

REF. NO. PQ/DI Manhole & DI MANHOLE & DI SURFBOX /Ver 1

Revised on 14.05.2024

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

**MINISTRY OF WATER SUPPLY AND ESTATE
INFRASTRUCTURE DEVELOPMENT**

NATIONAL WATER SUPPLY AND DRAINAGE BOARD

PRE-QUALIFICATION OF MANUFACTURERS

FOR

SUPPLY OF DI MANHOLE COVERS

AND

DI SURFACE BOXES

DOCUMENT NO. PQ/ DI MANHOLE & DI SURFBOX /NWSDB/2024/01

Revised on 14.05.2024

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

FEBRUARY 2024

DOCUMENT ISSUANCE CERTIFICATE
(To be filled at the time of issue by the authorized officer to issue)

1. Standard Specimen Document Number:
2. Pre-Qualification Document Number: PQ/ DI MANHOLE & DI SURFBOX /NWSDB/2024/01
3. a) Issued to:
- b) Address :
- c) Telephone Number :
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12. Date : Time :

**PRE – QUALIFICATION OF MANUFACTURERS FOR
SUPPLY OF DI MANHOLE COVERS AND DI SURFACE BOXES
PRE-QUALIFICATION DOCUMENT NO. PQ/DI MANHOLE & DI SURFBOX /NWSDB/2024/01**

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SECTION I
LETTER OF INVITATION

**MINISTRY OF WATER SUPPLY AND ESTATE INFRASTRUCTURE DEVELOPMENT
NATIONAL WATER SUPPLY AND DRAINAGE BOARD**

**PRE-QUALIFICATION OF MANUFACTURERS FOR
SUPPLY OF DI MANHOLE COVERS AND DI SURFACE BOXES**

PRE-QUALIFICATION DOCUMENT NO: PQ/DI MANHOLE & DI SURFBOX /NWSDB/2024/01

LETTER OF INVITATION

1. The National Water Supply and Drainage Board, Galle Road, Ratmalana, Sri Lanka intends to pre-qualify manufacturers for the Supply of DI Manhole Covers and DI Surface Boxes to maintain a list of pre-qualified manufacturers. The NWSDB intends to obtain DI Manhole Covers and DI Surface Boxes from manufacturers whose products conform to relevant standards.

Once the pre-qualified list is finalized the National Water Supply and Drainage Board will invite bids for the procurement of DI Manhole Covers and DI Surface Boxes only from the pre-qualified list of manufacturers for the next 02 years. These manufacturers shall be audited by the NWSDB every 02 years to ensure that they maintain NWSDB requirements.

The applicant shall be the DI Manhole Cover and DI Surface Boxes manufacturer essentially.

Pre-qualification will be opened to manufacturers who can demonstrate their experience, technical capability, and financial capacity to the prescribed qualifications.

2. Manufacturer/s shall have the following requirements and shall submit the documentary proof as indicated herein;
 - 2.1 Valid ISO 9001: 2015 Quality Management System Certificate from an accredited agency that is a member of the International Accreditation Forum (IAF). The certificate should indicate its applicability to the category. The factory locations and product ranges shall be indicated in the certificate. The certificate shall be for the particular factory and for the range of products they manufacture in the above categories.
 - 2.2 All DI Manhole Covers and DI Surface Boxes manufacturing factories shall be pre-qualified separately.
 - 2.3 Production Capability to manufacture DI Manhole Covers and DI Surface Boxes to the standards referred to below standards shall be established.
 - 2.4 Manufacturers shall submit a set of detailed original catalogs/Technical literature of their DI Manhole Covers and DI Surface Boxes together with a soft copy.

- 2.5 The following standards are specified for DI Manhole Covers and DI Surface Boxes; (Refer to **Section 06** for more details related to required standards).

Following Product conformity certificates issued by an accredited agency that is a member of an International Accreditation Forum (IAF)

BS EN 124-1:2015 - Gully tops and Manhole tops for vehicular and pedestrian areas. Definitions, classification, general principles of design, performance requirements, and test methods.

BS EN 124-2:2015 - Gully tops and manhole tops for vehicular and pedestrian areas. Gully tops and manhole tops made of cast iron.

BS 5834-2:2011 - Surface boxes, guards and underground chambers for the purposes of utilities. Specification for Surface boxes

ISO 9001: 2015 - Quality Management System Certificate

All Manhole Covers and Surface boxes cover shall be Lockable type. The locking arrangement shall be demonstrated in catalogs/ technical literature/ drawings.

- 2.7 Experience in the Manufacture of DI Manhole Covers and DI Surface boxes conforming to the above standards over 5 years.
- 2.8 The manufacturing facilities and Minimum quantities of overseas supplies over the last 05 years shall have the following minimum production capacities.

For DI Manhole Covers

Item	Description	Manufacturing capacity (T. per year)
01	Manufacturing facilities	6,000
02	Minimum quantities of overseas supplies over the last 05 years	3,000

For DI Surface boxes

Item	Description	Manufacturing capacity (T. per year)
01	Manufacturing facilities	40
02	Minimum quantities of overseas supplies over the last 05 years	20

For domestic Manufacturer's experience in manufacturing shall be relaxed in the evaluation.

3. Financial Capability

Financial details of the Manufacturer/s along with relevant letters/submissions as referred to in **Clause 5.1.3** of the Instructions to Applicants have to be submitted along with the application.

4. Collection and Submission of Document

- 4.1 Interested manufacturers may obtain further information and inspect the pre-qualification document free of charge at the office of the Assistant General Manager (Tenders & Contracts) at the following address.

Office Address : Tenders and Contracts Branch
National Water Supply and Drainage Board
Galle Road, Ratmalana
Sri Lanka.

Telephone No. 94- 011 -2605328/2638999 Ext 1750
Fax Number 94 - 011 – 2635885

- 4.2 Applicants may purchase the complete set of the pre-qualification document until 15.00 hours from on submission of a written application on a Business letterhead to the above address and upon payment of a non-refundable fee of Sri Lanka Rupees Ten Thousand (SL Rs. 10,000/=) and applicable VAT.

