

*REVISED ON 10-07-2024*

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

**MINISTRY OF .....**

**NATIONAL WATER SUPPLY AND DRAINAGE BOARD**

**SUPPLY AND DELIVERY .....mm.....Nos. OF  
uPVC CLAMP SADDLES**

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

*REVISED ON 10-07-2024*

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

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

**DOCUMENT ISSUANCE CERTIFICATE**

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

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

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## **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 Bidders		
(a)	Documentary evidence to establish eligibility of bidder.	Page No 1 - 3, 1 - 4	Clause No. 2.1 and 3.2	
(b)	Certified copy of business registration.	Page No. 1 - 3	Clause No. 2.1	
(c)	Documentary evidence to establish qualifications for the performance of the Contract.	Page No. 1 - 3	Clause No. 2.2	
(d)	Documentary evidence to establish that goods offered are from an eligible source and origin.	Page No. 1 - 4	Clause No. 2.2 (b) (ii), 3.2	
(e)	The Bidder's technical and production capability necessary to perform the Contract.	Page No. 1 - 4	Clause No. 2.2(b) (iii)	
(f)	Test Samples.	Page No. 1 - 5, 1 - 7	Clause 10.1 Clause 3.4	
(g)	Duly completed all sections of Bidding Documents. (Bidder shall fill the Schedule of Particulars, BOQ etc., indicating any deviations to specifications under the corresponding schedule of particulars)	Page No. 1 - 5, 1 - 7	Clause No. 6.1, 10.1	
(h)	Subsequent Addendum/Addenda. (if any)	Page No. 1 - 6	Clause No. 8	
(i)	Bid Security.	Page No. 1 - 9	Clause No. 13	
(j)	Product Conformity Certificates and Quality Assurance Certificates for items offered.	Page No. 1 - 7, 1-5	Clause No. 10.1, 3.3	
(k)	In the case of a bidder offering to supply Goods under the Contract which the bidder does not manufacture or otherwise produce, authorisation by the manufacturer or producer of Goods as his accredited agent.	Page No. 1 - 4	Clause No. 2.2 (b)	
(l)	The agreement of the manufacturer or producer to confirm that the supply will be made in accordance with the Delivery Schedule.	Page No. 1 - 4	Clause No. 2.2(b) (iii)	
(m)	Proof of Authorization.	Page No. 1 - 8	Clause No. 10.1 (f)	
(n)	Certified Copy of the VAT Registration Certificate	Page No. 1 - 9	Clause No. 11.4	
(o)	Certificates of registration of the contract with the registrar of public contracts as per the Act No. 3 of 1987. (If required)	Page No. 1-20	Clause No. 36	
	<b>Any other document as given below:</b>			

# **INVITATION FOR BIDS**

MINISTRY OF .....

**NATIONAL WATER SUPPLY AND DRAINAGE BOARD**

**INVITATION FOR BIDS**

**SUPPLY AND DELIVERY OF.....mm..... NoS OF  
uPVC CLAMP SADDLES**

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

- 
1. The Chairman, Department Procurement Committee, National Water Supply and Drainage Board (NWSDB), Galle Road, Ratmalana, Sri Lanka, on behalf of the National Water Supply & Drainage Board now invites sealed bids for the supply and Delivery of .....mm ..... Nos of uPVC Clamp Saddles up to closing of bids at ..... hours on .....
  2. Bidding documents are available at the office of the Assistant General Manager (Tenders and Contracts), National Water Supply & Drainage Board (NWSDB), Galle Road, Ratmalana, Sri Lanka between 09:00 hours to 15:00 hours on normal working days up to ....., upon payment of a non refundable fee of Rs. .... plus applicable VAT.
  3. Bids will be opened immediately after the closing of Bids, at the office of the Assistant General Manager (Tenders and Contracts), NWSDB, Galle Road, Ratmalana, Sri Lanka. Bidders or their authorized representatives may be present at the opening of bids.
  4. Bidding Documents will be issued only to those who are manufacturers or their local accredited agents for supply of uPVC Clamp Saddles upon production of a letter of request for documents on a business letterhead.
  5. To be eligible for contract award, the successful bidder shall not have been blacklisted.
  6. Alternative bids shall not be accepted.
  7. Sealed bids may be either dispatched by registered post or hand delivered to the office of Assistant General Manager (Tenders and Contracts), NWSDB, Galle Road, Ratmalana, Sri Lanka to receive on or before the closing time. Late bids will be rejected.
  8. All Bids shall be accompanied by a bid security of Rupees.....and the bid security should be valid upto.....(*Specify the Date*).
  9. Bidding Documents may be inspected free of charge at the office of the Assistant General Manager (Tenders and Contracts), NWSDB, Galle Road, Ratmalana, Sri Lanka.
  10. For further details, please contact the Assistant General Manager (Tenders and Contracts), NWSDB, Galle Road, Ratmalana, Sri Lanka on telephone number 94 -11-2605328 or 94-11-2638999 Ext. 1750 or facsimile number 94 -11-2635885.

