellor of the General Sir John Kotelawala Defence University, as the Chairman, Department Procurement Committee invites Bid/s from prospective Bidders for Service required for the Construction of proposed Maturation Pond **service listed in the schedule in Annex "A" The relevant specifications of the service are indicated in Annex "B"**

2. **CLOSING DATE & TIME**. The tender will close at 1400 hrs on **…27/01/2021..** Any Bid submitted after the closing time of the tender will be rejected & unopened such bids will be returned to the bidder.

3. **VALIDITY OF BID.** The bid submitted under this tender **must be valid for a period of 120 days from the date of closing of tender**.

4. **BID BOND / GUARANTEE.**

(a) If the quoted bid value exceeds Rs: 2,000,000.00, such Bids should be accompanied with 1% of Bid Value an "on demand" and "unconditional" Bid Bond/Guarantee for a sum of **Rs: .....** in the format given in Annex "C" through a recognized local Bank or Insurance Company registered in Sri Lanka which is authorized by the Insurance Board of Sri Lanka to issue such Bid Guarantees. All Bid Bond/Guarantees should be valid for at least 30 days more than the validity period of bids, ie, for 150 days from the date of Bid opening. **Cheques will not be accepted as Bid Guarantee**.

(b) Submission of insufficient Bid Bond/Guarantee value or period will be considered as a "**major deviation**" and such offer will not be considered for further procurement action and will be rejected.

5. **VALUE ADDED TAX.** The Bidders who bid for locally delivered items must have the VAT registration. The VAT portion must be shown separately in the price schedule in Annex "A" and VAT registration number must be indicated. If the quoted item is exempted from VAT or Bidding Company is not liable for VAT, reference number and date of relevant Act number/Gazette notification/a certificate (as applicable) **issued for the current financial year** from the Commissioner General of Inland Revenue to that effect should be submitted along with the Bid.

6. **BID SUBMISSION.** The **bidder must duly sign at the last page (before Annexes) of this document** indicating the name of the signatory and the name of the company & place the company common seal to confirm the acceptance of tender conditions. **The Bid/s that do not include authorized signature will be rejected**. The Bid/s duly signed by the bidder enclosed and sealed in an appropriate cover addressed to the following address should be sent by registered post or could be deposited in the **appropriate tender box placed at University Hospital Kotelawala Defence University, Werahara** (at the Main Entrance of University Hospital Kotelawala Defence University) on or before the time & date specified for the closing of tender. **The tender reference number, date & time of closing tender should be indicated & underlined at the top left corner of the envelop**.

**Tender Ref No :……..**
**Closing Date & Time :……..**

The Chairman,
Department Procurement Committee,
University Hospital Kotelawala Defence University,
Werahara,
Sri Lanka.

7. The Bid/s must be submitted in the attached schedule of prices in Annex "A" as applicable. However, bidders could use similar formats prepared with their own letter heads with all the details mentioned therein and submit in **three copies along with duly signed copy of a General Conditions of tender**. The Bid/s must contain **Technical Literature, Pamphlets, Drawings and Quality Standard Certificate etc** necessary to determine characteristics of items offered and in case of Machinery/Vehicles & Equipment, servicing and workshop data/after sales service, back up facilities or any other facilities provided by the supplier.

8. **SUBMISSION OF SAMPLES/PAYMENT OF TESTING CHARGES**.

When it is required to submit samples, **every offer** must be accompanied with pre - marked samples. The marking of samples **indicating the Bidder & Offer number** must be done and the samples must be handed over to the officer at same place where tender box is placed **on or before the closing date & time of the Bid**. Samples submitted after closing time of the Bid will be rejected. The documents such as Air Way Bills etc, will not be accepted in place of samples. When the testing charges are required to be paid, bidders shall pay testing charges separately **for all offers** indicated in their bid/s.

(1) **Samples.** Please submit ..... samples.

(2) **Testing Charges**. A sum of Rs. ..... **per offer** must be paid to the Bursar of KDU, prior to the submission of bid and a copy of the receipt must be annexed to the bid. It is the responsibility of bidder to inform the Cashier of the Account Office to note the tender number on the receipt issued for such payments.

