

# **1. INSTRUCTIONS TO BIDDERS**

# INSTRUCTIONS TO BIDDERS

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# NATIONAL WATER SUPPLY AND DRAINAGE BOARD

## SUPPLY AND DELIVERY OF GOODS

### INSTRUCTIONS TO BIDDERS

#### A. GENERAL

#### 1. Scope of Bids

- 1.1 Procurement Committee on behalf of The National Water Supply and Drainage Board (hereinafter called “the Procurement Committee”) invites Bids for supply of Goods from manufacturers or their local accredited agents as per the **Bidding Data** and their delivery according to the Delivery Schedule given in the **Contract Data**.

#### 2. Eligibility and Qualifications of Bidders

##### 2.1 Eligibility of Bidders

The eligible bidder is one who satisfies all the following requirements.

- 2.1(a) The Bidder shall be a manufacturer or their local accredited agent.
- (b) The Bidder shall provide ISO 9001:2015 Quality Management System requirement certificate for Quality Assurance for the goods manufacturing factory from an approved Accredited Agency. Accredited Agency shall be a member of the International Accredited Forum (IAF) and shall have the authority for the accreditation of mentioned goods in their scope of accreditation. The scope of the production shall be clearly specified in the certificate. The manufacturer shall maintain the validity of this certificate during the contract Period. If the supply is made from several factories, ISO 9001:2015 certificates for quality management system requirements shall be submitted for each factory.
- (c) The Bidder shall provide certificates for the conformity of goods for the standards given in the specifications in **Section 6** (Relevant ISO or BS/BSEN Standards) of the bidding document from an Accredited Agency, Accredited Agency shall be a member of the International Accredited Forum (IAF) and shall have the authority for the accreditation of mentioned goods in their scope of accreditation, valid at the time of awarding the contract. The manufacturer shall maintain the validity of this certificate during the contract Period.
- (d) The Bidder shall submit a certified copy of business registration with the Registrar of Companies in Sri Lanka.

- (e) The Bidder shall not be disqualified/ Blacklisted by NWSDB/ NPA at the time of bidding.
- (f) Bidder shall provide with Bid a valid Bid Security for the amount and valid up to the date specified in the Bidding Document in **Section 4**.
- (g) Bidder shall duly fill and sign in the Form of Bid.
- (h) Compliance with Contract Act No 03 of 1987 as given in **Clause 36** hereof.
- (i) Bidder shall have proof of authorization for the signatory to bid in the format of **Appendix 4**.
- (j) The bidder shall provide the manufacturer's authorization to sign the contract as per the form given in **Appendix 5**.
- (k) Bidder shall submit a number of test samples of Goods in a suitable plastic box for inspection and testing by National Water Supply & Drainage Board as specified in **Clause 3.5 hereof** and all samples shall be well packed in a suitable plastic box, sealed and labeled to facilitate identification.

## 2.2 Qualifications of Bidders

The Bidder shall have the minimum qualifications stated as follows to be considered as responsive for the Contract.

### 2.2 (a)

- (i) That the manufacturer shall have produced and supplied Goods as stated in this **Bidding Data** during the last five years. A list of such supplies and certified copies of award letters and Final Acceptance certificates of such supplies shall be submitted with the bid in the form given in **Appendix 1**.
- (ii) Bidder shall submit a guarantee in the form given in **Appendix 9** to confirm that;
  - a. The Bidder will unconditionally undertake to replace unacceptable Goods immediately after the delivery / defective Goods within the specified warranty period with no additional cost to the NWSDB;
  - b. The Bidder will unconditionally undertake that the Accredited Lab or Independent Inspection Agency issue a certificate ensuring that Goods inspected shall fit properly and adequately to ensure proper functioning.

### 2.2 (b)

- (i) That the Bidder has the financial and technical capability necessary to perform the Contract. The bidder shall submit the financial details requested in **Appendix 2** including audited financial statements for the last three years. If the business has not been in operation for three years, the appendix shall be submitted for the period that the business has

been in operation together with the aforesaid financial statements. The bidder shall provide authority for the Procurement committee to seek reference from the Bidder's bankers on the bidder's financial status in the form given in **Appendix 2A**. The bidder shall have the financial capability as stated in the **Bidding Data**.

- (ii) That the agreement of the manufacturer or producer to confirm that the supply will be made in accordance with the Delivery Schedule and that the manufacturer of the goods has the production capability necessary to perform the Contract. This confirmation shall be submitted with the Bid in the form given in **Appendix 3**.
  - (iii) That, in the case of a bidder offering to supply goods under the Contract which the bidder does not manufacture or otherwise produce, the bidder has been duly authorized by the goods' manufacturer or producer to sign and negotiate in the bidding on behalf of the manufacturer as the local Accredited agent. This authorization shall be submitted with the bid in the form given in **Appendix 4**.
  - (iv) Certificate from the manufacturer to confirm that the sample submitted with the Bid represents the quality of the goods to be supplied.
- 2.2 (c) That the Bidder shall present end-user certificates for the successful performance of the previously supplied goods of a similar type as stated in the **Bidding Data**.
- 2.2 (d) Bidder shall provide Factory Audit Reports. It needs to be obtained every 05 years by full renewal and the original must be kept with the local agent in Sri Lanka. A certified copy shall be submitted with every bid. Procurement Committee has the discretion to call for the original to be produced by the local agent, in case verification is required.
- 2.2 (e) Bidder shall provide the certified copy of Product Catalogues with the bid.
- 2.2 (f) Bidder shall submit the Pattern Approval for the particular make, type, and model number of the Ferrule.
- 2.2 (g) Bidder shall submit the Quality Control /Quality Assurance Document with the bid.

### **3. Eligible Goods and Services**

- 3.1 All goods and related services to be supplied under the contract shall be from the manufacturer or their Local Accredited Agent.
- 3.2 The bidder shall furnish, as documentary evidence, to establish the eligibility and conformity to the bidding documents of all goods and services which the bidder proposes to supply under the Contract.

- 3.3 The Bidder shall provide documentary evidence for the conformity to the requirement in the bidding documents in the form of literature, drawings, and data, and shall furnish a detailed description of the goods' essential technical and performance characteristics including details requested in **Clause 10.1** hereof.
- 3.4 Bidder shall provide Product Conformity certificates to prove that Goods conform to the standards as stipulated in the specifications in Section 6. As such the relevant standard certificates shall be provided to cover all the respective items offered as stated in the Specifications.
- 3.5 Every Bidder shall submit test samples of Goods in a suitable plastic box as stated in the **Bidding Data** for inspection and testing by National Water Supply & Drainage Board.

All samples shall be well-packed, sealed, and labeled to facilitate identification.

The bids that are not accompanied by the required no. of samples will be treated as substantially non-responsive.

#### **4. Source of Funds**

Funds required for this project will be provided by the source stated in the **Bidding Data**.

#### **5. Cost of Biding**

The Bidder shall bear all costs associated with the preparation and submission of his Bid in compliance with Bid requirements and the Board will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the Biding process.

## B. BIDDING DOCUMENT

### 6. Contents of Bidding Document

6.1 The Bidding document comprises the following sections of the documents and any addenda that will be issued in accordance with **Clauses 8** hereof.

Page iv	Check list of Submission
Page v	Invitation for Bids
Section 1	Instructions to Bidders
Section 2	General Conditions of Contract
Section 3	Form of Bid
Section 4	Bidding Data
Section 5	Contract Data
Section 6	Specifications
Section 7	Deviation from Specification
Section 8	Schedule of Particulars
Section 9	Bills of Quantities
Section 10	Specimen Forms.
Section 11	Appendices

6.2 The set of bidding document shall be purchased by the prospective Bidders from the address as stated in the **Bidding data**.

6.3 The Bidder is expected to examine all the sections of the set of bidding document. Failure to furnish all information required by the Bidding documents, or submission of a Bid which is not substantially responsive will be at the Bidder's risk and may result in rejection of his Bid.

### 7. Clarification of Bidding Documents

7.1 A prospective Bidder requiring any clarification of the Bidding documents may notify the Procurement Committee in writing or by facsimile at the address indicated in the **Clause 6.2** hereof. The Procurement Committee will respond in writing or by facsimile to any request for clarification, which it receives earlier than 14 Days prior to the deadline for the submission of Bids. Written copies of the Procurement Committee's response (including a description of the enquiry but without identifying its source) will be sent to all the prospective Bidders who have purchased the Bidding documents. Any request for clarifications which are submitted less than 14 Days prior to the deadline of submission of Bids will not be entertained.