- 4.3 Requests submitted by mail shall include a certified bank draft to the amount indicated above in favor of the General Manager, National Water Supply and Drainage Board, Ratmalana, Sri Lanka.

- 4.4 Pre-qualification documents in duplicate shall be duly completed and addressed to Chairman Department Procurement Committee and returned in sealed envelopes by registered post or hand-delivered to the address given below;

Assistant General Manager (Tenders & Contracts)
National Water Supply & Drainage Board,
Galle Road,
Ratmalana,
Sri Lanka.

Interested applicants may submit their applications at any time throughout the year.

5. Sealing and Marking of Applications

- 5.1. The applicant shall seal the original and the copy of each independent application 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.

- 5.2. The inner and outer envelopes shall
 - (a). Be addressed as given in **Clause 4.4** above.
 - (b). Bear the name and identification number of the application and
6. Applicants will be advised by the Employer in writing by fax or e-mail within 90 days of the date for submission of applications, of the result of their application, and of the names of the pre-qualified applicants.
7. The NWSDB reserves the right to annul the prequalification process and reject all applications without thereby incurring any liability to the affected applicants or any obligation to inform the applicants of the ground for the action of NWSDB.
8. Manufacturers already listed in the NWSDB pre-qualification are not required to submit a new application.

Chairman
National Water Supply & Drainage Board.

SECTION 2
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
		Instructions to Applicants		
a)	Documentary evidence to establish eligibility of applicants.	Page No. 3 - 1 to 3 - 3	Clause No. 2	
b)	Certified copy of business registration/Power of Attorney/Certificate of Incorporation/Article of Association	Page No. 3 – 4 to 3 - 5	Clause No. 3. 1	
c)	Documentary evidence to establish qualifications for the performance of the Contract	Page No. 3 - 5 to 3 - 7 3 - 10	Clause No. 3.2 5	
d)	Documentary evidence to establish that goods offered are from an eligible source and origin	Page No. 3-11	Clause No. 6.2	
e)	The bidder’s technical and production capability necessary to perform the Contract.	Page No. 3 - 1 to 3 - 3	Clause No. 2	
f)	Product Conformity Certificates and Quality Assurance Certificates for items offered.	Page No. 3 - 1 to 3 - 3	Clause No 2	
g)	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. 3 - 4 to 3 - 8	Clause No 3	
h)	Proof of Authorization	Page No. 3 – 5 to 3 - 7	Clause No. 3.2	
i)	Details of Form I to XIII requested under Clause 4	Page No. 3 - 9	Clause No. 4	
k)	Duly completed all sections of the Document			
	Any other document as given below :			

SECTION 3

INSTRUCTIONS TO APPLICANTS

INSTRUCTIONS TO APPLICANTS

1. INTRODUCTION

- 1.1** The National Water Supply and Drainage Board, Galle Road, Ratmalana, Sri Lanka intends to Pre-qualify manufacturers for the Supply of DI Manhole Covers and DI Surface Boxes.

Once the pre-qualified list is finalized, the National Water Supply and Drainage Board will invite bids for the procurement of DI Manhole Covers and DI Surface Boxes only from this pre-qualified list of manufacturers for the next 02 years. These pre-qualified manufacturers will be audited by the NWSDB every 02 years to ensure that they maintain NWSDB requirements.

- 1.2** Pre-qualification will be opened to manufacturers who can demonstrate their experience, technical capability and financial capacity to the prescribed qualifications.

1.3 Definitions

For the purposes of this pre-qualification the following definitions apply;

(i) Ductile Iron

Ductile Iron is used for Manhole Covers and Surface Boxes in which graphite is present substantially in spheroidal form.

(ii) NWSDB

NWSDB or Board or Purchaser or the Employer means the National Water Supply and Drainage Board, Sri Lanka.

(ii) Others

Other definitions are as specified in the standards referred in this document.

2. Eligibility & Qualification

Pre-qualification will be opened to manufacturers who can demonstrate their experience, technical capability and financial capacity to the prescribed qualifications.

Manufacturer/s shall have the following requirements and shall submit the documentary proof as indicated herein;

- 2.1** Valid ISO 9001: 2015 Quality Management System Certificate from an accredited agency that is a member of the International Accreditation Forum (IAF). The certificate should indicate its applicability of the DI Manhole Covers and Surface Boxes. The factory locations and product ranges and validity shall be indicated in the certificate. The certificate shall be for the particular factory and for the range of products they manufacture in the above products.

- 2.2 All Manhole Covers and Surface Boxes manufacturing factories shall be pre-qualified.
- 2.3 Production Capability to manufacture DI Manhole Covers and DI Surface Boxes to the standards referred to below standards shall be established.
- 2.4 Manufacturer shall have a valid product conformity certificate for relevant standards stated in the document issued by an Accredited Agency which is a member of the International Accreditation Forum (IAF).
- 2.5 Manufacturers shall submit a set of detailed original catalogs / Technical literature of their Manhole Covers and Surface Boxes together with a soft copy.
- 2.6 Manufacturer shall have a valid product conformity certificate for relevant standards stated in the document issued by an Accredited Agency which is a member of the International Accreditation Forum (IAF) and the applicable standards for DI Manhole Covers and DI Surface Boxes are,
- BS EN 124-1:2015 - Gully tops and Manhole tops for vehicular and pedestrian areas. Definitions, classification, general principles of design, performance requirements, and test methods
- BS EN 124-2:2015 - Gully tops and manhole tops for vehicular and pedestrian areas. Gully tops and manhole tops made of cast iron.
- BS 5834-2:2011 - Surface boxes, guards and underground chambers for the purposes of utilities. Specification for surface boxes
- ISO 9001: 2015 - Quality Management System Certificate
- All Manhole Covers and Surface Boxes shall be Lockable type. The locking arrangement shall be demonstrated in catalogs/ technical literature/ drawings.
- 2.7 Experience in the Manufacture of DI Manhole Covers and DI Surface Boxes conforming to above standards over a period of 5 years.

- 2.8 The manufacturing facilities and Minimum quantities of overseas supplies over the last 5 years shall have the following minimum production capacities.

