

Ref. No.: NWSDB/SBD/SUP/ALUM/Two Envelope/FC/Ver1

*REVISED 30-08-2024*

**THE GOVERNMENT OF THE DEMOCRATIC SOCIALIST  
REPUBLIC OF SRI LANKA**

**MINISTRY OF WATER SUPPLY**

**NATIONAL WATER SUPPLY AND DRAINAGE BOARD**

**SUPPLY AND DELIVERY OF ..... tonne OF  
ALUMINIUM SULPHATE**

**CONTRACT No.: .....**

**(SINGLE – STAGE: TWO – ENVELOPE)**

*REVISED 30-08-2024*

**NATIONAL WATER SUPPLY AND DRAINAGE BOARD  
GALLE ROAD  
RATMALANA  
SRI LANKA**

.....  
**MONTH & YEAR**

**DOCUMENT ISSUANCE CERTIFICATE**

(To be filled at the time of issue by the authorized issuing officer)

1. STANDARD SPECIMEN DOCUMENT NUMBER: NWSDB/SBD/SUP/ALUM/Two Envelope /FC/Ver1
  
2. CONTRACT NUMBER: .....
  
3. a) ISSUED TO: .....  
.....
  
- b) ADDRESS: .....  
.....
  
- c) TELEPHONE NUMBER: .....
  
- d) FACSIMILE NUMBER : .....
  
4. a) TENDER FEE: Rs. .... RECEIVED IN CASH/ BANK DRAFT
  
- b) RECEIPT /BANK DRAFT NUMBER : .....
  
5. NUMBER OF COPIES ISSUED : .....
  
6. NUMBER OF CANCELLED COPIES ISSUED:.....
  
7. CANCELLED COPY FEE :Rs. .... RECEIVED/ NOT RECEIVED  
(IN CASH/ BANK DRAFT)
  
8. SUPPLIER'S BUSINESS REGISTRATION NUMBER : .....
  
9. a) ISSUING OFFICER : .....
  
- b) DESIGNATION : .....
  
- c) SIGNATURE : .....
  
10. PLACE OF ISSUE : .....
  
11. SEAL : .....
  
12. DATE : ..... TIME : .....

## TABLE OF CONTENTS

SECTION	PAGE NUMBER
Document Issuance Certificate	(i)
Table of contents	(ii) (iv)
Checklist of Submissions	(v)
Invitation for Bids	(vi)
1 Instructions to Bidders	1 - 1 1- 27
2 Conditions of contract	2 - 1 2 - 22
3. Form of Bid	3 - 1 3 - 2
4. Bidding Data	4 - 1 4 - 5
5. Contract Data	
* General	5 - 1 5 - 3
* Delivery Schedule	5 - 4
* Payment Schedule	5 - 5 5 - 6
6. Specifications	6as - 1 6as – 19
7. Key features of Specifications	7 – 1 7 - 2
8. Deviation from Specifications	8 - 1
9. Schedule of Particulars	9 - 1 9 – 2
10. Bills of Quantities	
* Preamble Notes on Pricing	10 - 1
* Bills of Quantities	10 – 2
* Summary of Bills	10 - 3
* Grand Summary	10 - 4

**SECTION****PAGE NUMBER**

11	Specimen Forms	
	* Bid Security	11 - 1
	* Contract Agreement	11 - 2      11 - 4
	* Performance Security	11 - 5
	* Letter of Acceptance	11 - 6      11- 7
	* Form of Bank Guarantee for 25% of Foreign Component	11 - 8
	* Form of Bank Guarantee for Telegraphic Transfer	11 - 9
12	Appendices	
	• Appendix 1- A Details of similar manufacture Completed within the last three years and ongoing similar ones.	12 - 1
	• Appendix 1- B Manufacturer’s Production Capacity within the last 12 months. (Compile with Appendix 1A.)	12 - 2
	• Appendix 1- C Ongoing and committed similar contracts in hand with their delivery schedule outside the National Water & Drainage Board.	12 - 3
	• Appendix 1- D Awarded Similar Contracts in hand with their Delivery Schedule with the National Water Supply & Drainage Board.	12 - 4
	• Appendix 1- E Performance of similar contracts completed within the last three years with the National Water Supply & Drainage Board.	12 - 5
	• Appendix 1- F Performance of similar contracts completed within the last three years outside the National Water Supply & Drainage Board.	12 - 6
	• Appendix 1- G The Performance Security Submitted for Contracts in Hand, of the Receipt of the notification of the Acceptance of the Contract by the NWSDB.	12 - 7
	• Appendix 2 - Financial statement	12 - 8
	• Appendix 2A - Authorization to obtain references from Bankers.	12 - 9
	Appendix 3 - Confirmation of Goods are from same/single manufacture.	12 - 10
	• Appendix 4 – Capability of Production and Delivery according to Delivery Schedule.	12 - 11
	• Appendix 5 - Manufacturers Authorization to sign the Contract.	12 - 12
	• Appendix 6 - Bidder’s Authorization to Sign the Bid/Contract.	12 - 13
	• Appendix 7 - TOR for Independent Inspection Agency.	12 - 14
	• Appendix 8 - Manufacturer’s Awareness of the TOR for Independent Inspection Agency	12 - 15
	• Appendix 9 - Check List for Pre-Shipment by National Water Supply & Drainage Board Engineers/Chemists	12 - 16

**SECTION****PAGE NUMBER**

- Appendix 10 - Manufacturer's Warranty for the Aluminium Sulphate Supplied under the Contract 12 - 17
- Appendix 11 - Manufacturer's Guarantee for the replacement of Unacceptable Goods Supplied under the Contract 12 - 18
- Appendix 12 - Confirmation by the Independent Inspection Agency that the Goods Conform to the Specifications and other Requirements under all Working Conditions. 12 - 19
- Appendix 13 - Confirmation by the Manufacturer that the Goods Conform to the Specifications and other Requirements under all Working Conditions. 12 - 20
- Appendix 14 - Confirmation of the Weight of the Good Shipped. 12 - 21
- Appendix 15 – Affidavit by the Bidder. 12 – 22
- Appendix 16 – Entitled allowances on foreign travels & related expenses 12 - 23

# **CHECKLIST OF SUBMISSIONS**

## CHECKLIST OF SUBMISSIONS

\* **Note: Please mark 'Y' in the cages under the “remarks” column if submissions are made. 'N' or 'N/A' should be marked for cases of 'No submissions' and 'not applicable' respectively.**

		Reference		Remarks *
(a)	Certified copy of business registration.	Page No. 1 - 4	Clause No. 2.1	
(b)	Documentary evidence to establish eligibility of Bidding.	Page No. 1-4, 1- 5	Clause No. 2.1 & 2.2	
(c)	Documentary evidence to establish qualifications for the performance of the Contract.	Page No. 1 - 5	Clause No. 2.2	
(d)	The Bidder's technical and production capability necessary to perform the Contract.	Page No. 1 - 5	Clause No. 2.2	
(e)	In the case of a Bidder offering to supply Goods under the Contract which the Bidder does not manufacture or otherwise produce, authorization by the manufacturer or producer of Goods as his accredited agent.	Page No. 1 – 5, 1 - 6	Clause No. 2.1 & 2.2	
(f)	The agreement of the manufacturer or producer to confirm that the supply will be made in accordance with the Delivery Schedule.	Page No. 1 - 5	Clause No. 2.2 (b)	
(g)	Documentary evidence to establish that goods offered are from an eligible source and origin.	Page No. 1 - 5 1 -6	Clause No. 2.2(b), 3	
(h)	Three test samples of 500 grams Aluminium Sulphate.	Page No. 4-2 Bidding Data	Clause No. 3.6	
(i)	Duly completed section 1 to 12 of Bidding Documents. (Bidder shall fill the Schedule of Particulars, BOQ etc., indicating any deviations to specifications under the corresponding schedule of particulars)	Page No. 1 - 7, 1- 9 to 1-11	Clause No. 6.1, 10.1, 10-2 & 10-3	
(j)	Subsequent Addendum/Addenda. (if any)	Page No. 1 - 9	Clause No. 10.2	
(k)	Product Conformity Certificates.	Page No. 1 - 9	Clause No. 10.1(g)	
(l)	Quality management System Certificates for items offered/Bidder.	Page No. 1 - 9	Clause No. 10.1(h)	
(m)	Proof of Authorization.	Page No. 1 - 9	Clause No.10.1(f)	
(n)	Certified copy of the VAT registration certificate.	Page No. 1 - 13	Clause No. 11.5	
(o)	Bid Security.	Page No. 1 - 14	Clause No. 13	
(p)	Documentary evidence for life time of Aluminium Sulphate.	Page No. 7 - 1	Key Features of Specification	
(q)	Certificates of registration of the contract with the registrar of public contracts as per the Act No. 3 of 1987. (If required)	Page No. 1-23	Clause No. 38	
<b>Any other document as given below:</b>				

# **INVITATION FOR BIDS**



MINISTRY OF .....

**NATIONAL WATER SUPPLY AND DRAINAGE BOARD**

**INVITATION FOR BIDS**

**SUPPLY AND DELIVERY OF ..... tonne OF ALUMINIUM SULPHATE**

**CONTRACT No.:** .....

1. The Chairman, Cabinet Appointed Procurement Committee, Ministry of ....., "Lakdiya Madura", No. 35, New Parliament Road, Pelawatta, Battaramulla, Sri Lanka, on behalf of the National Water Supply & Drainage Board invites sealed bids for the Supply & Delivery of .....tonne of Aluminium Sulphate up to closing of bids at ..... hours on .....
2. Bidding documents are available at the office of the Assistant General Manager (Tenders and Contracts), National Water Supply & Drainage Board (NWSDB), Galle Road, Ratmalana, Sri Lanka between 09:00 hours to 15:00 hours on normal working days up to ....., upon payment of a non-refundable fee of Rs. .... plus applicable VAT.
3. Bidding Documents may be inspected free of charge at the office of the Assistant General Manager (Tenders and Contracts), NWSDB, Galle Road, Ratmalana, Sri Lanka.
4. Bidding Documents will be issued only to those who are manufacturers or their local accredited agents for Supply & Delivery of ..... tonne of Aluminium Sulphate upon production of a letter of request for bidding documents on a business letterhead.
5. The bidder shall submit a valid certificate of registration of the Contract as per the Act No. 3 of 1987 with Register of Public Contract and subsequent paper advertisement published on 16<sup>th</sup> October 2018 in Daily News.
6. Bidding will be conducted in accordance with **Single Stage: Two-Envelope** Bidding procedure.
7. To be eligible for contract award, the successful bidder shall not have been blacklisted by NWSDB /NPA.
8. Alternative bids shall not be accepted.
9. Sealed bids may be either dispatched by registered post or hand delivered Ministry of ....., "Lakdiya Madura", No. 35, New Parliament Road, Pelawatta, Battaramulla, Sri Lanka to receive on or before the closing time. Late bids will be rejected.
10. All Bids shall be accompanied by a bid security of Rupees.....and the bid security shall be valid upto.....(*Specify the Date*).
11. Technical Bids will be opened immediately after the closing of Bids, at the office of the Procurement Division, Ministry of ....., "Lakdiya Madura", No. 35, New Parliament Road, Pelawatta, Battaramulla, Sri Lanka. Bidders or their authorized representatives may be present at the opening of bids.
12. For further details, please contact the Assistant General Manager (Tenders and Contracts), NWSDB, Galle Road, Ratmalana, Sri Lanka on telephone number 94 -11-2605328 or 94-11-2638999 Ext. 1750or facsimile number 94 -11-2635885.

**Chairman**

**NATIONAL WATER SUPPLY AND DRAINAGE BOARD**

MINISTRY OF .....

.....

NATIONAL WATER SUPPLY AND DRAINAGE BOARD

INVITATION FOR BIDS

SUPPLY AND DELIVERY OF ..... Tonne OF ALUMINIUM SULPHATE

CONTRACT No.: .....