## **8. Amendment of Bidding Documents**

- 8.1 At any time prior to the deadline for submission of Bids, the Board may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Bidding documents by issuing an addendum.
- 8.2 The addendum will be notified in writing to all prospective Bidders who have purchased the Bidding documents and it will be deemed to be binding on them. Prospective Bidders shall promptly acknowledge receipt thereof in writing to the Procurement Committee at the address provided in the **Bidding Data**, under **Clause 17.2 (a)** hereof.
- 8.3 In order to afford prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the Procurement Committee may, at its discretion, extend the deadline for the submission of Bids, in accordance with **Sub-Clause 18.3** hereof.
- 8.4 Such addendum/addenda shall be submitted along with the Bids as per **Clause 10.1** hereof.

## **C. PREPARATION OF BIDS**

### **9. Language of Bid**

- 9.1 The Bid prepared by the Bidder and all correspondence and documents relating to the Bid exchanged by the Bidder and the Board shall be written in the English Language.

### **10. Documents Comprising the Submission of Bid**

- 10.1 Each bidding document submitted by the bidder shall comprise the following components:
  - a) Duly perfected set of Bidding Documents which include Sections 1 to 11
  - b) The subsequent addendum/ addenda (if any)
  - c) Documentary evidence established in accordance with **Clause 2** hereof, to prove that the bidder is eligible to bid and is qualified to perform the contract if his bid is accepted.
  - d) Documentary evidence established in accordance with **Clause 3** hereof, to prove that the goods and ancillary services to be supplied by the bidder are eligible goods and services and conform to the bidding documents.

- e) Bid security furnished in accordance with **Clause 13** hereof and as per specimen form issued with the bidding documents. (Original Bid security shall be furnished with the original bidding document. Photocopy shall be attached to the copy of the bidding document)
- f) Proof of Authorization for the signatory to bid as specified in **Clause 15.3** hereof.
- g) Conformity certificates to the specifications to prove that the products offered conform to the relevant standards stipulated in the specifications of the bidding documents, from an Accredited Agency which is a member of the International Accreditation Forum (IAF) or International Laboratory Accredited Cooperation (ILAC). The certificate shall, be valid at the time of awarding the contract; the manufacturer shall maintain the validity of this certificate during the contract Period.
- h) ISO 9001:2015 Quality Management System Certificate from an accredited agency, which is a member of the International Accreditation Forum (IAF) valid at the time of awarding the contract. The manufacturer shall maintain the validity of this certificate during the contract period.
- i) Details of similar Manufactures completed within the last five years and ongoing in the form given in **Appendix 1**.
- j) Financial details of the bidder in the form given in **Appendix 2**.
- k) Authorization to seek reference from Bidders Bankers in the form given in **Appendix 2A**.
- l) End user certificates for the successful performance of the Goods supplied within last 5 years.
- m) Confirmation for the production capacity of the manufacturer to produce Goods offered in the Bid and the delivery of Goods according to the delivery schedule in the form given in **Appendix 3**.
- n) Authorization from the Bidder to sign and negotiate in the bidding on behalf of the manufacturer in the form given in **Appendix 4**.
- o) Manufacturers Authorization to sign the Bid/Contract the form given in **Appendix 5**.
- p) Manufacturer's warranty and the items covered by the warranty within the period of warranty of each item in the form given in **Appendix 7**.
- q) Manufacturer's awareness on TOR for the Independent Inspection Agency in the form given in **Appendix 8**.

- r) Bidder's guarantee for the replacement of unacceptable/ Rejected goods as in the Form given in **Appendix 9**.
- s) Duly completed schedule of Particulars.
- t) In Process Certificates (for current ongoing), Pre Production Certificate and Factory Inspection/Factory Audit Certificate and Quality Control System Certificate obtained from an Independent Inspection Agency which is a member of the International Accreditation Forum (IAF) as in the form in **Appendix 10**. (This is only need for contract value of above 10 million).
- u) Bidder shall provide the original Product Catalogue with the Bidding Document.
- v) Pattern Approval for a particular make, type, and model number of the meter.
- w) QC /QA documentation.
- x) Any other documents required in the Bidding Document.

10.2 The Photostat copies of documentary evidence shall be one-sided copies to the original size which bear both the initials and the seal of the Bidder. The Bidder shall certify these copies referred to, as follows:

I/We hereby certify that this is a true Photostat copy of the certificate which has ..... page(s), issued by.....  
 ..... (Name of the institution which issued the certificate)

.....  
 Authorized Signature/Date  
 .....  
 Seal of the company

10.3 In case of ISO 9001: 2015 Quality Management Systems certificate and Product Conformity Certificate, those will be accepted if they are issued by a recognized accredited agency, acceptable to the Board, which is a member of the International Accreditation Forum (IAF), acceptable to the Board and they shall be verified authentic by the certificate issuing agency(s).

**11. Bid Prices**

11.1 Prices quoted by the Bidder shall be firm and not subject to variation on any account. A Bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to **Clause 24** hereof.

- 11.2 The Bidder shall fill in rates and prices for all items of the bill/ section described in a Bill/s in the Bill of Quantities (BOQ). Item for which no rates or prices are entered by the bidder shall be deemed to cover by the rates and prices in the respective bill/bills of the BOQ. The Bidder is required to supply all items in the relevant Bill/s in the BOQ.
- 11.3 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 Delivery Schedule under **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) Cost of goods, all costs arising out of inspection and testing except inspection as per **Clause 8.2 of General Conditions of Contract**, testing, packing, insurance shipping line charge (THC container deposit) cleaning, transportation, loading, unloading, delivering, and stacking etc, warehouse rent and other charges, custom duties, Port dues payable to the Department of Customs, and Sri Lanka Ports Authority, Any Port Rent and demurrage etc in connection with or in relation to the contract. Agents Commission if any and other minor expenses and charges to complete the supply of goods in conformity to the bidding document.
  - d) All Costs including all taxes and duties and other charges imposed outside Sri Lanka on raw materials, production, manufacture, sales, transport, and any other cost that may be incurred for all goods.
  - e) Import duties, business taxes, income, and all other taxes except customs duty and port charges that may be levied in the purchaser's country (Sri Lanka).
  - f) Cost of accessories not specifically listed, but necessary for proper completion.
  - g) Prices charged by the Supplier for the preceding incidental services.
  - h) Any taxes as stated in **Clause 33** of General Conditions of Contract
- 11.4 **If Bidders are registered for the purpose of VAT**, they should indicate the amount of VAT claimed separately in the Bidding documents, in addition to the value of the Bidding, along with the VAT registration number. Declaration of the VAT registration number is a mandatory requirement to pay the VAT amount.  
**If any Bidder is not registered for VAT**, he should indicate the value of the Bid in bidding documents. Under this category, Bidder should obtain a letter

from the Commissioner of Inland Revenue Department certifying that his Company has not been registered for VAT and that letter should be attached to the Bidding document.

**11.5 Insurance shall be carried out as per Clause 11 of the General Conditions of contract.**

11.5 If a Bidder has given a discount on his bid price, the discount shall be distributed to each and every item excluding provisional sums in the Bills of Quantities by adjusting the rates in the Bills of Quantities by the percentage of discount offered. This rate is applicable for all extra work to complete the works in the Contract.

**12. Currencies of Bid and Payment**

12.1 Prices shall be quoted in Sri Lanka Rupees and the Contract Sum shall be paid in Sri Lanka Rupees.

**13. Bid Security**

13.1 The Bid security is required to ensure the Bidder's compliance with the requirements of Bidding.

13.2 A Bid security that is encashable on-demand equivalent to the sum as stated in the **Bidding Data** shall be furnished in one of the following forms. The Bid security shall be as per the format in the Bidding Document to indicate the requirement and payable to the National Water Supply & Drainage Board, Sri Lanka.

- (a) A Bank Guarantee issued by a Bank operating in Sri Lanka, approved by the Central Bank of Sri Lanka.
- (b) A Sri Lanka Rupee cash deposit to the National Water Supply and Drainage Board, Sri Lanka (The original receipt for such deposit shall be attached to the original bidding document).
- (c) A certified cheque issued by a Bank operating in Sri Lanka in favor of the National Water Supply and Drainage Board, Sri Lanka.
- (d) A Bank guarantee issued by a Bank based in another country but the security or guarantee "confirmed" by a Bank operating in Sri Lanka, approved by the Central Bank of Sri Lanka

**The term "confirmed" in relation to bank guarantee issued by a Bank based in another country means that the "confirmed" bank held liable for paying the respective guaranteed amount at the request of first demand by the beneficiary.**

13.3 The validity of the above security shall be up to the date specified in the **Bidding Data**.

- 13.4 Any Bid not accompanied by an acceptable Bid security shall be rejected by the Procurement Committee as non-responsive pursuant to **Clause 24** hereof.
- 13.5 Unsuccessful Bidders' Bid securities will be discharged and returned as promptly as possible, but not later than 30 Days after the expiration of the period of Bid validity prescribed by the Board, pursuant to **Clause 14** hereof.
- 13.6 The successful Bidder's Bid security will be discharged upon the Bidder's executing and furnishing the Performance Guarantee pursuant to **Clause 33** hereof.
- 13.7 The Bid security shall be forfeited:
- (a) If a Bidder withdraws his Bid during the period of Bid validity; or
  - (b) If the bidder does not accept the correction of its Bid Price, pursuant to **ITB Clause 25**; or
  - (c) In case of the successful Bidder, if he fails within the specified time limit to
    - (i) Furnish the required Performance Guarantee.
    - (ii) Sign the Contract Agreement
- 13.8 No interest will be paid on Bid Security

#### **14. Period of Validity of Bid**

- 14.1 Bids shall remain valid for a minimum period as mentioned in the **Bidding Data**. A Bid valid for a shorter period may be rejected by the Board as non-responsive.
- 14.2 In exceptional circumstances, the Board may solicit the Bidder's consent to an extension of the period of validity of the Bid. The request and the responses thereto shall be made in writing (or by facsimile). The Bid Security provided under **Clause 13** hereof shall also be extended accordingly. A Bidder who may refuse the request shall not be liable for forfeiture of his Bid security. A Bidder who accepts the request shall not be permitted to modify his Bid.