For DI Manhole Covers

Item	Description	Manufacturing capacity (T. per year)
01	Manufacturing facilities	6,000
02	Minimum quantities of overseas supplies over the last 05 years	3,000

For DI Surface boxes

Item	Description	Manufacturing capacity (T. per year)
01	Manufacturing facilities	40
02	Minimum quantities of overseas supplies over the last 05 years	20

For domestic Manufacturer's experience in manufacturing shall be relaxed in the evaluation.

3. SUBMISSION OF APPLICATIONS FOR PRE-QUALIFICATION

3.1 Conditions of Pre-qualification:

Applicants shall submit a Letter of Application as given in **Form I**, for the same name that appeared on their letterhead (this name shall be the same on every document submitted) and it shall comply with the relevant requirements as listed below:

3.1.1 Sole Proprietary Firms:

Applications made by such firms shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address, and a certified copy of the business registration certified by the Ambassador or High Commissioner or other diplomatic representative of Sri Lanka in the manufacturer's country should be forwarded.

3.1.2 Partnerships

Applications made by firms in the partnership shall be signed by all the partners of the firm above their full typewritten names and current addresses **or** by a partner(s) holding a power of attorney on behalf of the firm, duly executed before and authenticated by a notary public, a person duly authorized by law in that behalf, or any court Judge, Magistrate, and this shall be certified by an Ambassador or High Commissioner or another diplomatic representative of Sri Lanka in the manufacturer's country, **or** It shall be signed by a person (s) empowered to do so, by a legally valid and binding resolution, passed by the partners of the firm, in which case the Power of Attorney or the resolution certified by any court Judge, Magistrate, and certified by the Ambassador or High Commissioner or another diplomatic representative of Sri Lanka in the manufacturer's country shall be submitted with the application.

A certified copy of the partnership agreement and current address of all partners of the firm, a certified copy of business registration certified by the Ambassador or High Commissioner or other diplomatic representative of Sri Lanka in the manufacturer's country, shall also be submitted with the application.

3.1.3 Incorporated Companies or Corporations:

Applications made by Incorporated Companies or Corporations shall be signed by a person (s) holding a power of attorney on behalf of the company, duly executed before and authenticated by, a notary public, a person duly authorized by law on that behalf, or any court, Judge, Magistrate and shall be certified by an Ambassador or High Commissioner or other diplomatic representative of Sri Lanka in the manufacturer's country, or shall be signed by a person(s) empowered to do so, by a legally valid and binding resolution, passed by its Board of Directors, the Power of

Attorney or the resolution certified by any court Judge, Magistrate, an Ambassador or High Commissioner or other diplomatic representative of Sri Lanka in the manufacturer's country should be submitted with the application.

A company shall also submit a certified copy of its business registration, certificate of Incorporation, and Memorandum of Articles of Association certified by the Ambassador or High Commissioner or other diplomatic representative of Sri Lanka in the manufacturer's country.

Statutory Corporations shall also submit particulars of the relevant legislative provision under which it is duly authorized to participate.

- 3.1.4** Manufacturer shall submit their updated Accredited Agency Agreement with the local Accredited Agent and Business Registration/Certificate of Incorporation and certified by any court Judge, Magistrate, an Ambassador or High Commissioner, or other diplomatic representative of Sri Lanka in the manufacturer's country.
- 3.1.5** DI Manhole Covers and DI Surface Boxes manufacturing companies shall have ISO 9001: 2015 Quality Management System Certificates.
- 3.1.6** Applicants may submit documentation for different items as relevant. However, Manhole Covers and Surface Boxes shall be from the same manufacturer or from several manufacturers with required conditions as defined **Clause 2.0** of Instructions to Applicants. Those companies shall have ISO 9001:2015 Quality Management System Certificates and the Product Conformity Certificates for their Product. The issuing Agency of those certificates shall be a member of International Accreditation Forum (IAF).
- 3.1.7** The NWSDB may appoint a team of inspectors if required to inspect and verify the manufacturers' capability to manufacture Manhole Covers and Surface Boxes to prescribed standards, the possession of ISO 9001:2015 Quality Management System Certification and product conformity certificates as listed in **Clause 2.6** of Instructions to Applicants, production capacities of the facility, etc. Applicants shall arrange for such inspection for 02 NWSDB Engineers and provide all facilities to obtain and verify the details requested in this document.

3.2 Pre-qualification Information

- 3.2.1** The intention of the NWSDB in this pre-qualification process is to obtain DI Manhole Covers and Surface Boxes from manufacturers whose product conforms to relevant standards.

Pre-qualification will be opened to manufacturers who can demonstrate their experience, technical capability, and financial capacity to the prescribed qualifications.

If any certificates submitted expire within this period, the manufacturer shall submit the updated certificates to NWSDB. Periodical auditing is carried out by NWSDB in two years.

- 3.2.2** All information requested for pre-qualification shall be provided in the English language. Information in any other language shall be accompanied by its duly certified translation in English. This translation will govern and be used for interpreting the information.
- 3.2.3** Applicants should fill in the details asked for following pre-qualification document **Forms I to XIII** together with relevant certificates and catalogs to support the application. The Applicants may also submit any additional information which, in their opinion is relevant, to support their pre-qualification application. All the blanks in the pre-qualification document forms shall be duly filled in and the forms signed. Work completion certificate for performance shall be submitted from respective clients on their letterhead in respect of at least five major supplies.
- 3.2.4** The completed forms and any attachments related to each form shall be bound in a file with section dividers between each form. The files prepared in duplicate shall be submitted with the invitation of pre-qualification together with all other information furnished by the Applicant. The forms, attachments, and other information must be presented to fully demonstrate the Applicant's qualifications.
- 3.2.5** The signature of the manufacturer in all Forms shall be placed with the seal of the company.
- 3.2.6** The applications shall not contain alterations or overwriting except, to correct errors made by the Applicant, in which case such corrections shall be initialed by the Applicant.
- 3.2.7** All Forms shall be duly signed by the Applicant or a person or persons duly authorized to sign on behalf of the Applicant. Such authorization shall be indicated by a power of attorney accompanying the application. Power of Attorney shall be attested by an Attorney at Law and certified by the Ambassador High Commissioner or other diplomatic representative of Sri Lanka in the manufacturer's country.
- 3.2.8** **Failure to provide information that is essential to evaluate the Applicant's qualification and/or failure to provide timely clarification or substantiation of the information submitted may result in disqualification of the Applicant.**
- 3.2.9** All documents submitted by the applicants shall be treated as confidential and will not be returned.
- 3.2.10** Submission of false or forged document if found before prequalification shall cause for rejection of pre-qualification application and shall not be considered

for pre-qualification for another two years or if found after pre-qualification shall cause for cancellation of pre-qualification and shall not be considered for another two years.