8. **BID OPENING**. All duly received bids **will be opened immediately after the scheduled closing time of Bids at the same venue**. Bidders or their accredited agents could be present at the time of opening of bids.

9. **PRICES**.

For locally delivered items (including locally manufactured items & foreign items imported by the bidders) price must be quoted in Sri Lankan Rupees, inclusive of all charges for delivery of items to University Hospital General Sir John Kotelawala Defence University Werahara,. **Unit price, VAT and Total price should be clearly indicated in schedule in Annex "A"**. Other than VAT, all other type of taxes (eg : NBT, BTT, etc.) should not be indicated separately and should be included in unit price.

10. **RESTRICTED TENDERS**. Invitation to Bids are circulated among the registered suppliers with Ministry of Defence (MOD), only bids submitted by registered suppliers will be allowed for consideration. However, Chairman, Department Procurement Committee reserves the right to invite the bids from multiple combinations of Procurement Methods as stipulated in Chapter III of the Government Procurement Guideline, 2006 to ensure highest competitiveness.

11. **PERFORMANCE BOND/GUARANTEE.** A successful bidder shall furnish a Performance Bond/Guarantee in the form of "On Demand" & "Unconditional" Bank/Insurance Guarantee for a sum equivalent to 10% of the contract value for every contract that exceeds Rs. 2,000,000.00 or equivalent amount in foreign currency through a recognized Commercial Bank registered in Sri Lanka or through an Insurance Company authorized by the Insurance Board of loss resulting from the supplier's failure to complete his performance obligations under the contract. If the contracted supplier fails to deliver the items Sri Lanka to issue such Performance Guarantee for this purpose, **within two weeks from the date of notification of award**. The proceeds of the Performance Bond/Guarantee shall be payable to the Vice Chancellor of the General Sir John Kotelawala Defence University as compensation for any o

12. time or fails to complete the works as per the agreed contract, **THE TOTAL VALUE OF THE PERFORMANCE BOND/GUARANTEE** will be forfeited. If only partial delivery is made during the agreed contract period, the corresponding value percentage of undelivered quantity from the Performance Bond/Guarantee will be forfeited.

13. **SIGNING OF CONTRACT.** The notification of award will be transmitted to the successful bidder by post, by fax or e-mail. This notification constitutes the formation of the contract. The successful bidder should submit his written acceptance for the award and performance bond / guarantee (For awards over Rs. 500,000.00 without VAT) within 14 days of receipt of such notification. Upon acceptance of the award and furnishing of the Performance Bond/Guarantee, the successful bidder will have to enter into a formal contract with the Vice Chancellor of the General Sir John Kotelawala Defence University by signing the Contr_act.

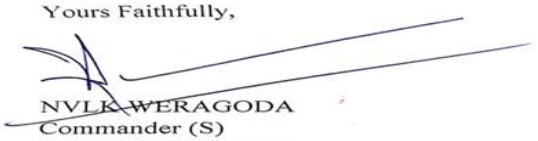
14. **DELIVERY.** Preference will be given for early delivery. In case of bulk supplies for locally manufactured items, the delivery of **total quantity must be completed within 120 days of signing of contract**, unless mutually agreed for extended delivery period with University Hospital Kotelawala Defence University. **The bidder/s must indicate the proposed delivery schedule in Annex "E"**. In the event of placing a purchase order with the successful bidder, the total quantity so ordered must be supplied as one consignment unless part deliveries are agreed upon in the contract. The deliveries not made as per agreed delivery schedule will be considered as bad performances by the suppliers and **no extended delivery period will be authorized**. Under extreme unavoidable conditions too, the Chairman, Department Procurement Committee (Vice Chancellor of the General Sir John Kotelawala Defence University) reserves the right to grant or refuse delivery period extensions only within the current financial year with or without liquidated claim for delayed deliveries and that decision will be final.

15. **LIQUIDATED DAMAGES.** In case of delivery period extensions requested by the successful bidder, a sum equivalent to 2% of the total value of the delayed supply per delay of one week or part thereof may be deducted from the payment due to the supplier from the University Hospital General Sir John Kotelawala Defence University as liquidated damages up to the maximum limit of 10% of the total value of delayed supplies.