### **D. SUBMISSION OF BIDS**

#### **15. Format and Signing of Bid**

- 15.1 For each independent Bid, the bidder shall prepare one original and one copy of the document comprising the Bid as described in **Clause 10** hereof by clearly marking each "ORIGINAL" and "COPY" as appropriate. In the event of any discrepancy between them, the original shall prevail
- 15.2 The original and the copy of each independent Bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized. Proof of authorization shall be furnished to accompany the Bid. All pages of the Bid where entries or amendments have been made shall be initialed by the person or persons signing the Bid.

- 15.3 The complete Bid shall be without alterations, inter- lineations or erasures, except those to accord with instructions issued by the Board, or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the persons signing the Bid. Bidder shall submit a Power of Attorney for the signature of the person signing the Bid.

## **16 Alternative Bid(s) by Bidders**

- 16.1 Each set of bidding documents shall contain only one offer. All alternative offers will be rejected without assigning reasons. Bidders may purchase bidding documents in required number and may submit one or more independent offers. The independent offers shall be in separate set of bidding documents together with separate Bid securities.

## **17. Sealing and Marking of Bids**

- 17.1 The Bidder shall seal the original and the copy of each independent Bid in separate envelopes (hereinafter called as inner envelopes) by duly marking the envelopes as "ORIGINAL" and "COPY", as appropriate, and then contain them in an outer envelope and seal.

- 17.2 The inner and outer envelopes shall:

- (a) Be addressed as provided in the **Bidding Data**.
- (b) Bear the name and identification number of the contract and
- (c) Provide a warning not to open before the specified time and date of the deadline for Bid submission as defined in the **Bidding Data**.

- 17.3 In addition to the identification required in sub **Clause 17.2** hereof, the outer envelopes shall indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared late pursuant to **Clause 19.1** hereof.

- 17.4 If the outer envelope is not sealed and marked as instructed above, the Procurement Committee will assume no responsibility for the misplacement or premature opening of the Bid submitted.

## **18. Deadline for Submission of Bid**

- 18.1 Bids must be addressed to the Chairman, Procurement Committee, at the address specified in the **Bidding Data** and received not later than the time and date of the deadline for Bid submission specified in the **Bidding Data**.

In the event of the specified date for the submission of Bids being declared a holiday, the Bids will be received up to the specified time on the next working day.

- 18.2 Bids may be dispatched to be received on or before the deadline for submission of Bids as aforesaid.
- 18.3 The Board may, at its discretion, extend the deadline for submission of Bids by issuing an addendum in accordance with **Clause 8.3** hereof, in which case all rights and obligations of the Board and the Bidders previously subject to the original deadline shall be construed as applicable from the extended date.

**19. Late Bids**

- 19.1 No submission of or notices of withdrawal or modification of Bid will be accepted after the deadline for submission of Bids. Any submission received after the deadline for closing of Bids, will be returned unopened to the Bidder.

**20. Modification and Withdrawal of Bids**

- 20.1 The Bidder may modify or withdraw his Bid after submission, provided that the modification or notice of withdrawal is received in writing at the address designated to receive Bids prior to the prescribed deadline in **Clause 18** hereof for submission of Bids.
- 20.2 The Bidder's modification or notice of withdrawal shall be prepared, sealed, marked, and delivered in duplicate in accordance with the provisions of **clause 18** hereof for the submission of Bids, with the inner and outer envelopes additionally marked "MODIFICATION" or "WITHDRAWAL" as appropriate.
- 20.3 Subject to **Clause 23** hereof, no Bid may be modified subsequent to the deadline for submission of Bids.
- 20.4 Withdrawal of a Bid during the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bid shall result in the forfeiture of the Bid security pursuant to **Clause 13.7** hereof.
- 20.5 Bidders may offer discounts but shall specify the items for which discounts are made. In case the Bidder offers discounts without mentioning the items for which discounts are made then the discount will be applicable proportionately to all items except provisional sum(s). Bidders may modify the prices of their Bids by submitting Bid modifications in accordance with this **Clause 20**, or included in the original Bid submission.



## E. BID OPENING AND EVALUATION

### 21. Opening of Bids

- 21.1 The Bid Opening Committee (BOC) approved by the respective procurement committee will open Bids, including submissions made pursuant to **Clause 20** hereof, in the presence of Bidder's representatives who choose to attend, immediately after the deadline for Bid submission and in the place specified in the **Bidding Data**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In the event of the specified date of Bid opening is declared a holiday the Bids shall be opened at that specified time and location on the next working day.
- 21.2 Any Bid for which an acceptable notice of withdrawal has been submitted pursuant to **Clause 20** hereof and if BOC is satisfied with the content and authentication of the withdrawal letter, the bidder's original Bid shall not be opened. But all the members of the BOC shall initial on the outer cover and keep it in a secured place to return on the award of the contract. Envelopes marked "WITHDRAWAL" shall be opened and read out first. Then envelopes marked "MODIFICATIONS" should be placed with the respective "Original" Bid and "Modification" shall be opened first and modifications proposed shall be read out. Then the respective "Original" shall be opened and read out. Completion of all Bids that have been modified, envelopes marked "ORIGINAL" of other bidders shall be opened and read out subsequently.
- 21.3 The Bid Opening Committee shall read out the following at the Bid opening.
- a) Name and address of the bidder (if joint venture, read the name of the joint venture)
  - b) Absence or presence of the Bid security; All members of the committee shall initial the bid security;
  - c) The Bid price is given in words in the Form of Bid; if the Bid price is not given in words the Bid price is given in figures; if the Bid price is not filled in the Form of Bid, the respective price given in the BOQ or Price Schedules; Whether the announced prices are inclusive or exclusive of VAT shall be indicated clearly.
  - d) If the contract will be awarded as a whole the announcement of the final Bid price is sufficient; If contracts will be awarded in different items or lots such prices shall be announced;
  - e) The discounts offered shall be announced separately by clearly indicating that the announced prices are inclusive or exclusive of discounts.
  - f) Any other information that the BOC considers relevant; however, the details of the make-up of the bid price shall not be read out.

- 21.4 After opening the original of each and reading out the relevant information, the BOC shall reseal the envelopes before handing over the documents to the PE. The PE shall hand over the bid documents to the chairman of TEC in sealed form.
- 21.5 The Bid Opening Committee will prepare minutes of the Bid opening, including the information disclosed to those present in accordance with sub-**Clause 21.3** hereof.

## **22 Confidentiality of the Process**

- 22.1 Information relating to the examination, evaluation, and comparison of Bids and recommendations for the award of a contract shall not be disclosed to Bidders or any other person not officially concerned with such process until the award to the successful Bidder has been announced.

Any effort by a Bidder to influence the Procurement Committee and/or the officials of the Board or the Ministry/ or the Cabinet of Ministers in the processing of Bids or award decisions may result in the rejection of his Bid.

## **23. Clarification of Bids**

- 23.1 During the evaluation of the Bids, there may be a need to seek clarification from a bidder with the sole purpose of ensuring that the Bid can be properly and fairly evaluated. These clarifications should not
- (a) Permit any substantive change to the bidder's initial response; and
  - (b) Change in the Bid price except correction of arithmetical errors in the pricing of the Bid.
- 23.2 The bidder should not be able to clearly comprehend that any clarification sought is only for the aforementioned purpose only.
- 23.3 At the request made by the Technical Evaluation Committee (TEC), the procurement Entity (PE) will seek such clarification from the bidder in writing.