3.2.11 The Applicant shall bear all costs associated with the preparation and submission of his application in compliance with requirements and the NWSDB will in no case be responsible or liable for these costs.

3.2.12 The Photostat copies of certificates shall be clear and legible and of one sided copies to the original size and shall bear both the signature and the seal of the applicant. The applicant shall certify the copies referred to as follows.

“I/We hereby certify that this is a true copy of the certificate which has (.....) page(s) issued by (Name of the institution which issued the certificate)”	
..... Place of certification Authorized Signature & date
 Seal of the Company

3.2.13 Submission of Document

- a) Pre-qualification documents in duplicate shall be duly completed and addressed to Chairman Department Procurement Committee and returned in sealed envelopes by registered post or hand delivered to the address given below.

Assistant General Manager (Tenders & Contracts)
National Water Supply & Drainage Board,
Galle Road,
Ratmalana, Sri Lanka.

3.2.14 Sealing and Marking of Applications

- i. The applicant shall seal the original and the copy of each independent application in separate envelopes (hereinafter called inner envelopes) by duly marking the envelopes as “ORIGINAL” and “COPY”, as appropriate, and then contain them in an outer envelope and seal.
- ii. The inner and outer envelopes shall
 - (a). Be addressed as in sub **Clause 3.2.13**
 - (b). Bear the name and identification number of the application

- iii. In addition to the identification required the outer envelope shall indicate the name and address of the applicant to enable the application to be returned unopened in case it is declared late.
- iv. 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 application submitted.

3.3 Results of Application

- 3.3.1** Applicants will be advised by the Employer in writing by fax or e-mail within 90 days of the date for submission of applications, of the result of their application, and of the names of the pre-qualified applicants.
- 3.3.2** The NWSDB will inform all Applicants of the result of their applications and the names of the pre-qualified applicants.
The addresses of the manufacturer and the local accredited agent shall be clearly stated and the NWSDB shall be informed promptly, along with the supporting documents to prove the new address, and shall not conflict with the documents submitted with the application.
- 3.3.3** The NWSDB reserves the right to reject or accept any application and to annul the pre-qualification process and reject all applications without thereby incurring any liability to the affected Applicants or any obligation to inform the Applicants of the grounds for the action of the NWSDB.
- 3.3.4** If the prices of supply material go up unrealistically, NWSDB has the right to procure from the open market.

4. PRE-QUALIFICATION QUESTIONNAIRE

4.1. The pre-qualification questionnaire contains the following forms:

- I - Form of Letter of Application
- II - General Information
- III (a) - 1 - Experience Record for Manhole Covers (Overseas)
- III (a) - 2 - Experience Record for Surface Boxes (Overseas)
- III (b) - 1 - Experience Record for Manhole Covers
(Manufacturer's Country)
- III (b) - 2 - Experience Record for Surface Boxes
(Manufacturer's Country)
- IV (a) - 1 - Details of current contracts for Manhole Covers (Overseas)
- IV (a) - 2 - Details of current contracts for Surface Boxes (Overseas)
- IV (b) - 1 - Details of current contracts for Manhole Covers
(Manufacturer's Country)
- IV (b) - 1 - Details of current contracts for Surface Boxes
(Manufacturer's Country)
- V - Technical details of DI Manhole Covers and DI Surface
Boxes
- VI(a) - Quality Management System Certifications
- VI(b) - Product Conformity Certificates
- VII - Financial Capacity of Applicant
- VIII (a) - Details of Manufacturing Plant for Manhole Covers
- VIII (b) - Details of Manufacturing Plant for Surface Boxes
- IX - Details of Local Accredited Agent
- X - Manufacturer's Warranty for the goods supplied
under the contract
- XI - Manufacturer's technical support to the Local Agent
- XII - Power of Attorney for the signatory to the Applicant
- XIII - Local Accredited Agency Agreement

If necessary, additional sheets may be added to the forms. Each such additional sheet should be marked on the top right-hand corner, eg. "Attachment 1 to Form II" etc.

4.2. The completed Application forms, together with any attachment and such additional relevant information as the Applicant wishes to include to demonstrate his pre-qualification, shall be bound in a file with section dividers between each form and its attachments. Two such files shall be submitted, clearly marked "ORIGINAL" and "DUPLICATE".

5. CRITERIA FOR EVALUATION OF PRE-QUALIFICATION

Pre-qualification will be based on the Applicant obtaining a pass in all the following criteria, evaluated based on the details furnished in **Forms I to XIII**. The applicant who satisfies the evaluation criteria shall be considered for the pre-qualification.

- i. General information of the manufacturer, Local Agent, and experience of the manufacturer
- ii. Technical capability of the manufacturer
- iii. Financial capacity of the manufacturer

5.1 Notes on Evaluation Criteria

5.1.1 General Information and Experience

Experience as a manufacturer in manufacturing DI Manhole Covers and DI Surface Boxes within the last five years. The information on purchasers, quantities supplied, with documentary evidence for satisfactory performance shall be provided. Form II, Form III (a)-1 & 2, Form III (b)-1 & 2, Form IV (a)-1 & 2, Form IV (b)-1 & 2, Form VIII (a) and Form VIII (b) shall be used to provide these details. Manufacturer/s shall submit the Annual Report for the current year.

5.1.2 Technical Capability

Prospective applicants should provide details to conform to the applicable standards and production capacity as specified in section 2 of the Letter of Invitation and Forms V, Form VI, Form IX shall be used to provide these details.

Original literature catalogs, technical reports, ISO Quality Management System Certificates, valid product conformity certificates, and test reports containing a general description of the material shall be supplied with the application. Without which the application will not be considered.

If the capacity defined is not met, the application will be rejected.

