

AGM(Doc)/Meeting/ STDRC/01  
Documentation Unit,  
P& D Section,  
NWSDB,  
Ratmalana.  
27.06.2008.

All Addl.General Managers,  
Deputy General Managers,  
Asst.General Managers,  
Secretary to the Board of Management,  
Managers/Chief Engineers/Chief Accountants,  
Chemists/Sociologists,  
Other Heads of Divisions including  
OICs

### REVISION OF STANDARD BIDDING DOCUMENTS

(1) Following Standard Bidding Documents( SBDs) were approved.

- |        |   |                                     |
|--------|---|-------------------------------------|
| (i).   | SBD for Supply and Delivery of Aluminium Sulphate | NWSDB/SBD/SUP/ALUM/FCN/1            |
| (ii).  | SBD for Supply of Gunmetal Ferrules               | NWSDB/SBD/SUP/Gunmetal Ferrules/ V1 |
| (iii). | SBD for Supply of Hydrated Lime                   | NWSDB/SBD/SUP/HY- LIME/FCN/1        |
| (iv).  | SBD for Supply of Bleaching Powder                | NWSDB/SBD/SUP/BLEACH/FCN/1          |

(2) Following Decisions were taken

- (i). It was decided to purchase only Gun Metal Ferrules. Testing for acceptance shall be done through Atomic Energy Authority.
- (ii). The amounts approved for non refundable tender fee in my previous. Letter No.AGM(Doc)/STDRC Meeting/6 (a) dated 19.02.2008 is only for tenders called by NWSDB for local funded projects. For foreign funded projects, Project Directors are free to decide the non – refundable tender fee for tenders called by them to recover the cost.  
The NWSDB open Letter of Credit for supply & delivery contracts for contract value above Rs. 20mln. This supersedes the decision taken by my previous letter No.AGM (Doc)/STDRC/Meeting 6 (a) dated 21.05.2008 for "Rs.50 mln and above".
- (iii). When soft copies of BOQQ are issued to tenderers, all pages of BOQ in the tender document to be stamped by a seal and signed by an authorized officer. This signed BOQ is considered as the original and Tenderers are required to price on this and submit it with the bid.

- (iv). Prevailing Interest rate given by the DGM (F) shall be used as the discounting rate for the evaluation of tenders for Supply & Installation of pumps and it shall be included in the pumps tender documents.
- (v). New formats for Bidding document approval and Tender calling were approved. (Refer attached Annex 1) and these forms should be used now on.
- (vi). New Numbering system for Tender Documents were approved and should be used hereafter. (Refer attached Annex2).

Please implement the above decisions with immediate effect. All the above SBDs will be available in the NWSDB web site.



**GENERAL MANAGER**

**CC:** Chairman  
Vice Chairman  
Working Director  
Project Directors

**For Procurement Committee Approval of the Bidding Document**

File No: .....  
 Planning & Designs Section  
 N.W.S.D.B., Ratmalana.

Date .....

**AGM (T&C) / DGM (P&D)**

..... Water Supply Scheme/ Project

Contract For: .....

Contract No: .....

..... Sets of Draft Tender Documents in respect of the above contract are sent herewith for Procurement Committee Approval.

- 1 Whether PAC/Board/Cabinet approval Obtained. :- .....  
 (i) PAC Approval & Decision No. :- .....  
 (ii) Board Approval & Decision No. :- .....  
 (iii) Cabinet approval & Decision No. :- .....
- 2 Whether a SBD is used and SBD No. :- .....
- 3 Relevant Procurement Committee :- CAPC / MPC / DPC /RPC
- 4 Funding Arrangement :- Capital/ Rehabilitation/ Rechargeable/ O&M Budget 200.. under the Item No ..... in page ..... or .....
- 5 Availability of Funds to complete the work in this year :- Amount Rs .....
- 6 Description of the Project/ Scheme :- ( Attach a separate sheet)

**Superseded by Circular No. T&C/Misc/2009 dated  
 28<sup>th</sup> December 2009**

- 10 Contract Period :- .....days
- 11 Bid Validity period :- .....
- 12 Land Acquisition :- Not relevant/ consent letter obtained/ acquisition completed/ acquisition awaited/ Acquisition not commenced yet.
- 13 Design Engineer :- Name : .....  
 Signature:.....
- 14 Chief Engineer :- Name : .....  
 Signature:.....