1. The Chairman, Ministry Procurement Committee, Ministry of .....  
“Lakdiya Madura”, No. 35, New Parliament Road, Pelawatta, Battaramulla, Sri Lanka, on behalf of the National Water Supply & Drainage Board invites sealed bids for the Supply & Delivery of .....tonne of Aluminium Sulphate up to closing of bids at ..... hours on .....
2. Bidding documents are available at the office of the Assistant General Manager (Tenders and Contracts), National Water Supply & Drainage Board (NWSDB), Galle Road, Ratmalana, Sri Lanka between 09:00 hours to 15:00 hours on normal working days up to ....., upon payment of a non-refundable fee of Rs. .... plus applicable VAT.
3. Bidding Documents may be inspected free of charge at the office of the Assistant General Manager (Tenders and Contracts), NWSDB, Galle Road, Ratmalana, Sri Lanka.
4. Bidding Documents will be issued only to those who are manufacturers or their local accredited agents for Supply & Delivery of ..... tonne of Aluminium Sulphate upon production of a letter of request for bidding documents on a business letterhead.
5. The bidder shall submit a valid certificate of registration of the Contract as per the Act No. 3 of 1987 with Register of Public Contract and subsequent paper advertisement published on 16<sup>th</sup> October 2018 in Daily News.
6. Bidding will be conducted in accordance with **Single Stage: Two-Envelope** Bidding procedure
7. To be eligible for contract award, the successful bidder shall not have been blacklisted by NWSDB / NPA.
8. Alternative bids shall not be accepted.
9. Sealed bids may be either dispatched by registered post or hand delivered to the Chairman, Cabinet Appointed Procurement Committee, Procurement Division, Ministry of .....  
....., “Lakdiya Madura”, No. 35, New Parliament Road, Pelawatta, Battaramulla, Sri Lanka to receive on or before the closing time. Late bids will be rejected.
10. All Bids shall be accompanied by a bid security of Rupees.....and the bid security shall be valid up to..... (*Specify the Date*).
11. Technical Bids will be opened immediately after the closing of Bids, at the office of the Procurement Division, Ministry of .....  
“Lakdiya Madura”, No. 35, New Parliament Road, Pelawatta, Battaramulla, Sri Lanka. Bidders or their authorized representatives may be present at the opening of bids.
12. For further details, please contact the Assistant General Manager (Tenders and Contracts), NWSDB, Galle Road, Ratmalana, Sri Lanka on telephone number 94 -11-2605328 or 94-11-2638999 Ext. 1750 or facsimile number 94 -11-2635885.

**Chairman**

**NATIONAL WATER SUPPLY AND DRAINAGE BOARD**

MINISTRY OF .....

NATIONAL WATER SUPPLY AND DRAINAGE BOARD

INVITATION FOR BIDS

SUPPLY AND DELIVERY OF ..... Tonne OF ALUMINIUM SULPHATE

CONTRACT No.: .....

1. The Chairman, Department Procurement Committee, National Water Supply and Drainage Board (NWSDB), Galle Road, Ratmalana, Sri Lanka, on behalf of the National Water Supply & Drainage Board invites sealed bids for the Supply & Delivery of ..... tonne of Aluminium Sulphate up to closing of bids at ..... hours on .....
2. Bidding documents are available at the office of the Assistant General Manager (Tenders and Contracts), National Water Supply & Drainage Board (NWSDB), Galle Road, Ratmalana, Sri Lanka between 09:00 hours to 15:00 hours on normal working days up to ....., upon payment of a non-refundable fee of Rs. .... plus applicable VAT.
3. Bidding Documents may be inspected free of charge at the office of the Assistant General Manager (Tenders and Contracts), NWSDB, Galle Road, Ratmalana, Sri Lanka.
4. Bidding Documents will be issued only to those who are manufacturers or their local accredited agents for Supply & Delivery of ..... tonne of Aluminium Sulphate upon production of a letter of request for bidding documents on a business letterhead.
5. The bidder shall submit a valid certificate of registration of the Contract as per the Act No. 3 of 1987 with Register of Public Contract and subsequent paper advertisement published on 16<sup>th</sup> October 2018 in Daily News.
6. Bidding will be conducted in accordance with Single **Stage: Two-Envelope** Bidding procedure
7. To be eligible for contract award, the successful bidder shall not have been blacklisted by NWSDB / NPA.
8. Alternative bids shall not be accepted.
9. Sealed bids may be either dispatched by registered post or hand delivered to the Assistant General Manager (Tenders and Contracts), National Water Supply & Drainage Board (NWSDB), Galle Road, Ratmalana, Sri Lanka to receive on or before the closing time. Late bids will be rejected.
10. All Bids shall be accompanied by a bid security of Rupees.....and the bid security shall be valid up to.....(*Specify the Date*).
11. Technical Bids will be opened immediately after the closing of Bids, at the office of the Assistant General Manager (Tenders and Contracts), NWSDB, Galle Road, Ratmalana, Sri Lanka. Bidders or their authorized representatives may be present at the opening of bids.
12. For further details, please contact the Assistant General Manager (Tenders and Contracts), NWSDB, Galle Road, Ratmalana, Sri Lanka on telephone number 94 -11-2605328 or 94-11-2638999 Ext. 1750or facsimile number 94-11-2635885.

**Chairman**

**NATIONAL WATER SUPPLY AND DRAINAGE BOARD**

# **1. INSTRUCTIONS TO BIDDERS**

## **2. GENERAL CONDITIONS OF CONTRACT**

### **3. FORM OF BID**

**THE GOVERNMENT OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA**

**MINISTRY OF .....**

**NATIONAL WATER SUPPLY AND DRAINAGE BOARD**

**SUPPLY AND DELIVERY OF ..... tonne OF ALUMINIUM SULPHATE  
FOR .....WATER SUPPLY SCHEME**

**CONTRACT No.: .....**

**FORM OF BID**

The Chairman,  
National Water Supply & Drainage Board  
Galle Road,  
Ratmalana.

I/We, the undersigned, having authority to sign this Bid and having read and fully acquainted myself/ourselves with the contents of the Information and Instructions to Bidders and Terms and Conditions of Bid and Delivery Schedule pertaining to the above Bid, along with Bills thereto, do hereby undertake to supply the Goods and Services referred to therein, in accordance with the aforesaid Instructions, Terms and Conditions for a total Bid price of foreign currency in United States Dollars (US\$).....(*in words*)US\$ .....(*in figures*) and Sri Lankan Rupees.....(*in words*) Rs. ....(*in figures*) (excluding VAT) The make up of the aforesaid total Bid Price is given in the accompanying Bills of Quantities.

Our Bid consisting of the Technical Bid and the Price Bid shall be valid for a period of 210 days from the date fixed for the bid submission deadline in accordance with the Bidding Document.

I/We confirm that this offer shall be open for acceptance until as given in the Bidding Data and that it will not be withdrawn or revoked prior to that date.

I/We attach hereto the following documents as part of my/our Bid.

1. Duly completed sections 1 to 12 of Bid Documents.
2. Documentary evidence to establish eligibility of Bidder.
3. Documentary evidence to Establish qualification to consider for the responsiveness to the contract.
4. Documentary evidence to establish that goods are offered from an eligible source and origin.
5. Documentary evidence to establish eligibility of goods offered.
6. Bid Security.
7. Documentary evidence to establish qualifications for the performance of the Contract.
8. Bidding Data.
9. Duly filled Appendices.
10. Any other document.

I/We declare that the Photostat copies of documents and certificates submitted as part of my/our Bid are true copies of such documents and certificates. Also in case of ISO 9001: 2015 certificate(s), and Product conformity certificate (s) as listed in the specifications I/we confirm that I/we have verified that the certificate issuing authority has accreditation to issue same and materials offered conform to the ISO 9001 : 2015 certificates and the specified product standard certificates.

I/We further agree to the right of the Board to debar me/us from participating in its future Bids in the event that my/our submitted copies or documents are found to be forged or tampered with.

I/We understand that you are not bound to accept the lowest Bid and that you reserve the right to reject any or all Bids or to accept any part of a Bid without assigning any reasons thereto.

I/We undertake to adhere to the Delivery Schedule given in the Contract Data.

My/Our Bank Reference is as follows: .....

.....

Signature of Bidder : .....

Name of Bidder : .....

Address : .....

Capacity : .....

Telephone Number : .....

Facsimile Number : .....

Date : .....

**Witnesses**

1. Signature : .....

Name :- .....

Address : .....

Capacity : .....

2. Signature : .....

Name :- .....

Address : .....

Capacity : .....



## **4. BIDDING DATA**

The Bidding Data is a part of Instructions to Bidders and should be read in conjunction with the Instructions to Bidders.

If there is a discrepancy found in the Instructions to Bidders and the Bidding Data, the Content in the Bidding Data shall supersede the Content in the Instructions to Bidders.

*(Note: What is typed in italic letters are guide lines to prepare the Bidding Data and they shall be removed after preparation of the Bidding Data.)*

## BIDDING DATA

(Please note that the Cause numbers given here under are that of Instruction to Bidder)

### Clause Reference Number

### Instructions to Bidders

- (1) The supplier is expected to supply ..... tonne of Aluminium Sulphate conforms to the Specification.  
The Quantity may vary  $\pm 5\%$  Payments will be made on actual quantities.

Add to the clause

Aluminium Sulphate to be supplied shall new and age from the date of Manufacturing shall be not more than 02 months when shipping.

#### 2.1 (c) Add to the Clause

In case of Product Conformity Certificate for the Standards given in Section 6 of the Bidding Document are not available, bidder shall provide a Test Certificate of Aluminium Sulphate for the conformity to the Standards given in Section 6 of the Bidding Document from one of the International Accreditation Forum (IAF) any Accredited Testing Agency which is a member of International Laboratory Accreditation Corporation and issued within 9 months prior to the closing of the bid.

#### 2.2. Qualification

##### 2.2 (a) (i)

- The manufacturer shall have produced and supplied at least .....\* tonne of Aluminium Sulphate for drinking water during the last three years. Documentary evidence from clients shall be provided with the bid. (**Appendix 1A**)  
(\*- *Three times of the quantity of goods to be purchase under this contract.*)
- The manufacturer shall have the production capacity equal or more than three months requirement as per the delivery schedule of the contract in excess of his current supply commitment as per the Appendix 1B, Appendix 1C, Appendix 1D and Appendix 1E.
- The Bidder shall meet the minimum technical score required to qualify the Technical Bid is 55 Points, which is specified in the Clause 24.1 of Instruction to Bidders.

##### (iii) Add to the Clause

If the manufacturer fails to replace the unacceptable goods, the balance 25% payment of foreign component and balance local component shall not be paid. In addition the performance guarantee shall be encashed and the immediate action shall be taken to suspend issuing bidding documents to the supplier and manufacturer and thereafter action shall be taken to blacklist the supplier and manufacturer by the NWSDB. The bidder shall submit a guarantee to confirm the above in the form given in **Appendix 11**.

(b) (i) Working Capital <sup>\*1</sup> + present available credit facilities for the company<sup>\*2</sup> + credit facilities exclusively for this contract - 0.1 x current work commitments<sup>\*3</sup>>Rs.....<sup>\*4</sup>

\*1 Working Capital = Current Assets – Current Liabilities

\*2 A letter to prove the availability of credit facilities issued by a Bank within a month prior to date of closing of Bids.

\*3 current work commitment = work remaining uncompleted (Documentary evidence to justify shall be submitted)

\*4 15% of estimated cost of the Bid.

(3.6) Bidder shall submit three test samples packed in a suitable plastic box, sealed properly of 500 grams each with the bid. Each test sample shall be placed in an envelope. Then this sample shall be enclosed in another envelope bearing the Name of the Contract and the Contract Number and the bidder's name.

If three samples are not submitted, the bid will be rejected.

(4) Funds required for this contract is available under .....

(6.2) The address for the purchasing of Bidding Document

Assistant General Manager (Tenders & Contracts),  
National Water Supply & Drainage Board (NWSDB),  
Galle Road, Ratmalana.  
FAX 011 – 2635885                      TEL. 011-2605328

10.4 Pre-Bid meeting will / will not be held to the following details (*delete inappropriate*)

Venue : \_\_\_\_\_

Date & Time : \_\_\_\_\_

(13.2) The amount of Bid Security shall be ..... Sri Lankan Rupees.