5.1.3 Financial Capacity

The Manufacturer's financial capacity will be judged based on his net worth, working capital, and the value of current contracts for the average of the last 03 consecutive years. The Applicant shall demonstrate that the manufacturer/s has access to, facility of lines of credit or other financial means to facilitate working capital over **USD 50,000**. Audited financial statements for the past three consecutive years should be attached. Audited financial statements in other languages shall be translated to the English language and certified by the auditors. Form VII shall be used to provide details.

The Local Agent's financial capacity will be judged based on his substantial positive net worth of last three consecutive years.

An Applicant who satisfies the above evaluation criteria shall be considered for the pre-qualification.

6. BIDDING REQUIREMENTS

6.1 Invitation to Bid:

Only firms that have been pre-qualified under this procedure will be invited for Bidding. The applicable category shall be indicated in the tender document. There would be provision to adopt different categories for different bills in a bidding document depending on the requirement of the respective bills. The bid shall be rejected if the Applicant's pre-qualification thresholds are no longer maintained at the time of awarding the contracts.

Applicants shall note that in case of opening a letter of credit (L/C) by the NWSDB for purchasing DI Manhole Covers and DI Surface Boxes, L/S shall be opened only in the name of the Manhole Cover and Surface Box manufacturer respectively.

6.2 Updating Pre-Qualification Information:

Applicants will be required to submit the Technical, Production, Sales and financial information at the time of submitting their bids, and to confirm their continued compliance with the pre-qualification criteria and of the information provided. A tender shall be rejected if the Applicant's pre-qualification thresholds are no longer maintained at the time of awarding the contracts.

Applicants will be required to submit valid Product Conformity Certificates, ISO 9001:2015 certificates, technical details on raw materials, and financial information at the time of submitting their bids, and to confirm their continued compliance with the pre-qualification criteria and the information provided.

A tender shall be rejected if the Applicant's pre-qualification thresholds are no longer maintained at the time of awarding the contracts.

6.3 Warranty

6.3.1 The Manufacturer warrants that all the Goods are new, unused and of the most recent of current models and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.

6.3.2 The manufacturer further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials and workmanship under normal use in the conditions prevailing in the country of final destination.

6.3.3 The warranty shall remain valid for **Thirty Six (36) months** after the Goods or any portion thereof as the case may be, have been delivered to and accepted and commissioned at the final destination indicated in the Contract.

6.3.4 The NWSDB shall give notice to the Manufacturer stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The NWSDB shall afford all reasonable opportunity for the Manufacturer to inspect such defects.

6.3.5 Upon receipt of such notice, the Manufacturer shall expeditiously repair or replace the defective Goods or parts thereof, at no cost to the NWSDB.

6.3.6 If having been notified, the Manufacturer fails to remedy the defect the NWSDB may proceed to take within a reasonable period such remedial action as may be necessary, at the Manufacturer's risk and expense and without prejudice to any other rights which the NWSDB may have against the Manufacturer under the Contract.

6.4 Markings

All DI Manhole Covers and DI Surface Boxes shall be marked with the information specified in the specification.

The manufacturer shall not produce or sell products under the name of the National Water Supply and Drainage Board to a third party.

I/We agree to abide by the above Conditions.

.....
Signature of Applicant

Date :

Position :

Company Seal :

Witness :

1. Name :

Position

Signature

Date

2. Name

Position

Signature.....

Date.....

SECTION 4

LETTER OF APPLICATION

FORM I

LETTER OF APPLICATION

(Shall submit on a current Letterhead of the applicant (Manufacturer) including full postal address, telephone and fax numbers, and E – mail addresses).

This form shall be signed by the legal representative of the Manufacturer. (or authorized representative nominated by a Power of Attorney).

Date :

To: Chairman
Department Procurement Committee,
NWSDB,
Galle Road,
Ratmalana,
Sri Lanka.

Sir,

I/We being duly authorized (hereinafter “the Applicant”), and having reviewed and fully understood all the information herein provided, I/We hereby apply for pre-qualification by yourselves as a Manufacturer for the supply of DI Manhole Covers / DI Surface Boxes.

- 2. Attached to this letter please find copies of original documents defining all information given in Form I to XIII herein.
 - (a) the Applicant’s legal states:
 - (b) the principal place of business and
 - (c) the place of incorporation (for applicants who are corporations)
- 3. Your Institution and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application. This Letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or concerning resources, experience, and competence of the Applicant.
- 4. Authorized representatives of your Institution may contact the following persons for further information. The undersigned is fully authorized to act on behalf of the Applicant.

General and Managerial Inquiries:

Contact person (1) :
Telephone No. :
Contact person (2) :
Telephone No. :
Fax :

Personnel Inquiries:

Contact person (1) :
Telephone No. :
Contact person (2) :
Telephone No. :
Fax :

Technical Inquiries:

Contact person (1) :
Telephone No. :
Contact person (2) :
Telephone No. :
Fax :

Financial Inquiries:

Contact person (1) :
Telephone No. :
Contact person (2) :
Telephone No. :
Fax :

Name and Address of Bank:

Telephone No. :
Fax :
E – mail address :

Name & Address of Auditors:

Telephone No. :
Fax :
E–mail address :

FORM 1

5. The undersigned declare that we adhere to the terms of the contract stated in the Instructions to Applicants and the Specifications.
6. The undersigned declare that the statements made and the information provided in the duly completed application is complete, true, and correct in every detail.
7. I/We annex herewith the Power of Attorney given by the manufacturer.