**Assistant General Manager  
 (Planning & Designs)**

Copy to: 1. DGM (RSC) / AGM (Province)  
 3. AGM (Documentation)

2. DGM (C.P.)  
 4. Tender File

Details of the other contracts under the same scheme

	Contract	Contract No.	Status	Expected date of award
1.				
2.				
3.				

For Calling of Bids

File No: .....  
 Planning & Designs Section  
 N.W.S.D.B., Ratmalana.

Date .....

**AGM (T&C) / DGM (P&D)**

.....Water Supply Scheme/ Project

Contract For: .....

Contract No: .....

..... Sets of Approved Tender Documents in respect of the above contract are sent herewith for Calling of Bids.

- |   |  |    |  |
|---|--|----|--|
| 1 | Whether PAC/Board/Cabinet approval Obtained. | :- | .....  |
|   | (i) PAC Approval & Decision No.              | :- | .....  |
|   | (ii) Board Approval & Decision No.           | :- | .....  |
|   | (iii) Cabinet approval & Decision No.        | :- | .....  |
| 2 | Whether a SBD is used & the SBD No           | :- | .....  |
| 3 | Engineers Estimate                           | :- | Rs. ....   |
| 4 | Sealed envelope containing rated BOQ         | :- | Attached/ Not attached   |
| 5 | Relevant Procurement Committee               | :- | CAPC / MPC / DPC /RPC  |
| 6 | Funding Arrangement                          | :- | Capital/ Rehabilitation/ Rechargeable/ O&M Budget 200.. under the Item No ..... in page ..... or ..... |

**Superseded by Circular No. T&C/Misc/2009 dated  
 28<sup>th</sup> December 2009**

- |    |   |    |   |
|----|---|----|---|
| 10 | Procurement Time Schedule   | :- | ( Attach a separate sheet)  |
| 11 | Contract Period   | :- | .....   |
| 12 | Bid Security validity up to   | :- | .....   |
| 13 | Bid Validity period   | :- | .....   |
| 14 | Reference of document approved  | :- | .....   |
| 15 | Land Acquisition  | :- | Not relevant/ consent letter obtained/ acquisition completed/ acquisition awaited/ Acquisition not commenced yet. |
| 16 | Quantity Surveyor Confirming the BOQ is correct                               | :- | Name : .....<br>Signature:.....   |
| 17 | Design Engineer   | :- | Name : .....<br>Signature:.....   |
| 18 | Certificate of the C.E. confirming that all decision of PC have been attended | :- | Name : .....<br>Signature:.....   |

**Assistant General Manager  
 (Planning & Designs)**

Copy to: 1. DGM (RSC) / AGM (Province)  
 3. AGM (Documentation)

2. DGM (C.P.)  
 4. Tender File

NUMBERING OF TENDERS

FUNDING SOURCE	TYPE OF CONTRACT	CONTRACT NUMBER	EXAMPLE
GOSL	Civil/Pipe Laying	Name of the Section/ Civil/ Pipe Laying /Name of Scheme/Year/Tender No.	P&D/C/PL/Avissawella/2008/01
	DI Supply	Name of the Section/DI/Name of Scheme/Year/Tender No.	P&D/DI/Yakkala/2008/06
	PVC Supply	Name of the Section/PVC/Name of Scheme/Year/Tender No.	P&D/PVC/Yakkala/2008/07
Rechargeable	Civil/Pipe Laying	Name of the Section/Civil/Pipe Laying /Name of Funding Agency/Name of the Scheme/ Year/ Tender No.	P&D/C/PL/BOI/Koggala/2008/04
	DI Supply	Name of the Section/DI/Name of Funding Agency/Name of Scheme/Year/Tender No.	P&D/DI/BOI/Mirigama/2008/06
	PVC Supply	Name of the Section/PVC/Name of Funding Agency/Name of Scheme/Year/Tender No.	P&D/PVC/BOI/Koggala/2008/02
Foreign Funding	Civil/Pipe Laying	Name of the Section/Civil/Pipe Laying /Name of Funding Source/Name of Scheme/Year/ Tender No.	P&D/C/PL/ADB/Hambantota/2008/01
	DI Supply	Name of the Section/DI/Name of Funding Source/Name of Scheme/Year/Tender No.	P&D/DI/ADB/Batticaloa/2008/05
	PVC Supply	Name of the Section/PVC/Name of Funding Source/Name of Scheme/Year/Tender No.	P&D/PVC/ADB/Hambantota/2008/02