(13.3) The validity of Bid Security shall be up to .....(*specify the date*).

(14.1) The period of Bid Validity shall be 210 Days from the date of closing of Bid.

- (17.2) (a) Envelope 1 – “Technical Bid” and its inner envelopes of the “Original” and “Copy” of the Technical Bid, Envelope 2 – “Price Bid” and its inner envelopes of the “Original” and “Copy” of the Price Bid and an outer single envelope enclosed both Envelope 1 – “Technical Bid” & Envelope 2 – “Price Bid” shall be addressed as follows:

The Chairman, Cabinet Appointed Procurement Committee,  
Procurement Division,  
Ministry of .....,  
“Lakdiya Madura”, No. 35, New Parliament Road, Pelawatta, Battaramulla,  
Sri Lanka.

c) “Not to be opened before .....(Time) on ..... (Date)”

- (18.1) The Procurement Committee’s address for the purpose of Bid submission (and on behalf of the Board) is;

Cabinet Appointed Procurement Committee,  
Procurement Division,  
Ministry of .....,  
“Lakdiya Madura”, No. 35, New Parliament Road, Pelawatta, Battaramulla,  
Sri Lanka

- (18.2) The deadline for submission of Bid

Date:..... Time: .....

- (21.1) The place for opening of Bids,

Procurement Division,  
2<sup>nd</sup> floor,  
Ministry of .....,  
“Lakdiya Madura”, No. 35, New Parliament Road, Pelawatta, Battaramulla,  
Sri Lanka

(24.1) Criteria, Sub Criteria and point System for evaluation are as follows and the minimum technical score required to satisfy the bid is 55 Points.

Criteria	Qualification Criteria	points
1	Supplied following quantity of each awarded contract with NWSDB within the stipulated period in the delivery schedule, at the date of the closing of the Bid. <b>(Appendix 1D)</b>	
1.1	Above or equal 90 % of awarded contract	75
1.2	Between 75 % - 90% of awarded contract	60
1.3	Between 50 % - 75% of awarded contract	40
1.4	Up to 50 % of awarded contract	10
	<b>Total point for Criteria 1</b>	<b>75</b>
2	Submitted the performance security for contracts in hand, within fourteen (14) Days of the receipt of the notification of the acceptance of the contract by the NWSDB <b>(Appendix 1G)</b>	
2.1	Above or equal 90 % of awarded contract	25
2.2	Between 75 % - 90% of awarded contract	20
2.3	Between 50 % - 75% of awarded contract	15
2.4	Up to 50 % of awarded contract	10
	<b>Total point for Criteria 2</b>	<b>25</b>
	<b>Total point for Criteria 1 &amp; 2</b>	<b>100</b>
3	Not committed the contracts under National Water Supply & Drainage Board or completed awarded contracts under NWSDB within stipulated contract period	<b>55</b>

Note: The Evaluation Committee shall verify the **Appendix 1D** and **Appendix 1G** from Tender & Contract Division / Supplies & Material Management Division at NWSDB.

(27.1) Add to the Clause

Samples submitted with the bid shall be tested for the conformity to the specifications. If the test results do not conform to the specifications, the bid shall not be considered for further evaluation and rejected by the procurement committee.

(27.4) Add to the Clause

Cost of Pre-shipment Inspection by the Employer and Inspection, by the Independent Inspection Agency shall be considered in the evaluation and shall be taken for the Total Cost of the Bid. If any bidder has not declared these details in their bids, their bid may be rejected by the Procurement Committee.

Please refer **Clause 8.2** of the Condition of Contract in this Document for the details of inspections.

(29.1) Add to the Clause

After evaluation of Bids in accordance with the procedures described under, the Employer will inform to all the bidders in writing the selection of the successful bidder and the intention of contract award to such bidder. The unsuccessful bidders if they so wish, within one week of such notice may make representation to the Procurement Appeal Board at the address given below. Such representation shall be self-contained to enable the Appeal Board to arrive at a conclusion and a cash deposit to amount given below shall be made. The Appeal Board may request the bidder who had made representation to submit further evidence during the investigations. The cash deposit will be forfeited unless the Employer changes the original contract award decision in favour of the bidder who has made such representation.

Address:       The Secretary  
                  Appeal Board, Presidential Secretariat  
                  Colombo, Sri Lanka.

Cash Deposit :   Rupees 100,000.00

(33.2)       The prevailing rate of stamp duty on contracts for supply of goods is nil.

(34.1)       The amount of Performance Guarantee shall be 10% of the Contract Price.

## BIDDING DATA

(Please note that the Clause numbers given here under are that of Instruction to Bidder)

### Clause Reference Number Instructions to Bidders

- (1) The supplier is expected to supply ..... tonne of Aluminium Sulphate conforms to the Specification.

The Quantity may vary  $\pm 5\%$  Payments will be made on actual quantities.

Add to the clause

Aluminium Sulphate to be supplied shall be new and age from the date of Manufacturing shall be not more than 02 months when shipping.

#### 2.1 (c) Add to the Clause

In case of Product Conformity Certificate for the Standards given in Section 6 of the Bidding Document are not available, bidder shall provide a Test Certificate of Aluminium Sulphate for the conformity to the Standards given in Section 6 of the Bidding Document from one of the International Accreditation Forum (IAF) any Accredited Testing Agency which is a member of International Laboratory Accreditation Corporation and issued within 9 months prior to the closing of the bid.

#### 2.2. Qualification

##### 2.2 (a) (i)

- The manufacturer shall have produced and supplied at least .....\* tonne of Aluminium Sulphate for drinking water during the last three years. Documentary evidence from clients shall be provided with the bid. (**Appendix 1 A**)

(\*- *Three times of the quantity of goods to be purchase under this contract.*)

- The manufacturer shall have the production capacity equal or more than three months requirement as per the delivery schedule of the contract in excess of his current supply commitment as per the Appendix 1B, Appendix 1C, Appendix 1D and Appendix 1E.
- The Bidder shall meet the minimum technical score required to qualify the Technical Bid is 55 Points, which is specified in the Clause 24.1 of Instruction to Bidders.

##### (iii) Add to the Clause

If the manufacturer fails to replace the unacceptable goods, the balance 25% payment of foreign component and balance local component shall not be paid. In addition the performance guarantee shall be encashed and the immediate action shall be taken to suspend issuing bidding documents to the supplier and manufacturer and thereafter action shall be taken to blacklist the supplier and manufacturer by the NWSDB. The bidder shall submit a guarantee to confirm the above in the form given in **Appendix 11**.

(b) (i) Working Capital \*1 + present available credit facilities for the company\*2 + credit facilities exclusively for this contract - 0.1 x current work commitments\*3>Rs.....\*4

\*1 Working Capital = Current Assets – Current Liabilities

\*2 A letter to prove the availability of credit facilities issued by a Bank within a month prior to date of closing of Bids.

\*3 current work commitment = work remaining uncompleted.  
(Documentary evidence to justify shall be submitted)

\*4 15% of estimated cost of the Bid.

(3.6) Bidder shall submit three test samples packed in a suitable plastic box, sealed properly of 500 grams each with the bid. Each test sample shall be placed in an envelope. Then this sample shall be enclosed in another envelope bearing the Name of the Contract and the Contract Number and the bidder’s name.

If three samples are not submitted, the bid will be rejected.

(4) Funds required for this contract is available under .....

(6.2) The address for the purchasing of Bidding Document

Assistant General Manager (Tenders & Contracts),  
National Water Supply & Drainage Board (NWSDB),  
Galle Road, Ratmalana.  
FAX 011 – 2635885                      TEL. 011-2605328

10.4 Pre-Bid meeting will / will not be held to the following details (*delete inappropriate*)

Venue : \_\_\_\_\_

Date & Time : \_\_\_\_\_

(13.2) The amount of Bid Security shall be ..... Sri Lankan Rupees.

(13.3) The validity of Bid Security shall be up to .....(*specify the date*).

(14.1) The period of Bid Validity shall be 119 Days from the date of closing of Bid.



- (17.2) a) Envelope 1 – “Technical Bid” and its inner envelopes of the “Original” and “Copy” of the Technical Bid, Envelope 2 – “Price Bid” and its inner envelopes of the “Original” and “Copy” of the Price Bid and an outer single envelope enclosed both Envelope 1 – “Technical Bid” & Envelope 2 – “Price Bid” shall be addressed as follows:

The Chairman, Ministry Procurement Committee,  
Procurement Division,  
Ministry of .....,  
“Lakdiya Madura”, No. 35, New Parliament Road, Pelawatta, Battaramulla,  
Sri Lanka

- c) “Not to be opened before .....(Time) on ..... (Date)”

- (18.1) The Procurement Committee’s address for the purpose of Bid submission (and on behalf of the Board) is;

The Chairman, Ministry Procurement Committee,  
Procurement Division,  
Ministry of .....,  
“Lakdiya Madura”, No. 35, New Parliament Road, Pelawatta, Battaramulla,  
Sri Lanka

- (18.2) The deadline for submission of Bid

Date:..... Time: .....

- (21.1) The place for opening of Bids,

Procurement Division,  
2<sup>nd</sup> floor  
Ministry of .....,  
“Lakdiya Madura”, No. 35, New Parliament Road, Pelawatta, Battaramulla,  
Sri Lanka

24.1) Criteria, Sub Criteria and point System for evaluation are as follows and the minimum technical score required to satisfy the bid is 55 Points.

Criteria	Qualification Criteria	points
1	Supplied following quantity of each awarded contract with NWSDB within the stipulated period in the delivery schedule, at the date of the closing of the Bid. <b>(Appendix 1D)</b>	
1.1	Above or equal 90 % of awarded contract	75
1.2	Between 75 % - 90% of awarded contract	60
1.3	Between 50 % - 75% of awarded contract	40
1.4	Up to 50 % of awarded contract	10
	<b>Total point for Criteria 1</b>	<b>75</b>
2	Submitted the performance security for contracts in hand, within fourteen (14) Days of the receipt of the notification of the acceptance of the contract by the NWSDB <b>(Appendix 1G)</b>	
2.1	Above or equal 90 % of awarded contract	25
2.2	Between 75 % - 90% of awarded contract	20
2.3	Between 50 % - 75% of awarded contract	15
2.4	Up to 50 % of awarded contract	10
	<b>Total point for Criteria 2</b>	<b>25</b>
	<b>Total point for Criteria 1 &amp; 2</b>	<b>100</b>
3	Not committed the contracts under National Water Supply & Drainage Board or completed awarded contracts under NWSDB within stipulated contract period	<b>55</b>

Revised on 30-07-2024

Note: The Evaluation Committee shall verify the **Appendix 1D** and **Appendix 1G** from Tender & Contract Division / Supplies & Material Management Division at NWSDB.

(27.1) Add to the Clause

Samples submitted with the bid shall be tested for the conformity to the specifications. If the test results do not conform to the specifications, the bid shall not be considered for further evaluation and rejected by the procurement committee.

(27.4) Add to the Clause

Cost of Pre-shipment Inspection by the Employer and Inspection, by the Independent Inspection Agency shall be considered in the evaluation and shall be taken for the Total Cost of the Bid. If any bidder has not declared these details in their bids, their bid may be rejected by the Procurement Committee.

Please refer **Clause 8.2** of the Condition of Contract in this Document for the details of inspections.

(29.1) Add to the Clause

After evaluation of Bids in accordance with the procedures described under **Clauses 23, 24, 25, 26, 27 and 28**, the Employer will inform to all the bidders in writing the selection of the successful bidder and the intention of contract award to such bidder. The unsuccessful bidders if they so wish, within one week of such notice may make representation to the Ministry of Procurement Appeal Board at the address given below. Such representation shall be self-contained to enable the Appeal Board to arrive at a conclusion and a cash deposit to amount given below shall be made. The Appeal Board may request the bidder who had made representation to submit further evidence during the investigations. The cash deposit will be forfeited unless the Employer changes the original contract award decision in favour of the bidder who has made such representation.

Address : The Secretary  
Ministry of Procurement Appeal Board,  
Ministry of .....,  
“Lakdiya Madura”, No. 35, New Parliament Road,  
Pelawatta, Battaramulla, Sri Lanka.