Signed :

Name

Applicant

Date :

Witness

Signed :

Name :

Date :

Witness

Signed :

Name :

Date :

SECTION 5

PRE-QUALIFICATION QUESTIONNAIRE FORMS

- **FORM II - GENERAL INFORMATION**
- **FORM III (a) -1 - EXPERIENCE RECORD FOR MANHOLE COVERS (OVERSEAS)**
- **FORM III (a) -2 - EXPERIENCE RECORD FOR SURFACE BOXES (OVERSEAS)**
- **FORM III (b) -1 - EXPERIENCE RECORD FOR MANHOLE COVERS
(MANUFACTURER'S COUNTRY)**
- **FORM III (b) -2 - EXPERIENCE RECORD FOR SURFACE BOXES
(MANUFACTURER'S COUNTRY)**
- **FORM IV (a) -1 - DETAILS OF CURRENT CONTRACTS FOR MANHOLE COVERS
(OVERSEAS)**
- **FORM IV (a) -2 - DETAILS OF CURRENT CONTRACTS FOR SURFACE BOXES
(OVERSEAS)**
- **FORM IV (b) -1 - DETAILS OF CURRENT CONTRACTS FOR MANHOLE COVERS
(MANUFACTURER'S COUNTRY)**
- **FORM IV (b) -2 - DETAILS OF CURRENT CONTRACTS FOR SURFACE BOXES
(MANUFACTURER'S COUNTRY)**
- **FORM V - TECHNICAL DETAILS OF DUCTILE IRON MANHOLE COVERS AND
DI SURFACE BOXES**
- **FORM VI(a) - QUALITY MANAGEMENT CERTIFICATION**
- **FORM VI(b) - PRODUCT CONFORMITY CERTIFICATE**
- **FORM VII - FINANCIAL CAPABILITY OF APPLICANT**
- **FORM VIII (a) - DETAILS OF MANUFACTURING PLANT FOR MANHOLE COVERS**
- **FORM VIII (b) - DETAILS OF MANUFACTURING PLANT FOR SURFACE BOXES**
- **FORM IX - DETAILS OF LOCAL ACCREDITED AGENT**
- **FORM X - MANUFACTURER'S WARRANTY FOR THE GOODS SUPPLIED
SUPPLIED UNDER THE CONTRACT**
- **FORM XI - MANUFACTURER'S TECHNICAL SUPPORT TO THE LOCAL
AGENT**
- **FORM XII - POWER OF ATTORNEY**
- **FORM XIII - LOCAL ACCREDITED AGENCY AGREEMENT**

FORM II
GENERAL INFORMATION

Applicants are requested to complete this form;

Name of Manufacturer

1. Head Office Address:

E- Mail

Telephone No.

Fax No.

2. Regional Office Address (if any) :

E- Mail

Telephone No.

Fax No.

3. Local Office Address (If any) :

E- Mail

Telephone No.

Fax No.

4. Trading Company (if any)

E- Mail

Telephone No.

Fax No.

Country and date on which the company was incorporated.

(i). Name :

FORM II

(ii). Country :

(iii). Year of incorporation :

(iv). Years of incorporation of Trading company (if any) :

(v). Main lines of Business :

<u>From</u>	<u>To</u>	<u>Nature of Business</u> :
.....
.....
.....
.....
.....

I attach copy of certificate of registration and ownership:
(Refer this to **Clause 3 – 1**)

5. Local accredited Agent’s Office Address (If any) :

(i). E- Mail

(ii). Telephone No.

Fax No.

FORM II

(iii). Country and date on which the company was incorporated.

(iv). Name:

(v). Country:

(vi) Year of incorporation:

(vii) Years of incorporation of accredited agents (if any) :

(viii) Main lines of Business:

<u>From</u>	<u>To</u>	<u>Nature of Business :</u>
.....
.....
.....
.....
.....

I attach copy of certificate of registration and ownership:
(Refer this to **Clause 3 – 1**)

FORM III (a) -1

**EXPERIENCE RECORD (Overseas)
EXPERIENCE OF THE MANUFACTURER IN SUPPLY OF DI MANHOLE COVERS
FOR THE LAST FIVE YEARS**

Name of the Manufacturer

Contract		Manhole Covers (Nos.)	Size Range (mm)	Total Weight (M.Ton)	Year of Contract Award	Others
Name and Address of Client	Contract Sum					

The above details are true and correct

.....
Signature of the Manufacturer

.....
Seal of the Company

***Note :**

Attach certified copies of completion certificates from respective clients in their letterheads in respect of at least five major supplies.
Additional pages may be added.
Attach certified copies of award letters of contracts.

**EXPERIENCE RECORD (Overseas)
EXPERIENCE OF THE MANUFACTURER IN SUPPLY OF DI DI SURFACE BOXES
FOR THE LAST FIVE YEARS**

Name of the Manufacturer

Contract		Surface Boxes (Nos.)	Size Range (mm)	Total Weight (M.Ton)	Year of Contract Award	Others
Name and Address of Client	Contract Sum					

The above details are true and correct

.....
Signature of the Manufacturer

.....
Seal of the Company

***Note :**

Attach certified copies of completion certificates from respective clients in their letterheads in respect of at least five major supplies.
Additional pages may be added.
Attach certified copies of award letters of contracts.

FORM III (b) - 1

**EXPERIENCE RECORD (Manufacturer's Country)
EXPERIENCE OF THE MANUFACTURER IN SUPPLY OF DI MANHOLE COVERS
FOR THE LAST FIVE YEARS**

Name of the Manufacturer

Contract		Manhole Covers (Nos.)	Size Range (mm)	Total Weight (M.Ton)	Year of Contract Award	Others
Name and Address of Client	Contract Sum					

The above details are true and correct

.....
Signature of the Manufacturer

.....
Seal of the Company

***Note :**

Attach certified copies of completion certificates from respective clients in their letter heads in respect of at least five major supplies.
Additional pages may be added.
Attach certified copies of award letters of contracts.

**EXPERIENCE RECORD (Manufacturer's Country)
EXPERIENCE OF THE MANUFACTURER IN SUPPLY OF DI SURFACE BOXES
FOR THE LAST FIVE YEARS**

Name of the Manufacturer

Contract		Surface Boxes (Nos.)	Size Range (mm)	Total Weight (M.Ton)	Year of Contract Award	Others
Name and Address of Client	Contract Sum					

The above details are true and correct

.....
Signature of the Manufacturer

.....
Seal of the Company

***Note :**

Attach certified copies of completion certificates from respective clients in their letter heads in respect of at least five major supplies.
Additional pages may be added.
Attach certified copies of award letters of contracts.