## **24. Examination of Bids and Determination of Responsiveness**

- 24.1 Prior to the detailed evaluation of Bids the Procurement Committee will determine whether each Bid,
- a) Meets the eligibility and qualification criteria defined in **Clauses 2 and 3** hereof.
  - b) Has been properly signed and accompanied by a proper power of attorney. (Authorization to sign the contract).
  - c) Is accompanied with the required Bid security as defined in **Clause 13** hereof.
  - d) Has sufficient bid validity period as per **Clause 14** hereof, and

e) is substantially responsive to the requirements of the Bid documents.

If any Bid does not satisfy (a) to (d) above, that Bid shall be considered substantially non responsive and Bid shall be rejected.

24.2 A substantially responsive Bid is one which conforms to all the terms, in **Clause 24.1** hereof without material deviation or reservation.

A material deviation or reservation is one,

- a). Bidder requires price fluctuation whereas the bidding document specifies otherwise;
- b). Deviation from bid documents which affects the Bid price but cannot be given monetary value;
- c). Whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive Bids.
- d). Departure from technical specifications of critical nature;
- e). Absence of documents intended to substantiate the legitimacy of the Bid (i.e that the Bid is not a 'speculative', 'exploratory' or 'wait and see' Bid) or proof of reliability of the equipment offered.
- f). Which limits in any substantial way the scope, quality or performance of the Goods
- g). Bidder proposes to subcontract major components of the work against the conditions provided.
- h). Conditional Bids, that is, subject to prior sale, availability of components in the market,
- i). Which limits any substantial way, inconsistent with the bidding document, the Employer's right or bidder's obligation under the contract.
- j). Unacceptable technical features
- k). Bids which are not responsive to critical, technical, or commercial requirements in the bidding document.

24.3 If a Bid is not substantially responsive, it will be rejected by the Procurement Committee, and may not subsequently be made responsive by correction or withdrawal of the non-conforming deviation or reservation.

## 25 Correction of Errors

25.1 Bids determined to be substantially responsive will be checked by the Procurement Committee, for any arithmetic errors.

Errors will be corrected by the Procurement Committee as follows:

- a) Where there is a discrepancy between the amounts in figures and in words, the amounts in words will govern and
  - b) Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity.
    - i) The unit rate as quoted will govern.
    - ii) unless in the opinion of the Procurement Committee, there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted will govern and the unit rate will be corrected.
- 25.2 If the Bid price changes by the above procedure, the amount stated in the Form of Bid shall be adjusted with the concurrence of the Bidder and shall be considered as binding upon the bidder.
- 25.3 If the bidder does not accept the corrected amount of the Bid, its Bid shall be rejected, and the bid security shall be forfeited in accordance with **Clause 13.7 (b)** hereof.

## 26. Evaluation and Comparison of Bids

Evaluation: Sample testing shall be done only for substantially responsive bidders. The bidders whose samples pass all the required tests shall be considered for further evaluation.

26.1 The Procurement Committee will evaluate and compare Bids previously determined to be substantially responsive, pursuant to **Clause 24** and specified in the **Bidding Data**.

26.2 In the Evaluation of the bid following shall be evaluated, verified, and tested.

- a). Verification of authenticity of the Product Conformity Certificate, Quality Management System Certificate, and other certificates shall be done.
- b). Only bidders whose certificates were verified authentic shall be considered to test their sample ferrules, as specified in the Specification.
- c). Upon fulfilling above **Clause 26.2.a and 26.2.b** and passed on the test as specified in the Specification, bidders shall be ranked based on the

corrected bid price. Bids which do not satisfy the requirement specified in this clause shall not be considered for further evaluation.

- d). Qualification of the lowest evaluated substantially responsive Bidder shall be verified in accordance with the **Clause 2.2** hereof

26.3 In evaluating the Bids the Procurement Committee will determine each Bid the evaluated Bid price by adjusting the Bid price as follows:

- a) Making any correction of errors pursuant to **Clause 25** hereof.
- b) Discounts, if any disclosure in the Bid opening
- c) Evaluation of Acceptable omissions (line items or parts of work)
- d) Conversation to a common currency
- e) Delivery periods or completion times
- f) Adjustment for various minor deviations
- g) The availability of after-sale services and spare parts (If applicable)
- h) The acceptable departures of warranties
- i) Assessment of monetary implications on deviations and other matters.

26.4 For evaluation purposes the rates and prices in the BOQ will be considered to be excluding VAT. Any notes or remarks by Bidders contrary to this will be disregarded.

## **F. AWARD OF CONTRACT**

### **27. Post-qualification**

27.1 For supply and delivery of Goods, the Procurement Committee will determine to its satisfaction whether the Bidder selected as having submitted the lowest-evaluated substantially responsive Bid is qualified to satisfactorily perform the Contract.

27.2 The determination will take into account the Bidder's financial, technical and production capabilities. It will be based upon an examination of the documentary evidence of the Bidder's qualifications submitted with the Bid, pursuant to **Clause 10** hereof, as well as such other information as the Procurement Committee deems necessary and appropriate.

27.3 An affirmative determination by the Procurement Committee will be a prerequisite for award of the Contract to the Bidder. A negative determination will result in rejection of the Bidder's Bid, in which event the Procurement Committee will proceed to the next lowest evaluated Bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

**28. Award of Contract**

28.1 Subject to **Clause 29** hereof, the Board/ Employer will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the bidding documents and who has offered the lowest evaluated bid price, provided that such bidder has been determined to be eligible and qualified in accordance with the provisions of the bidding document.

**29. Board's Right to vary Quantities at the Time of Award**

29.1 The Board reserves the right at the time of Award of Contract to increase or decrease by up to 25 percent the quantity of Goods and Services specified in the Bills of Quantities without any change in unit rates or other terms and conditions including discounts offered.

**30. Right of the Procurement Committee to accept any Bid and to reject any or all Bids**

30.1 The Procurement Committee reserves the right to accept or reject any Bid, and to annul the Bidding process and reject all Bids, at any time prior to the award of contract, without thereby incurring any liability to the affected Bidder or Bidders any obligation to inform the affected Bidder or Bidders of the grounds of the Procurement Committee's action. The Procurement Committee reserves the right to award the Bid in whole or in Bill wise.

**31. Notification of Award**

31.1 Prior to the expiration of the period of Bid validity prescribed by the Board, the Board will notify the successful Bidder by registered letter or by facsimile that his Bid has been accepted. This letter (hereinafter called the "Letter of Acceptance") will state the sum to be paid to the contractor in consideration of the execution and completion of the supply as per the Delivery Schedule by the Contractor.

31.2 The Letter of Acceptance will constitute the formation of the Contract.

31.3 Upon the successful Bidder's furnishing of performance security in accordance with the provisions of **Clause 33** hereof, the Board will promptly notify each of the unsuccessful Bidders and will discharge their Bid Securities, pursuant to **Clause 13** hereof.

**32. Signing of Contract**

32.1 The successful Bidder will be required to sign a Contract Agreement. The Contract Agreement must be executed within twenty eight (28) Days after the receipt of the Letter of Acceptance.

32.2 The Contract Agreement will be prepared by the Board. The Supplier will be required to pay the stamp duty in accordance with the law relating to stamp

duty in Sri Lanka. The prevailing rate of stamp duty on contracts for the supply of goods is prescribed in the **Bidding Data**.

- 32.3 If a Bidder has given a discount on his bid price, the discount shall be distributed to each and every item excluding provisional sums in the Bills of Quantities by adjusting the rates in the Bills of Quantities by the percentage of discount offered. The contractor shall adjust all BOQ Rates deducting the discounted amount and shall endorse with the Contractor's Signature. This rate is applicable for all extra work to complete the works in the Contract.

### **33. Performance Security**

- 33.1 Within fourteen (14) Days of the receipt of the notification of the acceptance of the contract by the Board, the successful Bidder shall furnish to the Board a Performance security encashable on demand in accordance with **Clause 7** of the General Conditions of Contract and in the format of Performance Security provided in the Bidding Document. The amount of the Performance Guarantee shall be as specified in the **Bidding Data**.

33.1.1 Furnishing of a Performance Security is not required for contracts below Rs. 250,000.00.

- 33.2 The Performance Security shall be valid until a date 28 Days beyond the Contract Period. On due performance of the contract in all respects and issuance of the Final Acceptance Certificate by the Engineer the Performance security will be returned to the Contractor without any interest.

- 33.3 Failure of the successful Bidder to comply with the requirements of **Clause 32** or **Clause 33** hereof shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid security, in which event the Board may make the award to the next lowest evaluated Bidder or call for new Bids.

### **34 Advance payment**

- 34.1 The Board will pay an advance payment on the Contract Price as stipulated in the General Conditions of Contract, subject to a maximum amount, as stated in the **Bidding Data**. The Advance Payment Guarantee shall be a bank guarantee from a reputed Bank operating in Sri Lanka approved by the Central Bank of Sri Lanka, in the form prescribed in the Bidding Document in **Section 10** for the amount requested.