Cash Deposit : Rupees 25,000.00

(33.2) The prevailing rate of stamp duty on contracts for supply of goods is nil.

(34.1) The amount of Performance Guarantee shall be 10% of the Contract Price.

## BIDDING DATA

(Please note that the Clause numbers given here under are that of Instruction to Bidder)

### Clause Reference Number Instructions to Bidders

- (1) The supplier is expected to supply ..... tonne of Aluminium Sulphate conforms to the Specification.

The Quantity may vary  $\pm 5\%$  Payments will be made on actual quantities.

Add to the clause

Aluminium Sulphate to be supplied shall be new and age from the date of Manufacturing shall be not more than 02 months when shipping.

#### 2.1 (c) Add to the Clause

In case of Product Conformity Certificate for the Standards given in Section 6 of the Bidding Document are not available, bidder shall provide a Test Certificate of Aluminium Sulphate for the conformity to the Standards given in Section 6 of the Bidding Document from one of the Inspection Agencies listed in the **Clause 8** of the Conditions of Contract, or any accredited Testing Agency which is a member of International Laboratory Accreditation Corporation and issued within 9 months prior to the closing of the bid.

#### 2.2. Qualification

##### 2.2 (a) (i)

- The manufacturer shall have produced and supplied at least .....\* tonne of Aluminium Sulphate for drinking water during the last three years. Documentary evidence from clients shall be provided with the bid. (**Appendix 1 A**) (\*- *Three times of the quantity of goods to be purchase under this contract.*)
- The manufacturer shall have the production capacity equal or more than three months requirement as per the delivery schedule of the contract in excess of his current supply commitment as per the Appendix 1B, Appendix 1C, Appendix 1D and Appendix 1E.
- The Bidder shall meet the minimum technical score required to qualify the Technical Bid is 55 Points, which is specified in the Clause 24.1 of Instruction to Bidders.

##### (iii) Add to the Clause

If the manufacturer fails to replace the unacceptable goods, the balance 25% payment of foreign component and balance local component shall not be paid. In addition the performance guarantee shall be encashed and the immediate action shall be taken to suspend issuing bidding documents to the supplier and manufacturer and thereafter action shall be taken to blacklist the supplier and manufacturer by the NWSDB. The bidder shall submit a guarantee to confirm the above in the form given in **Appendix 11**.

(b) (i) Working Capital <sup>\*1</sup> + present available credit facilities for the company<sup>\*2</sup> + credit facilities exclusively for this contract - 0.1 x current work commitments<sup>\*3</sup>>Rs.....<sup>\*4</sup>

\*1 Working Capital = Current Assets – Current Liabilities

\*2 A letter to prove the availability of credit facilities issued by a Bank within a month prior to date of closing of Bids.

\*3 current work commitment = work remaining uncompleted  
(Documentary evidence to justify shall be submitted)

\*4 15% of estimated cost of the Bid.

(3.6) Bidder shall submit three test samples packed in a suitable plastic box, sealed properly of 500 grams each with the bid. Each test sample shall be placed in an envelope. Then this sample shall be enclosed in another envelope bearing the Name of the Contract and the Contract Number and the bidder's name.

If three samples are not submitted, the bid will be rejected.

(4) Funds required for this contract is available under .....

(6.2) The address for the purchasing of Bidding Document

Assistant General Manager (Tenders & Contracts),  
National Water Supply & Drainage Board (NWSDB),  
Galle Road, Ratmalana.  
FAX 011 – 2635885                      TEL. 011-2605328

10.4 Pre-Bid meeting will / will not be held to the following details (*delete inappropriate*)

Venue : \_\_\_\_\_

Date & Time : \_\_\_\_\_

(13.2) The amount of Bid Security shall be ..... Sri Lankan Rupees.

(13.3) The validity of Bid Security shall be up to ..... (*specify the date*).

(14.1) The period of Bid Validity shall be 91 Days from the date of closing of Bid.

- (17.2) (a) Envelope 1 – “Technical Bid” and its inner envelopes of the “Original” and “Copy” of the Technical Bid, Envelope 2 – “Price Bid” and its inner envelopes of the “Original” and “Copy” of the Price Bid and an outer single envelope enclosed both Envelope 1 – “Technical Bid” & Envelope 2 – “Price Bid” shall be addressed as follows:

The Chairman, Department Procurement Committee,  
C/o, Assistant General Manager (Tenders Contracts),  
National Water Supply and Drainage Board,  
Galle Road, Ratmalana,  
Sri Lanka.

- c) “Not to be opened before .....(Time) on ..... (Date)”

- (18.1) The Procurement Committee’s address for the purpose of Bid submission (and on behalf of the Board) is;

Department Procurement Committee,  
C/o, Assistant General Manager (Tenders Contracts),  
National Water Supply and Drainage Board,  
Galle Road, Ratmalana,  
Sri Lanka.

- (18.2) The deadline for submission of Bid

Date:..... Time: .....

- (21.1) The place for opening of Bids,

Tenders & Contract Section,  
National Water Supply and Drainage Board,  
Galle Road,  
Ratmalana,  
Sri Lanka

24.1) Criteria, Sub Criteria and point System for evaluation are as follows and the minimum technical score required to satisfy the bid is 55 Points.

Criteria	Qualification Criteria	points
1	Supplied following quantity of each awarded contract with NWSDB within the stipulated period in the delivery schedule, at the date of the closing of the Bid. <b>(Appendix 1D)</b>	
1.1	Above or equal 90 % of awarded contract	75
1.2	Between 75 % - 90% of awarded contract	60
1.3	Between 50 % - 75% of awarded contract	40
1.4	Up to 50 % of awarded contract	10
	<b>Total point for Criteria 1</b>	<b>75</b>
2	Submitted the performance security for contracts in hand, within fourteen (14) Days of the receipt of the notification of the acceptance of the contract by the NWSDB <b>(Appendix 1G)</b>	
2.1	Above or equal 90 % of awarded contract	25
2.2	Between 75 % - 90% of awarded contract	20
2.3	Between 50 % - 75% of awarded contract	15
2.4	Up to 50 % of awarded contract	10
	<b>Total point for Criteria 2</b>	<b>25</b>
	<b>Total point for Criteria 1 &amp; 2</b>	<b>100</b>
3	Not committed the contracts under National Water Supply & Drainage Board or completed awarded contracts under NWSDB within stipulated contract period	<b>55</b>

Note: The Evaluation Committee shall verify the **Appendix 1D** and **Appendix 1G** from Tender & Contract Division / Supplies & Material Management Division at NWSDB.

(27.1) Add to the Clause

Shall be verified by NWSDB Supplies & Material Management Division

Samples submitted with the bid shall be tested for the conformity to the specifications. If the test results do not conform to the specifications, the bid shall not be considered for further evaluation and rejected by the procurement committee.

(27.4) Add to the Clause

Cost of Pre-shipment Inspection by the Employer and Inspection, by the Independent Inspection Agency shall be considered in the evaluation and shall be taken for the Total Cost of the Bid. If any bidder has not declared these details in their bids, their bid may be rejected by the Procurement Committee.

Please refer **Clause 8.2** of the Condition of Contract in this Document for the details of inspections.

(33.2) The prevailing rate of stamp duty on contracts for supply of goods is nil.

(34.1) The amount of Performance Guarantee shall be 10% of the Contract Price.



## **5. CONTRACT DATA**

- **GENERAL**
- **DELIVERY SCHEDULE**
- **PAYMENT SCHEDULE**

The Contract Data is a part of General Conditions of Contract and should be read in conjunction with the General Conditions of Contract.

If there is a discrepancy found in the General Conditions of Contract and the Contract Data, the Content in the Contract Data shall supersede the Content in the General Conditions of Contract.

*(Note: What is given in italic letters are guide lines to prepare the Contract Data and they shall be removed after preparation of the Contract Data.)*

## CONTRACT DATA

Contract Data is a part of Condition of Contract and shall be read together. If any discrepancy is founds content of the Contract Data shall supersede the Conditions of Contract

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

### **Clause Reference Number**

### **General Conditions of Contract**

1.1 (f) Contract period is ..... days from the Date of acceptance of the bid.

1.1 (j) Add to clause

The Employer is  
Name: National Water Supply and Drainage Board.  
Address: Galle Road, Ratmalana.

Employer's authorized representative is

The Chairman  
NWSDB  
Galle Road, Ratmalana

1.1 (k) The Engineer is  
General Manager,  
National Water Supply and Drainage Board.  
Galle Road, Ratmalana.

3.2 The Engineer's Representative shall be the Addl.GM (CS) of the National Water Supply and Drainage Board.

8.2 Number of pre-shipment Inspection by the Employer shall be limited to one (anyone of the shipments) and shall be decided by the Engineer. Pre-shipment inspection shall be carried out by a NWSDB engineer and NWSDB chemist.

8.1.8 Add to the Sub-Clause  
Nominated inspection agency shall carryout inspection & testing to confirm the weight of the goods shipped and confirmation shall be given in the Form of Appendix 14.

8.2.5 Incidental allowance and the combined allowance to NWSDB Engineer/ Chemist shall be paid as specified in the Appendix 16.

10.2 The Goods shall be delivered at such places, in such quantities and within such periods as prescribed in the Delivery Schedule.

13. Not Applicable

14. Not Applicable

15.2 The validity of warranty shall be 12 months from the date of acceptance of the Aluminium Sulphate by the NWSDB or 18 months from the date of Manufacture of Aluminium Sulphate in accordance with the General Conditions of Contract.

15.4 Not Applicable

16.2 (ii) Add the following **Sub-Clause**

- (c) As an Alternative to 16.2(ii) (a) & (b), 100% of the foreign component shall be paid on production of all the documents as detailed in **Clause 10** hereof together with Bank guarantee payable on demand, equivalent to an amount of 25% of the foreign component, from a reputed Bank approved by the Central Bank of Sri Lanka. The Bank guarantee for 25% of foreign component shall be in the form given in Section 11 and shall be valid until 91 Days beyond the contract period.

If the manufacturer fails to replace the unacceptable goods, the balance 25% payment of foreign component and balance local component shall not be paid. In addition the performance guarantee shall be encashed and the immediate action shall be taken to suspend issuing bidding documents to the supplier and manufacturer and thereafter action shall be taken to blacklist the supplier and manufacturer by the NWSDB. The bidder shall submit a guarantee to confirm the above in the form given in Appendix 11.

If 100% foreign component is paid on submission of Bank guarantee for 25%, this Bank guarantee shall be encashed if the manufacturer fails to replace unacceptable goods within a stipulate time period without affecting the program of the contract.

16.3 Add **Sub-Clause 16.3 (b)**

As an alternative in respect of payments due in foreign currency up to an equivalent amount of US\$ 50000, through Telegraphic Transfer System on submission of an unconditional, on demand Bank guarantee equal to the value of Telegraphic Transfer from a commercial bank operating in Sri Lanka approved by the Central Bank of Sri Lanka and valid beyond 28 Days of the Contract period.

If the supplier fails to deliver the goods on time up to the requested quality, the Bank guarantee shall be forfeited. Bank guarantee shall be released upon handing over goods at site and acceptance by the Engineer.

23.1 The amount of liquidated damages shall be Rs. ....\*  
per shipment per day of delay. (\* - *Liquidated damage divided by No of Shipment*)

31.1 (a) Purchaser's address for notice purposes shall be as follows:

General Manager,  
National Water Supply and Drainage Board,  
Galle Road, Ratmalana,  
Sri Lanka.

Facsimile Number : Colombo, 011-2635885  
E Mail : gmnwsdb@sltnet.lk

(b) Supplier's address for notice purposes shall be as follows:

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

**DELIVERY SCHEDULE**

Item No.	Description of Goods	Quantity	Unit	Final Destination <i>[insert place of Delivery &amp; Engineer shall include expected number of shipment here]</i>	Delivery Date
					Purchaser's delivery date as per the contract
01	Supply & Delivery of Aluminium Sulphate		tonne		

tonne – Metric Tonnes

**PAYMENT SCHEDULE (As per the General Conditions of Contract Cl. 16.2 (ii) (a) & (b))**

Letter of Credit will be opened by the Purchaser. No Advance payment will be made.