FORM IV (a) - 1

DETAILS OF CURRENT CONTRACTS FOR MANHOLE COVERS (Overseas)

Name of the Manufacturer

Contract		Manhole Covers (Nos.)	Size Range (mm)	Total Weight (M.Ton)	Year of Contract Award	Others
Name and Address of Client	Contract Sum					

The above details are true and correct

.....
Signature of the Manufacturer

.....
Seal of the Company

***Note :**

Attach certified copies of completion certificates from respective clients in their letter heads in respect of at least five major supplies.
Additional pages may be added.
Attach certified copies of award letters of contracts.

FORM IV (a) - 2

DETAILS OF CURRENT CONTRACTS FOR SURFACE BOXES (Overseas)

Name of the Manufacturer

Contract		Surface Boxes (Nos.)	Size Range (mm)	Total Weight (M.Ton)	Year of Contract Award	Others
Name and Address of Client	Contract Sum					

The above details are true and correct

.....
Signature of the Manufacturer

.....
Seal of the Company

***Note :**

Attach certified copies of completion certificates from respective clients in their letter heads in respect of at least five major supplies.
Additional pages may be added.
Attach certified copies of award letters of contracts.

FORM IV (b) - 1

DETAILS OF CURRENT CONTRACTS FOR MANHOLE COVERS (Manufacturer's Country)

Name of the Manufacturer

Contract		Manhole Covers (Nos.)	Size Range (mm)	Total Weight (M.Ton)	Year of Contract Award	Others
Name and Address of Client	Contract Sum					

The above details are true and correct

.....
Signature of the Manufacturer

.....
Seal of the Company

***Note :**

Attach certified copies of completion certificates from respective clients in their letter heads in respect of at least five major supplies.
Additional pages may be added.
Attach certified copies of award letters of contracts.

FORM IV (b) - 2

DETAILS OF CURRENT CONTRACTS FOR SURFACE BOXES (Manufacturer's Country)

Name of the Manufacturer

Contract		Surface Boxes (Nos.)	Size Range (mm)	Total Weight (M.Ton)	Year of Contract Award	Others
Name and Address of Client	Contract Sum					

The above details are true and correct

.....
Signature of the Manufacturer

.....
Seal of the Company

***Note :**

Attach certified copies of completion certificates from respective clients in their letter heads in respect of at least five major supplies.
Additional pages may be added.
Attach certified copies of award letters of contracts.

FORM V

**TECHNICAL DETAILS OF DUCTILE IRON MANHOLE COVERS AND DI SURFACE
BOXES**

1. General

1.1. Country of manufacture :

1.2. Manufacturer/s and Address :

1.3. Is the certificate of product conformity to the relevant standards for DI Manhole Covers and DI Surface boxes listed in **Clause 2** of Instructions to Applicant available from an accredited agency :
(Attach copy of Product Conformity Certificate)
(Scope of production shall be clearly specified)

1.4. Reference catalogues, technical literature provided with the Application. All catalogues provided should be in the English Language. Applications not accompanied by English translations of relevant material will be rejected.

1.5. Plant, Production capacity and production range, [minimum to maximum diameter. [Fill in the Form VIII (a) & (b)].

2. Manhole Covers

2.1 Standards to which Manhole Covers conform :
Attach copy of Product Conformity Certificate
(Scope of production shall be clearly specified)

2.2 Class :

FORM V

- 2.3 Make –
- 2.4 Type of coating -
- 2.5 Lifting arrangements -
- 2.6 Size range:
- 2.7 Height of outer rim:
- 2.8 Finish of the couplings / bolts:

3. Surface Boxes :

- 3.1 Standards to which surface boxes conform :
Attach copy of Product Conformity Certificate
(Scope of production shall be clearly specified)
- 3.2 Grade & Type :
- 3.3 Type of coating :
- 3.4 Hinge pin material :
- 3.5 Diameter of the Hinge pin :
- 3.6 Minimum clear opening sizes :

QUALITY MANAGEMENT SYSTEM CERTIFICATION

1. Scope of the Certification

2. DI Manhole Covers

- (a) Name of manufacturer and address:
 - (b) Name and Address of the manufacturing factory, to which the certificate is issued
 - (c) Quality Management System Certification (ISO 9001: 2015)
 - i. Certificate Number
 - i. Name and address of issuing authority
 - ii. Validity period
- } (Attach copy of Product Conformity Certificate)

Note: The size range should be indicated in either or both certificates.

3. DI Surface Boxes

- (a) Name of manufacturer and address :
 - (b) Name & Address of the manufacturing factory, to which the certificate is issued
 - (c) Quality Management System Certification (ISO 9001 : 2015)
 - i. Certificate Number
 - iii. Name & address of issuing authority
 - iv. Validity period
- } (Attach copy of Product Conformity Certificate)

Note : The size range should be indicated in either or both certificates.

PRODUCT CONFORMITY CERTIFICATE

1. Scope of certification
2. Name and address of the manufacturer
3. Name and address of the factory
4. Certificate number
5. Name and address of issuing authority
6. Validity period

(Attach certified copies of Product Conformity Certificates)

FORM VIII (a)

DETAILS OF MANUFACTURING PLANT FOR MANHOLE COVERS

Plant	Location	Manhole covers Size Range (mm)	Manufacturing Capacity (M.Ton)	Others

The above details are true and correct

.....
Signature of the Manufacturer

.....
Seal of the company

FORM VIII (b)

DETAILS OF MANUFACTURING PLANT FOR SURFACE BOXES

Plant	Location	Surface boxes	Manufacturing Capacity (M.Ton)	Others

The above details are true and correct

.....
Signature of the Manufacturer

.....
Seal of the company

FORM IX

DETAILS OF LOCAL ACCREDITED AGENT

(Attach a certified copy of the updated Local Accredited Agency Agreement certified by the Ambassador or High Commissioner or other diplomatic representative of Sri Lanka in the manufacturer's country)

1. Name of Local Accredited Agent
(Attach a certified copy of the Authorization letter as a local accredited agent and this scope)
2. Official Address
3. Details of Local Accredited Agent's Company
 - 3.1 Names of Directors
 - 3.2 Qualifications of Directors and their experience in business
 - 3.3 Registration with the Registrar of Companies
 - (a). Registration Number
 - (b). Date of Registration
 - 3.4 Financial Capacity
(Prove with Audit Financial Statements for last 03 consecutive years)
 - 3.5 Technical Competence
 - 3.6 Supporting staff
 - (a) Name:
 - (b) Qualification:
 - (c) Experience
 - 3.7 Office area (m²)
 - 3.8 Stores capacity:
(Indicate the area and location)
 - 3.9 Yard capacity
(Indicate the area and location)
 - 3.10 Past Experience and history of performance
Details of previous supplies to the NWSDB. Copies of the letters of contract Awards and completion certificates shall be attached.