34.2 An advance payment shall not be paid for contracts below Rs. 250,000.00.

### **35. Fraud & Corruption**

- 35.1. Bidders and officials shall ensure that they maintain strict confidentiality throughout the bidding process.

- 35.2. Officials shall refrain from receiving any personal gain from any procurement action. No gifts or inducement shall be accepted. Suppliers/contractors are

liable to be disqualified from the bidding process if found offering any gift or inducement which may have an effect of influencing a decision or impairing the objectivity of an official.

35.3. The attention of the bidders shall be drawn to **Sub-Clause 25.1 (c)** of the General Conditions of Contract which shall apply to any bidder.

**36 Compliance with Contract Act No.3 of 1987**

Bidder shall comply with the requirements of the Public Contracts Act No.3 of 1987 and subsequent Gazette Notifications, for an amount of bid more than Rs.5 million.

Except principal bidders, all agents sub – agents, representatives or nominees for and behalf of the bidders shall be required to submit their certificates of registration under this Act with the bid and shall register the contract with the Register of Public Contracts.

**37. Data in Schedule of Particulars**

Bidder shall fill the Questionnaire in Schedule of Particulars

**38. Unloading During Daytime**

The contractor shall be held responsible for their crews use for unloading and he shall obtain prior permission from the Engineer for the crews used for unloading at strategic unloading locations in high-security zones unloading shall be done only during day time.

**39. Vessels of Sri Lankan Shipping Corporation**

Supplier shall use vessels of Sri Lanka Shipping Corporation at all instances for sea transport of Goods. If vessel of Sri Lanka shipping corporation is not available, to supply goods within the delivery schedule, goods can be transported by any other authorized vessels.



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

# GENERAL CONDITIONS OF CONTRACT

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## GENERAL CONDITIONS OF CONTRACT

### 1 Definitions

1.1 In this Contract, the following terms shall be interpreted as indicated:

- (a). "Award of Contract" means the formal acceptance of bid by the Purchaser incorporating any adjustments or variations to the Bid agreed between the Purchaser and the Supplier.
- (b). "Bills of Quantities" means the completed and priced Schedule of Prices with corrections as per **Clause 25** of Instructions to Bidders, in any or any part or individual schedule thereof, submitted by the Supplier with his bid and forming a part of the Contract documents.
- (c). "The Contract" means the agreement entered into between the Purchaser and the Supplier, as recorded in the Contract Agreement Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein;
- (d). "The Contract Price" means the price accepted by the Purchaser under the Contract for the full and proper performance of his contractual obligations;
- (e). "The Contract sum" means the price payable to the Supplier under the contract for the full and proper performance of his contractual obligations.
- (f). "The Contract Period" means as specified in the **Contract Data**.
- (g). "Contract Agreement" means the obligations agreed between the Purchaser and the Supplier.
- (h). "The Contractor" or "The Supplier" means the person or persons, firm or firms, company or companies who have contracted for the supply of the Goods and provision of the services under this Contract.
- (i). "Drawing" means all the drawings and information provided by the Purchaser or the Engineer to the Contractor under the Contract.
- (j). The "Purchaser's authorized representative" is the person for the time being holding the office of or acting as the Chairman of the National Water Supply and Drainage Board, Galle Road, Ratmalana.
- (k). The "Engineer" means the officer for the time being holding the office of or acting as the General Manager of the National Water Supply and Drainage Board, or any other person appointed by the Purchaser from time to time by notice in writing to the Supplier to act in replacement of as specified in the **Contract Data**.

- (l). The “Principal” or “Manufacturer” means the person or persons, firm or company who manufactures or assembles the goods and the owner of the trade mark of the goods who bears the responsibility of the final product.
- (m). “Final Acceptance Certificate” means the certificate that shall be issued by the Engineer to the Contractor upon the satisfactory completion of the contract by the Contractor.
- (n). "The Goods" means all materials which the Supplier is required to supply to the Purchaser for the due performance of his contractual obligations under the Contract.
- (o). "Performance Security" means the “performance guarantee” to be provided by the Supplier in accordance with **Sub-Clause 7.3** for the due performance of the Contract.
- (p). "The Purchaser" or the “Employer” or the “Board” means the National Water Supply and Drainage Board as specified in the **Contract Data**.
- (q). "The Services" means services ancillary to the supply of the Goods, such as transportation, insurance, and any other incidental services, such as storing, stacking provision of technical assistance, training and other such obligations of the Supplier covered under the Contract;
- (r). The "Site" means the place or places to which goods are to be delivered.
- (s). “The Works" means the supply of Goods and provision of the Services.
- (t). Accredited Agency means the Agency which is a member of International Accredited Forum (IAF) and shall have the authority for the accreditation of mentioned goods in their scope of accreditation.

## 1.2 Interpretation

Words importing persons or parties shall include firms and corporations and any organization having legal capacity.

Words importing the singular only also include the plural and vice versa where the context so requires.

Words importing masculine gender shall also include the feminine gender and vice versa where the context so requires.

## 1.3 Written Communications

Wherever in the Contract provision is made for a communication to be "written" or "in writing, this means any hand-written, type written or printed communication, including facsimile transmission.

#### 1.4 **Periods**

In these Conditions "Day" means calendar day "month" means calendar month and "year" means calendar year.

### 2 **Application**

2.1 These General Conditions shall apply to the extent that they are not superseded by provisions in other parts of the Contract.

### 3. **Engineer and Engineers' Representative**

3.1 The Engineer is the General Manager of National Water Supply & Drainage Board who is the person authorized by the Purchaser to administrate the Contract on behalf of the Purchaser.

3.2 The Engineer may delegate to such person or persons such of the powers, directions and authorities vested in him as he may think fit. Such person (referred to as "the Engineer's Representative") will be named in the **Contract Data**.

### 4. **Standards**

4.1 The Goods supplied under this Contract shall conform to the standards mentioned in the Technical Specifications, BOQ notes and BOQ. When no applicable standard is mentioned, the Goods shall conform to the authoritative standard appropriate to the country of origin of goods and such standards shall be the latest issued by the concerned Institution.

### 5. **Use of Contract Documents and Information**

5.1 The Supplier shall not, without the Purchaser's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Purchaser in connection therewith, to any person other than a person employed by the Supplier in the performance of the Contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.

5.2 The Supplier shall not, without the Purchaser's prior written consent, make use of any document or information enumerated in para 5.1 except for purposes of performing the Contract.

5.3 Any document, other than the Contract itself, enumerated in para 5.1 hereof shall remain the property of the Purchaser and shall be returned (in all copies) to the Purchaser on completion of the Supplier's performance under the Contract if so required by the Purchaser.

## 6. Patent Rights

- 6.1 The Supplier shall indemnify the Purchaser against all third party claims of infringement of patent, trademark or industrial design rights arising from use of the Goods or any part thereof in the Purchaser's country.

## 7. Performance Security

- 7.1 Within 14 Days after the Supplier's receipt of notification of acceptance of the Contract by the Board, the Supplier shall furnish Performance Guarantee (unconditional) encashable on demand to the Purchaser in the amount of 10% of the Contract Price in the format of performance security included in the Bidding document and shall be issued from any one of the following forms as stated below.

- 1) A Bank guarantee issued by a Bank operating in Sri Lanka, approved by the Central Bank of Sri Lanka.
- a) A Sri Lanka Rupee cash deposit to the National Water Supply and Drainage Board, Sri Lanka. (The original receipt for such deposit shall be attached to the original bidding document).
- 2) A certified cheque issued by a Bank operating in Sri Lanka approved by the Central Bank of Sri Lanka in favour of the National Water Supply and Drainage Board, Sri Lanka.
- 3) A Bank guarantee issued by a Bank based in another country but the security "confirmed" by a Bank operating in Sri Lanka, approved by the Central Bank of Sri Lanka

**The term "confirmed" in relation to a bank guarantee issued by a bank based in another country means that the "confirmed" bank held liable for paying the respective guaranteed amount at the request of first demand by the beneficiary.**

- 7.2 The proceeds of the performance security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete his obligations under the Contract.
- 7.3 The performance security shall be denominated in the currency of the Contract and shall be submitted in the format provided in the Bid document.
- 7.4 The performance security will be discharged by the Purchaser and returned to the Supplier not later than 28 Days following the date of completion of the Supplier's performance obligations, including any testing and acceptance by the Engineer, under the Contract.
- 7.5 The amount of the performance guarantee shall be notified to the supplier by the Letter of Acceptance of Contract.