STAGE OF PAYMENT	STAGE OF CONTRACT	DOCUMENT TO BE SUBMITTED	AMOUNT OF PAYMENT	REMARKS	
<b>(A) Foreign Payment</b>					
1	First installment	On shipping the items part or fully	<ul style="list-style-type: none"> <li>◆ Copies of the Supplier's invoice showing description of Goods, quantity, unit price, total amount and HS Code Number;</li> <li>◆ 3 copies of clean on-board bill of lading marked freight prepaid.</li> <li>◆ Copies of packing list identifying contents of each package and measurements</li> <li>◆ Manufacturer's warranty certificate as per <b>Clause 15</b> hereof.</li> <li>◆ Inspection certificates, issued by the nominated inspection agency.</li> <li>◆ Manufacturer's Inspection and Test Certificate</li> <li>◆ Certificate of origin</li> <li>◆ Certificate of conformity to the standards specified in the specifications or test certificate as per <b>Clause 2.1(c)</b> of Instruction to bidders.</li> <li>◆ Inspection and test certificate by the NWSDB pre-shipment Inspection team.</li> </ul>	75% of foreign component of the items shipped on Letter of Credit.	
2	Balance foreign component	Final acceptance by the Engineer based on the delivery and other obligations.	On production of a Final Acceptance Certificate issued by the Engineer. Engineer's Representative's approval for the balance payment of Foreign Component.	Balance 25% of the foreign component.	The total Contract Sum shall become payable within <u>60 Days</u> from the date of the Engineer's Final Acceptance Certificate
<b>(B) Local Payment</b>					
3	First Payment	On delivery and stacking of the Goods at site in compliance with the condition.	Document providing the delivered Goods are in compliance with the contract. Written request for the payment in the form of an Invoice based on BOQ and Engineer's Representatives approval for the payment.	90% of the Local component of the Contract Price less Bank charges	Sri Lankan Rupees component by a cheque in favour of the supplier.
4	Balance Local Payment	Final acceptance by the Engineer for the delivery and other obligations	A written request for balance payment in the form of an invoice based on the BOQ and Engineer's Representative's approval for the payment	10% of the Local component of the Contract Price less remaining Bank charges.	The total Contract Sum shall become payable within <u>60 Days</u> from the date of the Engineer's Final Acceptance Certificate.

**PAYMENT SCHEDULE (As per the General Conditions of Contract Cl. 16.2 (ii) (c))**

Letter of Credit will be opened by the Purchaser. No Advance payment will be made.

STAGE OF PAYMENT	STAGE OF CONTRACT	DOCUMENT TO BE SUBMITTED	AMOUNT OF PAYMENT	REMARKS	
<b>(A) Foreign Payment</b>					
1	Full Payment	On shipping the items fully	<ul style="list-style-type: none"> <li>◆ Copies of the Supplier's invoice showing description of Goods, quantity, unit price, total amount and HS Code Number;</li> <li>◆ 3 copies of clean on-board bill of lading marked freight prepaid.</li> <li>◆ Copies of packing list identifying contents of each package and measurements</li> <li>◆ Manufacturer's warranty certificate as per <b>Clause 15</b> hereof.</li> <li>◆ Inspection certificates, issued by the nominated inspection agency.</li> <li>◆ Manufacturer's Inspection and Test Certificate</li> <li>◆ Certificate of origin</li> <li>◆ Certificate of conformity to the standards specified in the specifications.</li> <li>◆ Bank guarantee issued by a bank for the 25% of the foreign component valid until 91 Days beyond the contract period.</li> <li>◆ Inspection and test certificate by the NWSDB pre-shipment Inspection team.</li> </ul>	100% of foreign component of the items shipped on Letter of Credit	
<b>(B) Local Payment</b>					
2	First Payment	On delivery and stacking of the Goods at site	Document providing the delivered Goods are in compliance with the contract. Written request for the payment in the form of an Invoice based on BOQ and Engineer's Representatives approval for the payment.	90% of the Local component of the Contract Price less Bank charges	Sri Lankan Rupees component by a cheque in favor of the supplier.
3	Balance Local Payment	Final acceptance by the Engineer for the delivery and other obligations	A written request for balance payment in the form of an invoice based on the BOQ and Engineer's Representative's approval for the payment	10% of the Local component of the Contract Price less remaining Bank charges.	The total Contract Sum shall become payable within <u>60 Days</u> from the date of the Engineer's Final Acceptance Certificate.

## **6. SPECIFICATION**

*Add relevant Specifications  
From NWSDB web  
(Under the “Restrict Links”)  
as per the  
requirement of the work.*



## **7. KEY FEATURES OF SPECIFICATIONS**

## 7.1 Key Features of Specifications

1. Aluminium Sulphate shall conform to SLS 1535: 2016.
2. Manufacturers factory shall have ISO 9001:2015, Quality Management System Standards.
3. Manufacturers shall provide Product Conformity Certificate/Test Certificate from an Independent Inspection Agency specified in the General Conditions of Contract.
4. Packing and marking shall be done as specified.
5. Sampling shall be done as specified.
6. Method of Testing shall be as specified in the SLS 1535: 2016.
7. Delivery, Storing, Protection during delivery and Quality and workman ship shall be as specified.
8. Aluminium Sulphate to be supplied shall be new and age from the date of manufacture shall be not more than 02 months when shipping.
9. Aluminium Sulphate shall be stored in dry place with proper packing.

## 7.2 Inspections and Tests

The following inspections and tests shall be performed:

1. Testing will be done for the conformity of the specifications at Manufacturer's factory by Employer, the Independent Inspection Agencies mentioned in Clause 8 of General Conditions of contract and at delivery to the Employer by the Employer at the delivery points.
2. Inspection will be done at Manufacturer's factory by a team of Inspectors appointed by the Engineer.
3. Any other tests as specified in the specification and as requested by the Employer.

Please note that testing facilities equipment, chemicals supporting staff etc. shall be provided by the Manufacturer for the tests to be done at Manufacturer's factory and the manufacturer has to perform all the tests specified in the SLS 1535:2016.

Costs for all above tests except tests to be done at delivery points by the employer shall be borne by the Manufacturer/Contractor.

## **8. DEVIATIONS FROM SPECIFICATIONS**

## **DEVIATIONS FROM SPECIFICATIONS**

### **Preamble**

The Bidder is required to list any deviations of materials, workmanship etc. from the Specifications including such information as has already been given elsewhere in the Bidding Documents. The information shall be in sufficient detail to enable the Engineer to make a realistic assessment of the effect of such deviations on the performance and also such deviation if any shall be subject to **Clause 27** of Instructions to Bidders.

### **Deviations**

## **9. SCHEDULE OF PARTICULARS**

**1. Notes on Schedule of Particulars**

- a) The bidders are necessarily being required to complete fully the schedule of particulars given in the bidding document for Aluminium Sulphate.
  - b) Where catalogues, technical literature and drawings accompanying the bid, their references should be quoted in the Schedule of Particulars;
  - c) Where the bidder's specification is not conforming to the minimum specification, the offer will be rejected.
2. The Bills of Quantities contains for Aluminium Sulphate conforms to SLS 1535: 2016 only.

## **SCHEDULE OF PARTICULARS**

- 1.1 Country of Manufacture:
- 1.2 Manufacturer and Address:
- 1.3 1.3.1 Standards to which Aluminium Sulphate conform:
- 1.3.2 No. of shipment proposed by the bidder:  
.....
- 1.4 Is Certificate for conformity to standards of relevant standards Institution provided:
- 1.5 Is ISO 9001:2015 Quality Management System Certificate provided?
- 1.6 Date of Manufacture
- 1.7 Form of Aluminium Sulphate and size [either Lump/ Powder/flacked(chips)]
- 1.8 Colour :
- 1.9 Port of shipment :
- 1.10 Packing and protection in transit :
- 1.11 Time of delivery:
- 1.12 Reference of the catalogues, technical literature, drawing provided with the bid:
- 1.13 Name and address of the Supplier's agent in Sri Lanka:
- 1.14 Deviations from specifications (if any):



## **10. BILLS OF QUANTITIES**

- **PREAMBLE NOTES ON PRICING**
- **BILLS OF QUANTITIES**
- **SUMMARY OF BILLS**
- **GRAND SUMMARY**

Revised on 30-07-2024

## **PREAMBLE NOTES ON PRICING**

(1) **General**

1.1 The Bidder's attention is specifically directed to the Form of Bid, Instructions to Bidders, Conditions of Contract, Contract Data, Bidding Data Delivery Schedule, Schedule of Particulars and Specifications which are to be read in conjunction with the Bills of Quantities. The following notes are given to assist in pricing the Bills of Quantities and enable the supplier to arrive at the total Bid Price. The Bidder shall insert rates and prices for the supply and delivery of **Aluminium Sulphate** in strict accordance with the specifications.

(2) **Description of Items**

2.1 Descriptions attached to the items in the Bills of Quantities are only in sufficient detail to ensure identification of the work described in the specifications.

(3) **Rates and prices**

3.1 In pricing the items of the Bills of Quantities, the bidder shall cover himself and will be deemed to have covered himself for:

- a) All services and goods which according to the true intent and meaning of the contract may be reasonably inferred as necessary for completion of delivery of the goods in sound condition to the Stores which is specified in Contract data.
- b) All the duties, obligations, liabilities and responsibilities which the Contract documents place upon the bidders in connection with or in relation to the Contract.
- c) All costs arising out of inspection testing, packing, transportation, clearing, loading, unloading, stacking, shipping line charges, warehouse rent, any demurrages, Agents Commission if any and other minor expenses except 3<sup>rd</sup> party inspection as per **Clause 8.1** of the General Condition of Contract & Pre-shipment Inspection by the Employer as per **Clause 8.2** of General Conditions of Contract.

(4) Unit rates accepted by the Employer shall be held good and effective until the supply is completed and accepted by the Employer.

(5) A rate and/or amount is/are to be entered against each item in the Bill of Quantities whether quantities are stated or not. The cost of any item against which a rate has not been entered shall be deemed to be covered by other contract rates.

(6) The materials covered by items in the Bills of Quantities are as detailed in the Specifications.

(7) All materials packed in accordance with the relevant sub-section in the specification with a maximum weight of 50kg.

(8) The rates and/or prices entered against items in the Bills of Quantities shall be excluding the VAT as the VAT is considered separately.

**NATIONAL WATER SUPPLY AND DRAINAGE BOARD  
SUPPLY AND DELIVERY OF ..... Tonne OF  
ALUMINIUM SULPHATE**

**CONTRACT No. ....**

**BILL No. 01**

**Note:** (1) Aluminium Sulphate shall conform to Specification.

Item No.	Description	Qty	Unit	Rate		Amount	
				Foreign Cost Component (FOB) USD	Local Cost Component LKR	Foreign Cost Component (FOB) USD	Local Cost Component LKR
1.	Supply & Delivery of Aluminium Sulphate		tonne				
	Total of Page 10-2 Carried to Summary of Bills 10-3						

**NATIONAL WATER SUPPLY AND DRAINAGE BOARD**  
**SUPPLY AND DELIVERY OF ..... tonne OF ALUMINIUM SULPHATE**  
**CONTRACT No. ....**

**SUMMARY OF BILL NO. 01**

	Description	Unit	Amount	
			Foreign Cost (USD)	Local Cost (LKR)
01	Total of Page No. 10-2	-		
02	Freight	Sum		
03	Cost of Pre – Shipment Inspection for Engineer and Chemist by Employer as per <b>Clause No. 8.2</b> of Conditions of Contracts.  (No. of Pre-shipment inspection shall be limited to one)	Sum		
04	Cost of Inspection & Testing by Independent Inspection Agency	Sum		
05	Any other Charges (if any)			
<b>A</b>	<b>Sub Total 1 carried forward to Grand Summary</b>	-		

Name of the Inspection Agency : .....

.....