FORM X

**MANUFACTURER’S WARRANTY FOR THE GOODS SUPPLIED
UNDER THE CONTRACT**

[Address of the Manufacturer]
.....
.....

Chairman, Procurement Committee,

**SUPPLY OF DI MANHOLE COVERS AND DI SURFACE BOXES
DOCUMENT NO.: PQ/DI MANHOLE & DI SURFBOX /NWSDB/2016/01**

We,[*name of manufacturer*] of
.....
.....[*address of manufacturer*] warrant that the
Manhole Covers and Surface boxes supplied under this contract are new, unused, of the most
recent or current models and have incorporated all recent improvements, and no defects arising out
of the design, material or workmanship from any act that may be develop under normal use of the
supplied Manhole Covers and Surface boxes within 36 months from the date of supply to the
NWSDB.

If there are any defects during the warranty period, we shall attend to repair or replace the
defective Manhole Covers and Surface boxes with all reasonable speed without any cost to the
Purchaser.

.....
Signature of the Authorized Officer of the Manufacturer. Seal of the Company.

Name :

In the capacity of
.....

This is to certify that the seal and signatures of legal representative and authorized person affixed
to manufacturer’s warranty attached hereto are found to be authentic.

.....
Signature of Attorney at Law

.....
Seal of Attorney at Law

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

FORM XI

**MANUFACTURER'S TECHNICAL SUPPORT TO THE LOCAL AGENT
IN CASE OF DEFECTS IDENTIFIED**

Specify the Technical support and free materials to the local agent in case of defects identified.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

The above details are true and correct

.....
Signature of the Manufacturer

FORM XII

POWER OF ATTORNEY FOR THE SIGNATORY TO THE APPLICANT

[Date]

To : Chairman
Department Procurement Committee,
NWSDB, Galle Road,
Rathmalana, Sri Lanka.

TO ALL TO WHOM THESE PRESENTS SHALL COME
(Company Name) a company duly incorporated in (Country in incorporation) under
the provisions of the Companies Act/Country legislation No..... and having its Registered
Office at.....
(address of the office) in..... (Country).

- : SENDS GREETINGS :-

WHEREAS (Company Name) is desirous of
appointing some fit and proper person as its Attorney to manage and transact all related works in
the Pre-Qualification of Supply of DI Manhole Covers and DI Surface boxes to the National Water
Supply & Drainage Board in Sri Lanka.

HOW KNOW YE AND THESE PRESENTS WITNESSETH that
.....(Name and
Designation of the Legal Representative of the Company).....
.....(Company Name) (hereinafter referred to as **“the
Company”**) have made nominated and appointed by these presents do make nominate and appoint
..... (Name of the Attorney who signs the application) (holder
of National Identity Card bearing No. or Passport bearing No.
.....)
..... of
.....(address) the said Mr.
..... (Name of the Attorney who signs the application) (hereinafter referred to as
“the said Attorney”) to be the Company’s true and lawful Attorney in the Pre-Qualification of
Supply of DI Manhole Covers and DI Surface boxes to the National Water Supply & Drainage
Board in Sri Lanka to act for the Company and on behalf of the Company and in the name of the
Company or otherwise for all and each and every or any of the following purposes.

1. To sign and/or execute all such applications, forms and/or documents on behalf of the Company to participate in pre-qualification of Manufacturers for supply of DI Manhole Covers and DI Surface boxes to the National Water Supply & Drainage Board, Sri Lanka and to represent the company for this purpose.
2. To execute any agreement involving to this effect to make any application to the concerned authorities in the National Water Supply & Drainage Board, Sri Lanka for the purposes of

obtaining any approvals, permits and/or consents as may be required for the pre-qualification Supply of DI Manhole Covers and DI Surface boxes manufacturer.

3. This power of attorney shall, remain valid until the pre-qualification of Manufacturers for Supply of DI Manhole Covers and DI Surface boxes to the National Water Supply & Drainage Board; and

4. This power of attorney shall in all respects interpreted in accordance with, and governed by, the laws applicable in (Country of Manufacture)

IN WITNESS WHERE OF(Company Name)
has affixed its Common Seal hereto and to two others of the same tenor and date as these presents at(Place) on this (day) of.....(month) in the year(year).

Specimen signature of the Attorney (Applicant)

The Common Seal of the Company

.....

was affixed hereto in the presence of Date.....

..... (Signature)

..... (Name of the Managing Director/
Authorized person as specified in the Article of Association)

..... (Position)

Witnesses

1. Name Signature

2. Name Signature

I (Name of Notary Public/Solicitor) of
.....(Address) in the
.....(Country) Notary Public/Solicitor do hereby certify and attest that the
foregoing instrument having been duly read over and explained by me the said Notary to the
within named executants(Name of Attorney)

.....(Position) of(Address) respectively who are known to me and who have caused the Common Seal to be affixed hereto and whom have signed illegibly in the presence of(Name of witnesses)(Address) who have signed illegibly respectively the subscribing witnesses hereto both of whom are also known to me and the same was signed by the said executants also by the said witnesses and by me the said Notary in my presence and in the presence of one another all being present together at the same time at(Place) on this(day) of(Month) in the year(20.....).

AND I further certify and attest that the Original of this instrument bears one stamp to the value of Rs.....

DATE OF ATTESTATION

WHICH I ATTEST

.....20.....

NOTARY PUBLIC

FORM XIII

LOCAL ACCREDITED AGENCY AGREEMENT

(Attach a certified copy of updated local Accredited Agency Agreement certified by the Ambassador or High Commissioner or other diplomatic representative of Sri Lanka in the manufacturer's country)

SECTION 6
SPECIFICATIONS

(Manhole covers and surface boxes)

*(Add the specification from NWSDB website under the
“Restricted Links”)*