## 8. Inspections and Tests for Goods

- 8.1. The Employer or his representative shall have the right to inspect and/or to test the Goods for their conformity to the Contract. The Contract Data of Contract and/or the Technical Specifications shall specify what inspections and tests the Purchaser requires and where they are to be conducted. The Purchaser shall notify the Supplier in writing of the identity of any representatives retained for these purposes. Equipment for testing to be provided by the factory.
- 8.2. The inspections and tests may be conducted on the premises of the Supplier or his subcontractor(s), at the point of delivery and/or at the Good's final destination. Where conducted on the premises of the Supplier or its subcontractor(s), presence of 3<sup>rd</sup> party Independent Inspection jointly, all reasonable facilities and assistance including access to drawings and production data, originals of product conformity, Quality Management system and other certificates shall be furnished to the inspectors at no charge to the Purchaser.
- 8.3. Shall any inspected or tested Goods fail to conform to the specifications, the Purchaser may reject them, and the Supplier shall either replace the rejected Goods or make all alterations necessary to meet specification requirements free of charge to the Purchaser.
- 8.4. The Purchaser's right to inspect, test and, where necessary, reject the Goods after the Goods' arrival in the Purchaser's stores shall in no way be limited or waived by reason of the Goods having previously been inspected, tested and passed by the Purchaser or its representative prior to the delivery of Goods or Goods' shipment from the country of origin, in case of importing.
- 8.5. The Purchaser requires the goods to be supplied under this contract shall conform to the requirements of the bidding document. The Supplier shall obtain the Certificates of Inspection for the specific requirement of this contract document carried out by an Authorized Accredited Agency which is a member of International Accreditation Forum (IAF) acceptable to the Employer. The Authorized Accredited Agency shall have the authority for the accreditation of mentioned goods in their scope of accreditation.
- 8.6. The selected Authorized Accredited Agency's name and cost to same has to be given in summary of price schedule. On the acceptance of the bid, the Purchaser shall inform directly to the Authorized Accredited Agency with a copy to Supplier, the specific requirements including deviations accepted by the purchaser, if any, to be tested. However, the payment to the Inspection Authority has to be made directly by the Supplier on production of test reports.
- 8.7. Nothing in **Clause 8** shall in any way release the Supplier from any warranty or other obligations under this Contract.

- 8.8. The Supplier shall obtain the consent of the Engineer to ship the goods to be imported for the Works or to deliver such materials and plant to the site. Applications for such consent to ship shall be accompanied by manufacturer's test certificates and certificates of inspection prescribed in the Contract or agreed upon with the Engineer. The application shall be made so as to give the Engineer a reasonable time to deal with such applications.
- 8.9. Nominated Authorized Accredited Agency shall carry out inspection and testing during the manufacturing process, after Manufacturing, and at any time prior to shipping and shall confirm that goods are in conformity with specifications included in the contract document. He shall submit his inspection report to the Employer including all items given in the Terms of Reference (TOR) for the Nominated Authorized Accredited Agency which is included in the contract document as **Appendix 6**.
- 8.10. Any inspections carried out by Authorized Accredited Agency shall not relieve the Contractor of his obligations under the Contract.
- 8.11. Supplier/ Manufacturer shall not deliver/ dispatch materials from the Factory or Stores without approval of the Engineer.

## 9. **Packing**

- 9.1 The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination as indicated in the Contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract and, subject to **Clause 18** hereof in any subsequent instructions ordered by the Purchaser.
- 9.3 The Supplier will be required to make separate packages for each consignee. Each package will be marked on two sides with proper indelible paint as follows:
- i) National Water Supply & Drainage Board, Sri Lanka.
  - ii) Contract No.
  - iii) Description of Goods
  - iv) Country of Manufacture of Goods
  - v) Suppliers' Name
  - vi) Manufacture's Name
  - vii) Packing List Reference No.



10. **Delivery and Documents**

10.1 Delivery of the Goods shall be made by the Supplier in accordance with the terms specified by the Purchaser in the **Contract Data**.

11. **Insurance**

11.1 The goods supplied under the contract shall be fully insured against loss or damage incidental to manufacture or acquisition, transportation from the manufacturing plant to the site, storage, and delivery.

11.2 The Supplier shall effect such insurance jointly on his own and in the name of the Purchaser.

11.3 All insurance under this Contract shall be executed by a reputed insurance Company/Corporation registered under the Insurance Board of Sri Lanka.

12. **Transportation**

12.1 The Contractor shall be required to meet all transport and storage expenses until delivery to the destination/s as specified in the Delivery schedule.

12.2 Contractor shall be held responsible for their crews use for unloading, stacking at purchaser's stores and he shall obtain prior permission from the Engineer for the crews used for unloading at strategic unloading locations in high-security zones.

13. **Incidental Services**

13.1 The Supplier shall provide any or all of the following services, without any extra cost to the Purchaser.

(a) Furnishing of tools required for assembly and/or maintenance of the supplied Goods;

(b) Furnishing of a detailed installation, operations and maintenance manual for each appropriate unit of the supplied Goods;

(c) Conduct training of the Purchaser's personnel, at the Supplier's plant and/or on-site, in assembly, operation, maintenance and/or repair of the supplied Goods.

13.2 Prices charged by the Supplier for the preceding incidental services, shall be included in the Contract Price for the Goods.

14. **Spare Parts**

14.1 The Supplier shall be required to provide the following materials and notifications pertaining to spare parts manufactured or distributed by the Supplier:

- (a) Such spare parts as the Purchaser may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under the Contract;
- (b) The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spares such as Gaskets, Plugs, Bolts, Nuts, and Washers etc.
- (c) In the event of termination of production of the spare parts:
  - (i) Advance notification to the Purchaser of the pending termination, in sufficient time to permit the Purchaser to procure needed requirements; and
  - (ii) Following such termination, furnishing at no cost to the Purchaser, the blueprints, drawings, and specifications of the spare parts, if and when requested.

## 15. Warranty

- 15.1 The Supplier warrants that the Goods supplied under the Contract are new, unused, of the most recent or current models and incorporate all recent improvements in design and materials unless otherwise provided in the Contract. The Supplier further warrants that the Goods supplied under this Contract shall have no defect arising from design, materials or workmanship (except in so far as the design or material is required by the Purchaser's Specifications) or from any act or omission of the Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.
- 15.2 This warranty shall remain valid for a period stated in the **Contract Data** after the Goods, or any portion thereof as the case may be, have been delivered (and commissioned) to the final destination indicated in the Contract.
- 15.3 The Purchaser shall promptly notify the Supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the Supplier shall, with all reasonable speed, repair or replace the defective Goods or parts thereof, without costs to the Purchaser other than, where applicable, the cost of inland delivery of the repaired or replaced Goods or parts from the port of entry to the final destination.
- 15.4 If the Supplier, having been notified, fails to remedy the defect(s) within a reasonable period, the Purchaser may proceed to take such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.
- 15.6 The manufacturer shall submit the warranty for all Materials Supplied by him as stated in the form given in **Appendix 7**.

## 16. Advance payment

16.1 The Board will pay advance payment on the Contract Price subject to a maximum amount, as stated in the **Contract Data**. The Advance Payment Guarantee shall be a bank guarantee in the format of advance payment Guarantee included in the bidding document and shall be issued from any one of the following forms.

A Bank Guarantee issued by a Bank operating in Sri Lanka, approved by the Central Bank of Sri Lanka.

- (a). A fixed deposit or a pass book of a Bank operating in Sri Lanka approved by the Central Bank of Sri Lanka, with deposits made in the name of the National Water Supply and Drainage Board, Sri Lanka.
- (b). A Sri Lanka Rupee cash deposit to the National Water Supply and Drainage Board, Sri Lanka.
- (c). A certified cheque or a Bank draft issued by a bank operating in Sri Lanka approved by the Central Bank of Sri Lanka in favour of the National Water Supply and Drainage Board, Sri Lanka.
- (d). A Bank guarantee issued by a Bank based in another country but the security or guarantee “confirmed” by a Bank operating in Sri Lanka, approved by the Central Bank of Sri Lanka

However, the requirement of confirmation of bid guarantees issued by a bank based in another country, by a bank operating in Sri Lanka is not necessary, if the entity that issues the guarantee is an Export Credit Agency of any foreign government or a reputed International Financier acceptable to the Central Bank of Sri Lanka.

## 17. Payment

### 17.1 Documents to be submitted

The following documents shall be submitted by the Supplier to the Purchaser when making the request(s) for payment at different stages of payment as follows. The Engineer shall carefully go through these documents and inspect all delivered goods at the site prior to approving payments and he shall be fully satisfied with the quantity, quality, unloading, stacking, etc of goods at the site prior to approve the payments

#### (i) **On requesting Advance Payment**

- (a) Written request for payment of mobilization advance in the form of a tax invoice.
- (b) A Bank Guarantee for Mobilization advance payment to the equivalent amount in the form prescribed in the bidding document.
- (c) A Performance Bond

**(ii). On Delivery to Site**

- (a) Supplier's tax invoice based on the BOQ and showing description of Goods delivered, quantity, units, amount and total amount.
- (b) Manufacturer's test certificate (Original)
- (c) Manufacturer's Warranty (Original)
- (d) Inspection and test certificates, issued by one of the Independent Inspection Agencies listed in the Contract Document.
- (e) Certificate of Standard for pipes and fittings issued by the relevant institution of Standards specified in the specifications.
- (f) Inspection certificate issued by the Engineers' Representative or his Authorized Officer.
- (g) Copy of Freight pre paid Bill of Lading.
- (h) Copy of Invoice

**(iii) On final Acceptance by the engineer**

- a) Supplier's request for balance payment in the form of a tax invoice.
- b) Copy of Final Acceptance Certificate issued by the Engineer.