16. **PAYMENT TERMS FOR LOCALLY DELIVERED ITEMS.** Payment will be made after acceptance of items which should be subjected to a pre-acceptance inspection/testing by University Hospital General Sir John Kotelawala Defence University authorities. The delivery made to University Hospital should not be considered as quantities taken over by University Hospital General Sir John Kotelawala Defence University until items are properly accepted after pre-acceptance inspection. Any item that does not conform to the specifications or already approved sample will be rejected & it is the responsibility of the supplier to remove them from University Hospital stores/premises within 07 working days of such intimation (either verbal or written) at his own cost and replace them with items conforming to specification within one month of such rejection. The bidder shall allow approximately 60-90 days period of credit from the date of acceptance of items for Account Office, University Hospital General Sir John Kotelawala Defence University to obtain liquid cash from General Treasury & release the payment.

17. **RIGHTS OF THE PROCUREMENT COMMITTEE**. The Department Procurement Committee reserve the right to accept or reject whole or part of this tender and their decision will be final. The successful bidders will be notified. Information with regard to rejected or unsuccessful bids will not be communicated.

Thanking You,
Yours Faithfully,



NVLK WERAGODA
Commander (S)
Procurement Manager
For Vice Chancellor
University Hospital Kotelawala Defence University

I/We agree to abide by the conditions of tender and undertake to supply the items as per delivery schedule mentioned in the contract, in the event of an order been placed with me/my firm/company as a result of this tender.

……. Signature
…… Name of Signatory

……Name of the Company/Bidder

Date :- …….  Company seal

**FILE NO - UHKDU/PRO/SOGE/SVS/0511/2020**

**SCHEDULE OF PRICES FOR LOCALLY DELIVERED ITEMS**

| S/N | ITEMS | UNIT | QTY | PRICE EACH SLRS | TOTAL PRICE SLRS |
|---|---|---|---|---|---|
| 01 | CONSULTANCY SERVICE FOR CONSTRUCTION OF MATURATION POND | | | | |
| | Work Scope is attached here with Annex "B" | | | | |
| | TOTAL | | | | |
| | DISCOUNT | | | | |
| | TOTAL(AFTER DISCOUNT) | | | | |
| | **VAT %** | | | | |
| | **GRAND TOTAL** | | | | |

2. a. Country of Manufacture :-.....

.

b. Name of the manufacturer and address :- .....
.....

3. VAT Registration No.: .....

4. Name of the Company : .....

5. Testing Charges Paid. : Rs..... Receipt No and Date: .....

6. Signature of Bidder : .....

7. Date. : …….

8. MOD registered No. : …… Company Seal :- .....

PROCUREMENT MANAGER
University Hospital
General Sir John Kotelawala Defence University
Werahera

ANNEX "B"

# CONSULTANCY SERVICE FOR CONSTRUCTION OF MATURATION POND

## Introduction

University Hospital – KDU will invite bids from bidders for Consultant service for Maturation pond, plumbing & pipe line at UHKDU. The site is located approximately 20 Km from Colombo and inside the University Hospital - KDU.

## Requirement

University Hospital – KDU need Consultancy service for Construction of Maturation pond, plumbing & pipe line for Waste water treatment plant.

## Present System

University hospital – KDU has a waste water treatment plant (WWTP) located in service building. Treated water line connected to a sprinkler system and utilizing for gardening. CEA has directed to construct maturation pond vide CEA letter no. WE/CM/UBO/SL/A68/19283/2019 dated 09th October 2019 (Copy attached)

## Proposal

The bidder should visit the location and provide appropriate professional construction consultation in order to fulfill the CEA promulgated conditions and obtain EPL. Following salient features are required to provide.

a. Detail drawings of Maturation pond.
b. Material cost estimation for all works.
c. Specification of Materials and machineries.
d. Consultancy and Supervision until completion.
e. Work schedule.
f. Any other matters.

PROCUREMENT MANAGER
University Hospital
General Sir John Kotelawala Defence University
Werahera