**NATIONAL WATER SUPPLY AND DRAINAGE BOARD  
SUPPLY & DELIVERY OF .....tonne OF ALUMINIUM SULPHATE  
CONTRACT NO. ....**

**GRAND SUMMARY**

Bill No.	Description	Amount	
		Foreign Cost USD	Local Cost LKR
<b>A</b>	Sub Total 1		
<b>B</b>	Less Discount (if any) .....		
<b>C</b>	<b>Grand Total (A-B) carried to Form of Bid (Excluding VAT)</b>		
<b>D</b>	VAT (..... %)		
<b>E</b>	<b>Grand Total including VAT (C+D)</b>		

VAT Registration Number:.....

(A copy of the VAT registration certificate shall be annexed.)

Note: - The NWSDB VAT Registration No: - 4090 31820 7000

Name of the Inspection Authority : .....

.....

## **11. SPECIMEN FORMS**

- **BID SECURITY**
- **CONTRACT AGREEMENT**
- **PERFORMANCE SECURITY**
- **LETTER OF ACCEPTANCE**
- **BANK GUARANTEE FOR 25% OF  
FOREIGN COMPONENT**
- **BANK GUARANTEE FOR TELEGRAPHIC  
TRANSFER**

**FORM OF BID SECURITY**

..... [issuing agency’s name, and address of issuing branch or office]  
.....  
.....

Beneficiary: Chairman  
National Water Supply and Drainage Board  
Galle Road, Ratmalana, Sri Lanka

Date..... BID SECURITY No : .....

We have been informed that .....  
[name of the Bidder ; if joint venture, list complete legal names of partners] (hereinafter called  
“the Bidder”) has submitted to you its bid dated ..... [insert date] (hereinafter called  
“ the Bid”) for the execution / supply of .....  
.[name of contract] under Contract No.....

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Security.

At the request of the Bidder, we .....  
[name of issuing agency] hereby irrevocably under take 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 Bidder is in breach of its obligation (s) under the bid conditions, because of 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/ Purchaser 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 Security 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 (i) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, otherwise it will remain in force up to ..... [insert date].

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

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

**THE GOVERNMENT OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA**

**MINISTRY OF WATER SUPPLY**

**NATIONAL WATER SUPPLY AND DRAINAGE BOARD**

**SUPPLY AND DELIVERY OF ..... tonne OF ALUMINIUM SULPHATE**

**CONTRACT No.:** .....

**CONTRACT AGREEMENT**

Contract Agreement made and entered into between the National Water Supply and Drainage Board, a corporate body duly established under the provisions of the National Water Supply and Drainage Board Law No. 2 of 1974 and having its Head Office at Ratmalana in Sri Lanka (hereinafter sometimes referred to as "the Board") of the one part and Messrs ..... which duly incorporated under the laws of Democratic Socialist Republic of Sri Lanka and having registered its office at..... (hereinafter called "the Supplier" which term of expression shall where the context so requires or admits mean and include its successors and permitted assigns) of the other part.

WHEREAS the Board is desirous of entering into a contract with the Supplier for the supply and delivery of..... to ..... at locations as specified in the Delivery Schedule and has accepted a Bid by the Contractor for the execution and completion of such works.

AND WHEREAS the Bills of Quantities or Schedule of Rates and Specifications and General Conditions of Contract describing the Works to be done have been prepared by the Board and the same have been signed by the parties hereto.

NOW it is hereby agreed as follows:

1. For the consideration hereinafter mentioned the Supplier shall, upon and subject to the conditions hereto annexed, complete the Works referred to in the said Bills of Quantities or Schedule of Rates and in the said specifications and Conditions of Contract to the entire satisfaction of the Board on or before..... subject to extras, omissions and variations to be determined by the Engineer as hereinafter provided.

2. The said General Conditions of Contract, the said Specifications, the said Bills of Quantities or Schedule of Rates, (a detailed list whereof is annexed hereto,) Instructions to Bidders, Contract Data, Bidding Data and Schedule of Particulars and Form of Bid, all duly signed by the Board and the Supplier shall for all purposes where so ever be read, regarded and construed as part and parcel of the Agreement.



3. The Supplier will be paid for the said execution of the Works the sum of Foreign Currency .....  
 (In words).....(in figures)and Sri Lankan Rupees .....  
 .....  
 ..... (in words)Rs. ....(in figures) hereinafter sometimes referred to as the "Contract Price" or such other sum as shall become payable hereunder according to the terms of the Contract.

4. As security for the due and proper performance and fulfillment of this contract and for the due payment of all claims to which the Board may be entitled hereunder, the Supplier hereby undertakes to maintain to the Board with a Guarantee in favor of the Board from a Bank approved by the Engineer, as surety in the sum of Foreign currency .....  
 .....(in words).....(in figures) and Sri Lankan Rupees (Rs.....(in word) .....(in figures) which said Performance Guarantee shall remain in force and shall not be discharged until the Engineer shall have granted a Final Certificate to the effect that the Supplier has duly discharged and completed all his obligations under this contract and that there is no sum whatever due to the Board at the date of such Final Acceptance Certificate under this Contract.

5. The following terms used in this Agreement and or in the Specifications shall be understood as having the meanings hereby ascribed to them, namely;  
 "The Procurement Committee" shall mean the Procurement Committee appointed for the purpose of determining the Bid.

"The Contractor" or "The Supplier" shall mean the person or persons, firm or firms, company or companies who have contracted for the supply and delivery of the materials and equipment herein specified and includes its successors and permitted assigns.

"The Chairman" shall mean the officer for the time being holding the office of or acting as the Chairman, National Water Supply and Drainage Board.

"The Engineer" shall mean the Officer for the time being holding the Office of or acting as the General Manager, National Water Supply and Drainage Board.

"The Engineer's Representative" shall mean the authorized Representative of the Engineer immediately responsible for the supervision of the Works or any other person appointed from time to time by the Engineer to act as Engineer and notified in writing to the Contractor.

"The Government" shall mean the Government of the Democratic Socialist Republic of Sri Lanka.

"The Purchaser" or "The Board" or "the Employer" shall mean the National Water Supply and Drainage Board.

"Months" shall mean calendar months.

"The Contract Documents" shall mean the Instructions to Bidders, Contract Data, Bidding Data, Schedule of Particulars, and the General Conditions of Contract, the Form of Bid, the Specifications, Bills of Quantities, Addenda, Articles of Agreement and their annexures, Securities and Guarantees, Appendices.

"The Contract Price" shall mean the sum stated in the Letter of Acceptance payable to the Contractor for the supply of Goods and Services in accordance with the provisions of the Contract.

"The Works" shall mean the supply and delivery of Goods and the Services.

"Variation" shall mean any alteration of the description of any item in the Bills of Quantities or of the Specifications which in the opinion of the Engineer, is required for the perfect completion of the works outlined in the Agreement.

"Rs. or SL Rs. or LKR" shall mean Sri Lankan Rupees.

IN WITNESS WHEREOF the parties hereto have set their hands and seal to these presents at the places and dates hereinafter mentioned.

Signed by the said .....  
Chairman, National Water Supply and Drainage Board, Sri Lanka and.....  
.....Board Member of the National Water Supply and Drainage Board, Sri Lanka at  
.....on the  
..... day of ..... Two Thousand  
and ..... in the presence of the following Witnesses.

Chairman ..... Board Member .....

**NATIONAL WATER SUPPLY AND DRAINAGE BOARD**

**WITNESSES**

Signature 1: .....	Signature 2 : .....
Name : .....	Name .....
Address .....	Address .....
.....	.....
Capacity .....	Capacity .....

Signed by the said ..... in the Capacity of  
....., of *(name of the company)* at  
..... on the  
.....day of ..... Two Thousand and .....  
in the presence of the following Witnesses.

.....  
Signature of the Supplier

**WITNESSES**

Signature1 : .....	Signature 2 : .....
Name : .....	Name : .....
Address .....	Address .....
.....	.....
Capacity .....	Capacity .....

**FORM OF PERFORMANCE SECURITY (Unconditional)**

.....[Issuing Agency’s Name and Address of issuing Branch or Office]

.....  
.....

Beneficiary : Chairman  
National Water Supply and Drainage Board  
Galle Road, Ratmalana, Sri Lanka.

Date .....

**PERFORMANCE SECURITY No.:** .....

We have been informed that ..... [name of Contractor/Supplier] (hereinafter called “the Contractor”) has entered into Contract No. .... dated ..... with you, for the ..... [“Supply”] 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 security is required.

At the request of the Contractor, we ..... [name of Agency] hereby irrevocably under take to pay you any sum or sums not exceeding in total and amount of (Foreign currency) ..... [in words] and Rupees ..... (amount in words), (Foreign currency) .....

And LKR..... (amount in figures), such sum being payable in the types and proportions of currencies in which the Contract Price is payable, 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 sums specified therein.

This shall expire, no later than the ..... day of ..... , 20 ..... [03 months beyond the Contract Period] and any demand for payments under it must be received by us at this office on or before that date.

.....  
[Signature (s)]

Signature and seal of the guarantor

**Regd. Post**

.....[File No]

.....[date]

M/s .....

.....

.....

Dear Sirs,

**LETTER OF ACCEPTANCE OF CONTRACT FOR THE SUPPLY & DELIVERY OF  
..... tonne OF ALUMINIUM SULPHATE**

**CONTRACT NO: .....**

We are pleased to inform you that your offer submitted on .....[date] on the above tender, amounting to United States Dollars ..... (US\$...../=) Plus Sri Lankan Rupees ..... (LKR.....) has been accepted.

- Applicable VAT will be payable on production of Tax Invoices. The Registered No. for NWSDB for VAT is 4090318207000.
- Aluminium Sulphate should be from .....

Each item shall be marked legibly and indelibly as specified in **Clause 5** (Page 6as-3) of specifications.

Inspection and Testing of goods should be carried as per **Clause 8** of General Conditions of Contract (Page 2-6 to 2-9) with respect to quantity, quality and loading prior to shipment and certificates should be forwarded to .....[Name of the Engineer's Representative]

Aluminium Sulphate under this contract shall be supplied & delivered as per the delivery schedule attached herewith within ..... months from the date hereof.

The liquidated damages for any delay beyond the above period shall be LKR...../= per shipment per day of delay.

Performa Invoice shall be submitted within 03 weeks from the date hereof, requesting the NWS&DB to open the Letter of Credit in the supplier's name.

Performance Security in the prescribed format (a copy annexed) from a recognized commercial bank for an amount of 10% of the total Contract Price valid for a period of 28 days beyond the contract period shall be submitted within 14 days from the date hereof. Performance security shall be denominated in the currency of contract and proportionate to the each currency.

Please acknowledge receipt of this letter by return fax and make arrangements to sign the Agreement by prior appointment with the Asst. General Manager (Tenders & Contracts) within 28 days.

Please contact ..... on Tele No. .... for further action on this contract.

Yours faithfully,

**National Water Supply & Drainage Board**

**General Manager**

Copy to: Secretary, Ministry of .....

Auditor General – Duplicate offer and a copy of the Tender Board Decision attached

Commissioner of Inland Revenue

Addl. General Manager .....

Deputy General Manager (IA)

Deputy General Manager (F)

Deputy General Manager .....

Project Director .....

Chief Engineer .....

Stores copy

**FORM OF BANK GUARANTEE FOR 25% OF FOREIGN COMPONENT**

.....[ *Issuing Agency’s Name and Address of issuing Branch or Office*]  
.....  
.....

Beneficiary : Chairman  
National Water Supply and Drainage Board  
Galle Road, Ratmalana

Date .....

**BANK GUARANTEE No.** .....

We have been informed that ..... [name of Contractor/Supplier] (hereinafter called “the Contractor” ) has entered in to Contract No. .... dated with you, for the Supply of ..... [name of Contract and brief description] (hereinafter called “the Contract”).

Furthermore, we understand that according to the conditions of Contract Bank Guarantee in the sum ..... [amount in figures] (.....) [amount in words] is to be made against Bank Guarantee.

At the request of the Contractor, we ..... [issuing agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total and 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 under the Contract without your needing to prove or to show grounds for your demand or the sums specified therein.

This security shall expire on ..... [91 days beyond the Completion Date]

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

.....  
[Signature (s)]

Signature and seal of the guarantor .....

Witness :

Name : .....

Address : .....  
.....

**FORM OF BANK GUARANTEE**  
**FOR TELEGRAPHIC TRANSFER**

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

Beneficiary : Chairman  
National Water Supply and Drainage Board  
Galle Road, Ratmalana

Date .....