**17.2 Method of Payment**

The payment for Goods and Services under the different stages in **Clause 16.1** hereof, shall be made as follows;

**(i) Advance Payment**

In the case of Supplier's written request for advance payment, a maximum of percentage on the Contract Price as stipulated in the Contract Data shall be made within 28 Days of signing the Contract, upon submission of performance bond and document set out in **Clause 17.1 (i)** hereof.

**(ii) Subsequent Payment(s)**

Subsequent payment(s) shall not be made unless and until the Contract value of Goods delivered is more than or equal to 30% of the Contract Price.

**(a) On partial delivery to Site**

- When no advance payment is received.

50% of the BOQ value of Goods supplied less previous payment(s) if any shall be paid upon submission of the documents set out in **Clause 17.1 (ii)** hereof.

- When advance payment is received.

50% of the BOQ value of Goods supplied less previous payment(s) including the advance payment made shall be paid upon submission of documents set out in **Clause 17.1 (ii)** hereof.

(b) **On full delivery to Site**

- When no advance payment is received.

90% of the Contract Price less previous payment(s) shall be paid on receipt of total quantity of Goods as per the Contract and upon submission of the documents set out in **Clause 17.1 (ii)** hereof.

- When advance payment is received.

90% of the Contract Price less previous payment(s) including the advance payment shall be paid on receipt of quantity of Goods as per the Contract and upon submission of the documents set out in **Clause 17.1 (ii)** hereof.

**(iii) Final Payment upon Final Acceptance by the Engineer**

The total Contract sum shall become payable within 28 Days after the date of the Engineer's Final acceptance Certificate for the receipt of total quantity of the goods as per the Contract and upon submission of the documents set out in **Clause 17.1 (iii)** hereof. The Engineer shall certify the amount due to the Supplier after deducting previous payments made including any advance payment.

**17.3 Mode of Payment**

The amounts due to the Supplier in terms of the contract shall be paid to the Supplier by the Purchaser directly by a cheque.

**18. Bid Prices**

18.1 Prices quoted by the Bidder shall be firm and not subject to variation on any account. A Bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to **Clause 24** hereof.

18.2 The Bidder shall fill in rates and prices for all items of the bill/ section described in a Bill/s in the Bill of Quantities (BOQ). Item for which no rates or prices are entered by the bidder shall be deemed to cover by the rates and prices in the respective bill/bills of the BOQ. The Bidder is required to supply all items in the relevant Bill/s in the BOQ.

18.3 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 except inspection as per **Clause 8.5** of the General conditions of Contract, testing, packing, transportation, clearing, loading, unloading, stacking, shipping line charges, warehouse rent, port charges, any demurrages, cost of insurance from the manufacturer's plant to the purchaser's stores, Agents Commission if any and other minor expenses and charges to complete the supply of Goods in conformity to the bidding document.
- d) Cost of accessories not specifically listed, but necessary for proper completion.
- e) Prices charged by the Supplier for the preceding incidental services.
- f) Any **taxes as stated in Clause 33 hereof**.
- g) All Costs including all taxes and duties and other charges imposed outside Sri Lanka on raw materials, production, manufacture, sales, transport and any other cost that may be incurred of all goods.

18.4 **If Bidders are registered for the purpose of VAT**, they should indicate the amount of VAT claimed separately in the Bidding documents, in addition to the value of the Bidding, along with the VAT registration number. Declaration of VAT registration number is a mandatory requirement to pay the VAT amount.

**If any Bidder is not registered for VAT**, he should indicate the value of the Bid in bidding documents. Under this category Bidder should obtain a letter from the Commissioner of Inland Revenue Department certifying that his Company has not been registered for VAT and that letter should be attached to the Bidding document.

## 19. **Change Orders**

19.1 The Purchaser may at any time, by a written order given to the Supplier pursuant to **Clause 31** hereof, make changes within the general scope of the Contract in any one or more of the following:

- (a) Drawings, designs or specifications, where Goods to be furnished under the Contract which are to be specifically manufactured for the Purchaser;
- (b) The method of shipment or packing;
- (c) The place of delivery; or

(d) The Services to be provided by the Supplier.

19.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any part of the Works under the Contract, whether changed or not changed by the order, an equitable adjustment shall be made in the Contract Price or Delivery Schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this clause must be asserted within twenty eight (28) Days from the date of the Supplier's receipt of the Purchaser's change order.

20. **Contract Amendments**

20.1 Subject to **Clause 19** hereof; no variation or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

21. **Assignment**

21.1 The Supplier shall not assign, in whole or in part, his obligations to perform under the Contract, except with the Purchaser's prior written consent.

22. **Subcontracts**

22.1 The Supplier shall not Subcontract whole of the Works. Except where otherwise provided by the contract, the Supplier shall not subcontract any part of the Works without the prior consent of the Engineer. The Supplier however, not requires such consent for purchase of materials or to place Contracts for minor details or for any part of the Works of which the manufacturer is named in the Contract.

The Supplier shall be responsible for the acts, defaults and neglects of any subcontractor, his agents or employed as fully as if they were the acts, defaults or neglects of the Supplier, his agents or employees.

22.2 The Supplier shall guarantee that, any and all subcontractors of the Supplier, appointed for the performance of any part of the Works under the Contract, will comply fully with the terms of the Contract applicable to such part of the work under the Contract.

23. **Delays in Supplier's Performance**

23.1 Delivery of the Goods and performance of Services shall be made by the Supplier in accordance with the time schedule specified by the Purchaser in **Clause 10** hereof.

23.2 If at any time during the performance of the Contract, the Supplier or his subcontractor(s) should encounter conditions impeding timely delivery of the Goods and performance of Services, the Supplier shall promptly notify the Purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at his discretion extend the Supplier's time for performance, with or without liquidated damages, in which

case the extension shall be ratified by the parties by amendment of the Contract.

- 23.3 Except as provided under **Clause 26** hereof, a delay by the Supplier in the performance of his delivery obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to **Clause 24** hereof, unless the extension of time is agreed upon pursuant to **Clause 23.2** without the application of liquidated damages.

## 24. **Liquidated Damages**

- 24.1 Subject to **Clause 25** hereof, if the Supplier fails to deliver any or all of the Goods or perform the Services within the time period(s) specified in the Contract, the Purchaser shall, without prejudice to his other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to that stated in the **Contract Data**, for each day of delay until actual delivery or performance, up to a maximum deduction of (10%) of the Contract Price. Once the maximum is reached, the Purchaser may consider termination of the Contract by encashing the Performance Security and recovering any other damages incurred by him.
- 24.2 If a portion of goods to be delivered is delayed, the liquidated damages shall be deducted only for the delayed portion of goods, until actual delivery or performance up to a maximum of 10% of the contract Price.

## 25. **Termination for Default**

- 25.1 The Purchaser may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, terminate the Contract in whole or in part:
- (a) if the Supplier fails to deliver any or all of the Goods within the time period(s) specified in the Contract, or any extension thereof granted by the Purchaser pursuant to **Clause 23** hereof; or
  - (b) if the Supplier fails to perform any other obligation(s) under the Contract.
  - (c) The Contractor/Supplier has engaged in corrupt or fraudulent practices, in competing for or in executing the contract.
- 25.2 In the event the Purchaser terminates the Contract in whole or in part, pursuant to **Clause 25.1**, the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods. However, the Supplier shall continue the performance of the Contract to the extent not terminated.



26. **Force Majeure**

- 26.1 Notwithstanding the provisions of **Clauses 23, 24 and 25** hereof, the Supplier shall not be liable for forfeiture of his Performance Guarantee, liquidated damages or termination for default, if and to the extent that, his delay in performance or other failure to perform his obligations under the Contract is the result of an event of Force Majeure.
- 26.2 For purposes of this clause "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but not restricted to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, unseasonal floods, epidemics, quarantine restrictions and freight embargoes.
- 26.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform his obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

27. **Termination for Insolvency**

- 27.1 The Purchaser may at any time terminate the Contract by giving written notice to the Supplier, without compensation to the Supplier, if the Supplier becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Purchaser.