**BANK GUARANTEE No.** .....

We have been informed that ..... [ *name of Contractor/Supplier* ] (hereinafter called "the Contractor" ) has entered in to Contract No. .... dated with you, for the Supply of ..... [ *name of Contract and brief description* ] (hereinafter called "the Contract").

Furthermore, we understand that according to the conditions of Contract Bank Guarantee in the sum ..... [ *amount in figures* ] (.....) [ *amount in words* ] is to be made against Bank Guarantee.

At the request of the Contractor, we ..... [ *issuing agency* ] hereby irrevocably undertake to pay you any sum or sums not exceeding in total and 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 under the Contract without your needing to prove or to show grounds for your demand or the sums specified therein.

This security shall expire on ..... [28 Days beyond the Completion Date]

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

.....  
[ *Signature (s)* ]

Signature and seal of the guarantor .....  
Witness :

Name : .....

Address : .....  
.....

## **12. APPENDICES**



**APPENDIX 1- A. DETAILS OF SIMILAR MANUFACTURES COMPLETED WITHIN THE LAST THREE YEARS AND ONGOING**

Name and Address of Employer	Name and details of Contract	Value of Contract	Period of Contract		Remarks (Completed/ ongoing etc)	Value of work remaining incomplete
			From	To		

**Evidence reports / details shall be submitted with the Bid**

**APPENDIX 1- B. MANUFACTURER’S PRODUCTION CAPACITY WITHIN LAST 12 MONTHS. (COMPILE WITH APPENDIX 1 A)**

Name of Manufacturer	Address of Manufacturer	Total production capacity during last 12 months (tons)	Monthly production capacity during last 12 Months (tons)												Remarks	
			1	2	3	4	5	6	7	8	9	10	11	12		

**Note: Evidence reports / details shall be submitted with the Bid.**

**APPENDIX 1 - C. ONGOING AND COMMITTED SIMILAR CONTRACTS IN HAND WITH THEIR DELIVERY SCHEDULE OUTSIDE THE NATIONAL WATER SUPPLY & DRAINAGE BOARD.**

Name of the Institutions	Contract Name & No.	Name & Address of Manufacturer	Total Quantity (tonne)	Remain ing Quantity (tonne)	Delivery Schedule of the Remaining Quantity (tonne)												Remarks	
					1	2	3	4	5	6	7	8	9	10	11	12		

**Note: Evidence reports / details shall be submitted with the Bid.**

**APPENDIX 1 - D. AWARDED SIMILAR CONTRACTS IN HAND WITH THEIR DELIVERY SCHEDULE WITH THE NATIONAL WATER SUPPLY & DRAINAGE BOARD**

Name of Contract	Contract No.	Total Quantity (tonne)	Remaini ng Quantity (tonne)	Period of Contract		Delivery Schedule of the Remaining Quantity (tonne)												Remarks	
				Date of award	Date of completion	1	2	3	4	5	6	7	8	9	10	11	12		

- Note: 1. Evidence reports / details shall be submitted with the Bid.**  
 2. The Evaluation Committee shall verify the Appendix 1D from Tender & Contract Division / Supplies & Material Management Division at NWSDB.

**APPENDIX 1- E. PERFORMANCE OF SIMILAR CONTRACTS COMPLETED WITHIN THE LAST THREE YEARS WITH THE NATIONAL WATER SUPPLY & DRAINAGE BOARD**

Name of Contract	Contract No.	Date of Signed the Agreement	Awarded Quantity (tonnes)	Contract period as per the contract	Actual contract Period		Remarks
					From	To	

**Note: Completion Reports shall be submitted with the Bid.**

**APPENDIX 1- F. PERFORMANCE OF SIMILAR CONTRACTS COMPLETED WITHIN THE LAST THREE YEARS  
OUTSIDE THE NATIONAL WATER SUPPLY & DRAINAGE BOARD**

Name of Institution	Name of Contract	Awarded Quantity (tonne)	Period of Contract		Remarks
			From	To	

**Note: Completion Reports shall be submitted with the Bid.**

**APPENDIX 1 - G. THE PERFORMANCE SECURITY SUBMITTED FOR CONTRACTS IN HAND, OF THE RECEIPT OF THE NOTIFICATION OF THE ACCEPTANCE OF THE CONTRACT BY THE NWSDB.**

Name of Contract	Contract No.	Total Quantity (tonne)	Remaining Quantity (tonne)	Date of acceptance of the Contract	Date of Submission of the Performance Security	Date of Signing of the Agreement	Remarks

**Note: 1. Certified Copies of Letter of Acceptance, Contract Agreement and Performance Security shall be submitted with the Bid.**

**2. The Evaluation Committee shall verify the Appendix 1G from Tender & Contract Division / Supplies & Material Management Division at NWSDB.**

## APPENDIX 2 – FINANCIAL STATEMENT

Summary of assets and liabilities based on the audited financial statements for the last three financial years (Current statement may be unaudited) together with the Financial Performance as indicated in the following schedule shall be submitted.

If the business has not been in operation for three years following schedule shall be submitted for the period that the business has been in operation together with the aforesaid financial statements.

Bidders whose financial capability is marginally less to undertake this bid may show credit facilities available to them from a Banks.

### Financial performance for the last 3 years

Year	xxxx	xxxx	xxxx
Turnover from Contracting			
Fixed Assets (FA)			
Current Assets (CA)			
Current Liabilities (CL)			
Long Term Liabilities (LL)			
Net Worth = Total Assets – Total Liabilities			
Current Ratio = $\frac{\text{Current Assets}}{\text{Current Liability}}$			
Liquidity Ratio = $\frac{\text{Current Assets(except stock)}}{\text{Current Liability}}$			
Gearing Ratio = $\frac{\text{Debt Capital} \times 100}{\text{Total Capital Employed}}$			
$\frac{\text{Turnover}}{\text{Total Operating Assets}} \times 100$			
$\frac{\text{Net Profit}}{\text{Total Assets}} \times 100$			



**APPENDIX 2A – AUTHORIZATION TO OBTAIN REFERENCES FROM BANKERS**

**BIDDER SHALL FILL THIS FORM AND PROVIDE WITH THE BID**

.....[Bidder’s Name]  
.....[Address]  
.....  
.....

Manager.....[Name of Bank]  
.....[Address]  
.....  
.....

Dear sir,

We hereby Authorize the National Water Supply & Drainage Board, on behalf of the procurement Committee, to seek reference of Bank details in order to evaluate the financial statuses of our company M/s.....  
.....[Bidder’s Name & Address] in Connections with the .....  
..... [Contract Name & Number] bid, submitted by Us.

Yours faithfully,  
  
.....  
.....  
Authorized office of the Bidder.

**Note:-** If there are more than one bank, separate letters should be submitted for each Bank.

**APPENDIX 3–CONFIRMATION OF GOODS ARE FROM SAME/ SINGLE MANUFACTURER**

[Address of the Manufacturer]

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

Chairman, Procurement Committee,

.....  
.....

**Supply & Delivery of ..... tonne of Aluminium Sulphate**

**Contract No:.....**

We,.....[Name of Manufacturer].....  
.....[Address of the manufacturer] confirm that the Aluminium Sulphate offered in this bid are manufactured by the same /single manufacturer, at a Factory location specified in the ISO 9001: 2015 Quality Management System certificate.

.....  
Authorised officer of the Manufacturer

.....  
Seal of the company

Name:.....

**APPENDIX 4 - CONFIRMATION OF CAPABILITY OF PRODUCTION AND SUPPLY ACCORDING TO DELIVERY SCHEDULE**

[Address of the Manufacturer]

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

Chairman, Procurement Committee,  
.....,  
.....

**Supply & Delivery of ..... tonne of Aluminium Sulphate**

**Contract No.....**

We, .....[*name of manufacturer*] of.....  
.....  
.....[*address of manufacturer*]confirm that we have sufficient production capacity to produce the quantity of Aluminium Sulphate submitted in our bid and shall deliver them according to the delivery schedule indicated in the bid.

.....  
Authorized Officer of the Manufacturer.

.....  
Seal of the Company.

## APPENDIX 5 - MANUFACTURER'S AUTHORIZATION TO SIGN THE CONTRACT

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letter head of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The bidder shall include it in its bid].

Date : [insert date (as day, month and year) of Bid Submission]

No. : [insert contract number]

To : Chairman, Procurement Committee,  
.....  
.....

### Supply & Delivery of ..... tonne of Aluminium Sulphate

Contract No.....

We .....[insert complete name of Manufacturer], who are official manufacturers of Aluminium Sulphate having factories at .....[insert full address of Manufacturer's factories], do hereby authorize ..... [insert complete name of Manufacturer] to submit a bid the purpose of which is to provide Aluminium Sulphate manufactured by us and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with **Clause 15** of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed : .....[insert signature(s) of authorized representative(s) of the Manufacturer]

Name : .....[insert complete name(s) of authorized representative(s) of the Manufacturer]

Title : ..... [insert title]

Duly authorized to sign this Contract on behalf of : .....[insert complete name of Manufacturer]

Dated on ..... day of .....[insert date of signing].

**APPENDIX 6 - BIDDER'S AUTHORIZATION TO SIGN THE BID/CONTRACT**

[The Bidder shall require to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letter head of the Bidder and should be signed by a person with the proper authority to sign documents that are binding on the Bidder. The bidder shall include it in its bid].

Date : [insert date (as day, month and year) of Bid Submission]  
No. : [insert contract number]

To : Chairman, Procurement Committee,  
.....  
.....

**Supply & Delivery of ..... tonne of Aluminium Sulphate**  
**Contract No.....**

We .....[insert complete name of the Bidder], who  
.....[insert full address of Bidder], do hereby authorize  
..... [insert complete name of Bidders authorize officer who signs  
the contract] to submit a bid on behalf of our company and to subsequently negotiate and sign the  
Contract.

Specimen Signature .....

Signed : .....[insert signature(s) of authorized representative(s) of the  
Bidder]

Name : .....[insert complete name(s) of authorized  
representative(s) of the Bidder]

Title : ..... [insert title]

Duly authorized to sign this Authorization on behalf of : .....[insert complete  
name of Bidder]

This is to certify that the seal and signatures of legal representative and authorized person affixed  
to power of attorney attached hereto are found to be authentic.

.....  
Signature of Attorney at Law

.....  
Seal of Attorney at Law

In the place of (..... address)  
Date .....

## APPENDIX 7 - TOR FOR INDEPENDENT INSPECTION AGENCY

1. Testing of Aluminium Sulphate for the conformity to the specification as given in Table 1 of the specification.

**Table 1**

Characteristics	Test - 1	Test -2
Water soluble Aluminium Sulphate as Al <sub>2</sub> O <sub>3</sub> percent by mass, min		
Water insoluble matter, percent by mass, max		
P <sup>H</sup> at 27 ± 2° C, min		
Arsenic (as As) mg/kg, max		
Lead (as Pb) mg/kg, max		
Manganese (as Mn) mg/kg, max		
Cadmium (as Cd) mg/kg, max		
Mercury (as Hg) mg/kg, max		
Chromium (as Cr) mg/kg, max		
Iron (as Fe) percent by mass, max		
Ammoniacal Nitrogen (N) mg/kg, max		
Particle size of the lump – Passing through 40mm sieve, percent by mass, min		
Particle size of the flaked – Passing through 25mm sieve, percent by mass, min		
Particle size of the powder – Passing through 5mm sieve, percent by mass, min		
Age of Aluminium Sulphate from the date of manufacture when shipping.		

- 2) Colour:
- 3) Form of Aluminium Sulphate:
- 4) Packing:
- 5) Marking:
- 6) Sampling:
- 7) Method of Testing:
- 8) Recommendations on:
  - a). Conformity to the specification:
  - b). Packing:
- 9) Date of Manufacture:

**APPENDIX 8 - MANUFACTURER'S AWARENESS OF THE TOR FOR INDEPENDENT INSPECTION AGENCY**

[Address of the Manufacturer]

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

Chairman, Procurement Committee,

.....  
.....

**Supply & Delivery of ..... tonne of Aluminium Sulphate**

**Contract No. ....**

We, .....[*name of manufacturer*] of

.....

.....[*address of*

*manufacturer*]confirm that we have noticed that

- a) Appendix 7 – TOR for Independent Inspection Agency
- b) **Clause 8.1** of General Conditions of Contract
- c) Appendix 9 – Check List for Pre-Shipment by National Water Supply & Drainage Board Engineers/Chemist.

.....

Authorized Officer of the Manufacturer.

.....

Seal of the Company.

Name :.....

**APPENDIX 9 – CHECK LIST FOR PRE-SHIPMENT BY NATIONAL WATER SUPPLY & DRAINAGE BOARD ENGINEERS/CHEMIST**

1. Testing of Aluminium Sulphate for the conformity to the specification as given in Table 1 of the specification.

**Table 1**

Characteristics	Test - 1	Test -2
Water soluble Aluminium Sulphate as Al <sub>2</sub> O <sub>3</sub> percent by mass, min		
Water insoluble matter, percent by mass, max		
P <sup>H</sup> at 27 ± 2° C, min		
Arsenic (as As) mg/kg, max		
Lead (as Pb) mg/kg, max		
Manganese (as Mn) mg/kg, max		
Cadmium (as Cd) mg/kg, max		
Mercury (as Hg) mg/kg, max		
Chromium (as Cr) mg/kg, max		
Iron (as Fe) percent by mass, max		
Ammoniacal Nitrogen (N) mg/kg, max		
Particle size of the lump – Passing through 40mm sieve, percent by mass, min		
Particle size of the flaked – Passing through 25mm sieve, percent by mass, min		
Particle size of the powder – Passing through 5mm sieve, percent by mass, min		
Age of Aluminium Sulphate from the date of manufacture when shipping.		

- 2) Colour:  
 3) Form of Aluminium Sulphate:  
 4) Packing:  
 5) Marking:  
 6) Sampling:  
 7) Method of Testing:  
 8) Recommendations on:  
     a). Conformity to the specification:  
     b). Packing:  
 9) Date of Manufacture:

Inspection and Testing Witnessed by,

Name 1 : ..... Name 2 : .....

Signature 1 : ..... Signature 2 : .....

Date : .....



**APPENDIX 10 - MANUFACTURER’S WARRANTY FOR THE ALUMINIUM SULPHATE SUPPLIED UNDER THE CONTRACT**

[Address of the Manufacturer]

.....  
.....

Chairman,  
National Water Supply and Drainage Board,  
Galle Road, Ratmalana, Sri Lanka.

**Supply & Delivery of ..... tonne of Aluminium Sulphate**

**Contract No.....**

We, .....[*name of manufacturer*] of  
.....  
.....[*address of manufacturer*] warrant that the goods supplied under this contract are new, unused, and confirms to the specifications , and no deterioration arising out of the material or workmanship from any act that may be develop under normal use of the supplied goods. The age of the Aluminium Sulphate is less than two months after the manufacturing.

If there is any deterioration of quality during the warranty period specified in the **Clause 15** of the General Conditions of Contract, we shall attend to replace the deteriorated goods with all reasonable speed without any cost to the Purchaser.

.....  
Authorized Officer of the Manufacturer.

.....  
Seal of the Company.

Name : .....

**APPENDIX 11 - MANUFACTURER'S GUARANTEE FOR THE REPLACEMENT OF UNACCEPTABLE GOODS SUPPLIED UNDER THE CONTRACT**

[Address of the Manufacturer]

.....  
.....

Chairman,  
National Water Supply and Drainage Board,  
Galle Road, Ratmalana, Sri Lanka.

**Supply & Delivery of ..... tonne of Aluminium Sulphate**

**Contract No.....**

We, .....[*name of manufacturer*] of  
.....  
.....[*address of manufacturer*] guarantee that we shall unconditionally undertake to replace any unacceptable goods supplied under this contract with no additional cost to the employer ensuring timely completion of the supply.

In any case we fail to replace the unacceptable goods, we agree that the NWSDB shall not make balance 25% payment of foreign component and balance local component and encash the Performance Guarantee. We further aware that NWSDB will immediately suspend issuing bidding documents to us and thereafter action shall be taken to blacklist us.

.....  
Authorized Officer of the Manufacturer

.....  
Seal of the Company

Name : .....

**APPENDIX 12 – CONFIRMATION BY THE INDEPENDENT INSPECTION AGENCY  
THAT THE GOODS CONFORM TO THE SPECIFICATIONS AND  
OTHER REQUIREMENTS UNDER ALL WORKING CONDITIONS**

1. Testing of Aluminium Sulphate for the conformity to the specification as given in Table 1 of the specification.

**Table 1**

Characteristics	Test - 1	Test -2
Water soluble Aluminium Sulphate as Al <sub>2</sub> O <sub>3</sub> percent by mass, min		
Water insoluble matter, percent by mass, max		
P <sup>H</sup> at 27 ± 2° C, min		
Arsenic (as As) mg/kg, max		
Lead (as Pb) mg/kg, max		
Manganese (as Mn) mg/kg, max		
Cadmium (as Cd) mg/kg, max		
Mercury (as Hg) mg/kg, max		
Chromium (as Cr) mg/kg, max		
Iron (as Fe) percent by mass, max		
Ammoniacal Nitrogen (N) mg/kg, max		
Particle size of the lump – Passing through 40mm sieve, percent by mass, min		
Particle size of the flaked – Passing through 25mm sieve, percent by mass, min		
Particle size of the powder – Passing through 5mm sieve, percent by mass, min		
Age of Aluminium Sulphate from the date of manufacture when shipping.		

- 2) Colour:  
 3) Form of Aluminium Sulphate:  
 4) Packing:  
 5) Marking:  
 6) Sampling:  
 7) Method of Testing:  
 8) Recommendations on:  
     a). Conformity to the specification:  
     b). Packing:  
 9) Date of Manufacture:

We here by confirm that the Aluminum Sulphate tested and conform to the specifications under all working conditions.

Name of the Inspection Officer : .....  
 Designation : .....  
 Signature : .....  
 Date : .....

.....  
 Company seal

**APPENDIX 13 – CONFIRMATION BY THE MANUFACTURER THAT THE GOODS CONFORM TO THE SPECIFICATIONS AND OTHER REQUIREMENTS UNDER ALL WORKING CONDITIONS**

1. Testing of Aluminium Sulphate for the conformity to the specification as given in Table 1 of the specification.

**Table 1**

Characteristics	Test - 1	Test -2
Water soluble Aluminium Sulphate as Al <sub>2</sub> O <sub>3</sub> percent by mass, min		
Water insoluble matter, percent by mass, max		
P <sup>H</sup> at 27 ± 2° C, min		
Arsenic (as As) mg/kg, max		
Lead (as Pb) mg/kg, max		
Manganese (as Mn) mg/kg, max		
Cadmium (as Cd) mg/kg, max		
Mercury (as Hg) mg/kg, max		
Chromium (as Cr) mg/kg, max		
Iron (as Fe) percent by mass, max		
Ammoniacal Nitrogen (N) mg/kg, max		
Particle size of the lump – Passing through 40mm sieve, percent by mass, min		
Particle size of the flaked – Passing through 25mm sieve, percent by mass, min		
Particle size of the powder – Passing through 5mm sieve, percent by mass, min		
Age of Aluminium Sulphate from the date of manufacture when shipping.		

- 2) Colour:  
 3) Form of Aluminium Sulphate:  
 4) Packing:  
 5) Marking:  
 6) Sampling:  
 7) Method of Testing:  
 8) Recommendations on:  
     a). Conformity to the specification:  
     b). Packing:  
 9) Date of Manufacture:

We here by confirm that the Aluminum Sulphate, conform to the specifications under all working conditions.

Name of the Manufacturer : .....  
 In the capacity of : ..... Company seal  
 Signature : .....  
 Date : .....

**APPENDIX 14 – CONFIRMATION OF THE WEIGHT OF THE GOODS SHIPPED**

[Address of the Manufacturer]

.....  
.....

Chairman, Procurement Committee,  
.....  
.....

**Supply & Delivery of ..... tonne of Aluminium Sulphate**

**Contract No.....**

**Confirmation of the Weight of the Aluminium Sulphate shipped**

Number of packages / drums .....

Total weight of the goods shipped ..... tonne.

Confirmation of Weight Witnessed by,

Name 1 : ..... Name 2 : .....  
Position 1: ..... Position 2: .....  
Signature 1 : ..... Signature 2 : .....

Date : .....

**APPENDIX 15 – AFFIDAVIT BY THE BIDDEER**

I ..... of ..... being a ..... (Buddhist or any other religionist), do hereby solemnly sincerely and truly declare and affirm as follows.

- 01. I am the Affirmant above named.
- 02. I hereby declare that I have applied for the contract of National Water Supply and Drainage Board bearing No: ..... and my spouse or dependent does not work in National Water Supply and Drainage Board on permanent, casual or contract basis.

The foregoing affidavit having been read over and explained to the affirmant above named who having understood its nature content and context affirmed hereto and set his usual signature hereto in ..... on this ..... day of ..... 20.....

Before me .....  
Declarant

.....  
Justice of the Peace /  
Commissioner for oaths

## APPENDIX 16 - ENTITLED ALLOWANCES ON FOREIGN TRAVELS & RELATED EXPENSES

### Category of Countries

Category No.	Countries					Combined & Incidental Allowance
1 <sup>st</sup> category	Afganistan Albania Algeria Azerbaijan Bahamas Balarus Barbados Belize Bhutan Bolivia Bosnia Botswana	Burundi Cambodia Canary Island Capevrde Cooks Island Domenica El Salvador Etihyopiya Equatorial Gabon Gambia Gibraltar	Guam Kiribati Lao Peoples Dem.Rep. Lesothe Liechtenstein Nacedonia Rep. Malawi Malta Mauritania Mongolia Montenegro Myanmar	Nambia Nauru Netherlands Anti Nicaragua Palau Paraguay Samoa Sao Tome & Prince Serbia Sierra Leon Soloman Island Somalia	Tanzania Swaziland Tajikistan Tunisia Uganda Uzbekistan	US\$ 200 + US\$ 75
2 <sup>nd</sup> category	Antigue Barbuda Armenia Argentina Bulgaria Bangaldesh Brunei Cameroon Coted Ivoria Costa Rica	Ecuador Fiji French Guiana Guyana Grenada Gerogia Guatemala Greenland	Guinea Bissaw Hawai Haiti Honduras Ireland Iraq Jamaica Korea Dem.Rep.	Liberia Mexico Micronesia Fed. Monaco Mozambique Papua new Guinea Suriname Yeman Rep.	Yogoslavia Tahiti Tonga Vanuatu	US\$ 260 + US\$ 75
3 <sup>rd</sup> category	Baharain Chile Cyprus Egypt Arab Rep. Estonia Guinea Hungary Indinesia Iran Islamic Rep. Kenya	Kuwait Lithuania Madagascar Mauritius Malayasia Maldives Morocco Macedonia Rep Nepal Oman	Pakistan Panama Peru Pholippines Poland Quarter Romania Ruwada Saudi Arabia Solvenia	Sriyan Arab Rep. South Africa St.Lucia Sudan Thailand Togo Trinidad & Tobago Uruguay Ukrain Venezuela	Vietnam Zaire Zambia Zimbabwe	US\$ 330 + US\$ 75
4 <sup>th</sup> category	Belgium Benin Burkina Faso Comoros Central African Rep. Columbia Congo	Croatia Cuba Czech Republic Dem.Rep.of Congo Djibouti Greece Iceland	India Ivory Coast Jordan Kazakhstan Latvia Lebanon Luxemburg	Mali New Caledonia Nigeria Portugal Slovak Rep. Spain Taiwan	Turkey United Arab Emirates	US\$ 400 + US\$ 75
5 <sup>th</sup> category	Angola Australia Austria Brazil Canada Chad	China (Beijin) Denmark France Germany Finland Hongkong	Israel Italy Japan Libiya Netherland New Zealand	Niger Norway Russia Senagal Swedan Seychelles	Singapore South Korea Switzerland United Kingdom USA	US\$ 530 + US\$ 75