28. **Termination for Convenience**

- 28.1 The Purchaser, may by written notice sent to the Supplier, terminate the Contract, in whole or in part, at any time for his convenience.
- The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Works under the Contract is terminated, and the date upon which such termination becomes effective.
- 28.2 The Goods that are complete and ready for shipment within 30 Days after the Supplier's receipt of notice of termination shall be purchased by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:
- (a) to have any portion completed and delivered at the Contract terms and prices; and/or

- (b) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and for materials and parts previously procured by the Supplier.

## 29. Resolution of Disputes

### 29.1 Amicable settlement

- Any dispute of whatever nature arising out of or in relation to this agreement shall in the first instance be attempted to be resolved by way of amicable settlement by the purchaser and the supplier.
- The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- If after thirty (30) Days from the commencement of such informal negotiation, the Purchaser and the Supplier have been unable to resolve amicably a contractual dispute, either party may require that the dispute be referred for resolution to the formal mechanism stated in **Clause 29.2** herein. These mechanisms may include, but are not restricted to, a condition mediated by a third party, adjudication in an agreed national forum, and/or arbitration.

### 29.2 Dispute Adjudication Board (DAB)

#### 29.2.1 Appointment of the Dispute Adjudication Board (DAB)

Any dispute of whatever nature arising out of or in relation to this agreement shall be referred to a "Dispute Adjudication Board (DAB) for decision The Parties shall appoint a DAB.

The DAB shall comprise, three suitably qualified persons ("the members"), who shall be professionals experienced in the type of Works and with the interpretation of contractual documents, one of whom shall serve as chairman.

Each of the Parties shall appoint one member to serve on the Dispute Adjudication board (DAB). The Parties shall consult both these members and shall agree upon the third member, who shall be appointed to act as the chairman.

The agreement between the Parties and each of the three members shall incorporate by reference the General Conditions of Dispute Adjudication Agreement contained in the Appendix to these Contract Data, with such amendments as are agreed between them.

The terms of the remuneration of the three members, including the remuneration of any expert whom the DAB consults, shall be mutually agreed upon by the Parties when agreeing with the terms of appointment

of the member or such expert (as the case may be). Each Party shall be responsible for paying one-half of this remuneration.

If a member declines to act or is unable to act as a result of death, disability, resignation or termination of appointment, a replacement shall be appointed in the same manner as the replaced person was required to have been nominated or agreed upon, as described in this Sub-Clause.

The appointment of any member may be terminated by mutual agreement of both Parties, but not by the employer or the Contractor acting alone. Unless otherwise agreed by both Parties, the appointment of the DAB (including each member) shall expire when the Issuing Final Acceptance Certificate.

#### **29.2.2 Failure to Agree on the Composition of the Dispute Adjudication Board**

If any of the following conditions apply, namely:

- (a) either Party fails to nominate a member of a DAB by such date,
- (b) the Parties fail to agree upon the appointment of the third member (to act as chairman) of the DAB by such date, or
- (c) The Parties fail to agree upon the appointment of a replacement person within 42 Days after the date on which the one of the three members declines to act or is unable to act as a result of death, disability, resignation or termination of appointment.

Then Institute for Construction Training and Development (ICTAD) shall, upon the request of either or both of the Parties and after due consultation with both Parties, appoint this member of the DAB. This appointment shall be final and conclusive. Each Party shall be responsible for paying one-half of the expenses/disbursements incurred by (ICTAD).

#### **29.2.3 Obtaining Dispute Adjudication Board's Decision**

If a dispute (of any kind whatsoever) arises between the Parties in connection with, or arising out of, the Contract or the execution of the Works, including any dispute as to any certificate, determination, instruction, opinion, or valuation of the Engineer, either Party may refer the dispute in writing to the DAB for its decision, with copies to the other Party and the Engineer. Such reference shall state that it is given under this Sub-Clause.

The DAB shall be deemed to have received such reference on the date when it is received by the chairman of the DAB.

Both Parties shall promptly make available to the DAB all such additional information, further access to the Site, and appropriate facilities, as the

DAB may require for the purposes of making a decision on such dispute. The DAB shall be deemed to be not acting as arbitrators(s).

Within 84 Days after receiving such reference, or within such other period as may be proposed by the DAB and approved by both Parties, the DAB shall give its decision, which shall be reasoned and shall state that it is given under this Sub-Clause. The decision shall be binding on both Parties, who shall promptly give effect to it unless and until it shall be revised in an amicable settlement or an arbitral award as described below. Unless the Contract has already been abandoned, repudiated or terminated, the Contractor shall continue to proceed with the Works in accordance with the Contract.

If either Party is dissatisfied with the DAB's decision, then either Party may, within 28 Days after receiving the decision, give notice to the other Party of its dissatisfaction and intention to commence arbitration. If the DAB fails to give its decision within the period of 84 Days (or as otherwise approved) after receiving such reference, then either Party may, within 28 Days after this period has expired, give notice to the other Party of its dissatisfaction and intention to commence arbitration.

In either event, this notice of dissatisfaction shall state that it is given under this Sup-Clause, and shall set out the matter in dispute and the reasons(s) for dissatisfaction. Except as stated in **Sub-Clause 29.2.4** [Failure to Comply with Dispute Adjudication Board's Decision] and **Sub-Clause 29.2.5** [Expiry of Dispute Adjudication Board's Appointment], neither Party shall be entitled to commence arbitration of a dispute unless a notice of dissatisfaction has been given in accordance with this Sub-Clause.

If the DAB has given its decision as to a matter in dispute to both Parties, and no notice of dissatisfaction has been given by either Party within 28 Days after it received the DAB's decision, then the decision shall become final and binding upon both Parties.

#### **29.2.4 Failure to Comply with Dispute Adjudication Board's Decision**

In the event that a Party fails to comply with a DAB decision which has become final and binding, then the other Party may, without prejudice to any other rights it may have, refer the failure itself to arbitration under **Sub-Clause 29.3** [Arbitration]. **Sub-Clause 29.2.3** [Obtaining Dispute Adjudication Board's Decision] shall not apply to this reference.

#### **29.2.5 Expiry of Dispute Adjudication Board's Appointment**

If a dispute arises between the Parties in connection with, or arising out of, the Contract or the execution of the Works and there is no DAB in place, whether by reason of the expiry of the DAB's appointment or otherwise:

- (a) **Sub-Clause 29.2.3** [Obtaining Dispute Adjudication Board's Decision] shall not apply, and
- (b) the dispute may be referred directly to arbitration under **Sub-Clause 29.3** [Arbitration]

### 29.3 **Arbitration**

Any dispute of whatever nature arising from, out of or in connection with this agreement, on the interpretation thereof, or the rights, duties, obligations or liabilities of any Party, or the operation, breach, termination, abandonment, foreclosure or invalidity thereof, shall be referred to by either Party to arbitration for final settlement, in accordance with the Arbitration Act No. 11 of 1995, or any amendment thereof. Venue of the arbitration shall be Colombo, Sri Lanka.

### 30. **Governing Language**

30.1 The governing language for the Contract is the English Language. Subject to **Clause 30** hereof, that language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in English and the language for day to day communication is English.

### 31. **Applicable Law**

31.1 The Contract shall be interpreted in accordance with the laws of the Democratic Socialist Republic of Sri Lanka.

### 32. **Notices**

32.1 Any notice given by one party to the other pursuant to the Contract shall be sent to the other party in writing or by facsimile and confirmed in writing to the other party's address given in the **Contract Data**, or any other address notified by either party for the purpose of this clause.

32.2 A notice shall be effective from the date of delivery or on the notice's effective date, whichever is later.

### 33. **Taxes and Duties**

33.1 The Supplier shall be entirely responsible for all taxes, stamp duties, license fees, etc. including all costs stipulated in Preamble Notes on Pricing incurred until delivery of the contracted Goods to the Purchaser.

33.2 The Supplier shall comply with the regulations of the Department of Inland Revenue of Sri Lanka for payment of Value Added Tax, Profit Tax and any other taxes arising out of the Contract.

33.3 National Water Supply & Drainage Board is a VAT registered institution according to Value Added Tax Act No. 14 of 2002. The VAT registration number of NWSDB is 4090 31820 7000. The contractors who are VAT liable shall issue VAT invoices specifically stated as 'TAX INVOICES' to NWSDB including their VAT registration numbers and showing bill amounts and applicable VAT separately along with the requests for payments. The date of TAX INVOICE shall be within 28 Days of work done.

34. **Final Acceptance**

Upon successfully completion of the supply & delivery as per **Clause 1** of ITB the contractor shall request the Engineer to issue a Final Acceptance Certificate for the satisfactory completion of the Supply & Delivery of Goods as per the contract and the Engineer shall issue the Final Acceptance Certificate upon being satisfied that the Contractor has fulfilled all obligations as per the contract.