**Chairman,**

**NATIONAL WATER SUPPLY AND DRAINAGE BOARD**



MINISTRY OF .....

NATIONAL WATER SUPPLY AND DRAINAGE BOARD

INVITATION FOR BIDS

SUPPLY AND DELIVERY OF.....mm..... NoS OF  
uPVC CLAMP SADDLES

CONTRACT No.:.....

1. The Chairman, Project Procurement Committee, National Water Supply and Drainage Board (NWSDB),.....  
(Insert Relevant Project Office Address), on behalf of the National Water Supply & Drainage Board now invites sealed bids for the supply and Delivery of .....mm ..... Nos of uPVC Clamp Saddles up to closing of bids at ..... hours on .....
2. Bidding documents are available at the office of the Project Director, National Water Supply & Drainage Board (NWSDB), .....  
..... (Insert Relevant Project Office Address) between 09:00 hours to 15:00 hours on normal working days up to ....., upon payment of a non refundable fee of Rs. .... plus applicable VAT.
3. Bids will be opened immediately after the closing of Bids, at the office of the Project Director NWSDB, .....  
(Insert Relevant Project Office Address). Bidders or their authorized representatives may be present at the opening of bids.
4. Bidding Documents will be issued only to those who are manufacturers or their local accredited agents for supply of uPVC Clamp Saddles upon production of a letter of request for documents on a business letterhead.
5. To be eligible for contract award, the successful bidder shall not have been blacklisted.
6. Alternative bids shall not be accepted.
7. Sealed bids may be either dispatched by registered post or hand delivered to the office of Project Director, NWSDB.....  
.....(Insert Relevant Project Office Address) to receive on or before the closing time. Late bids will be rejected.
8. All Bids shall be accompanied by a bid security of Rupees.....and the bid security should be valid upto.....(Specify the Date).
9. Bidding Documents may be inspected free of charge at the office of the Project Director, NWSDB, .....  
(Insert Relevant Project Office Address).
10. For further details, please contact the.....  
.....(Name/Designation)at,.....  
.....(Insert Relevant Project Office Address) on telephone number.....or.....  
Ext. .... or facsimile number .....

Project Director,

.....WSP

MINISTRY OF .....

NATIONAL WATER SUPPLY AND DRAINAGE BOARD  
INVITATION FOR BIDS  
SUPPLY AND DELIVERY OF.....mm..... NoS OF  
uPVC CLAMP SADDLES  
CONTRACT No.:.....

1. The Chairman, Regional Procurement Committee, National Water Supply and Drainage Board (NWSDB), .....  
(Insert Relevant RSC Address) on behalf of the National Water Supply & Drainage Board now invites sealed bids for the supply and Delivery of .....mm ..... Nos of **uPVC Clamp Saddles** up to closing of bids at ..... hours on .....
2. Bidding documents are available at the office of the Deputy General Manager, National Water Supply & Drainage Board (NWSDB), .....  
....., (Insert Relevant RSC Address) between 09:00 hours to 15:00 hours on normal working days up to ....., upon payment of a non refundable fee of Rs. .... plus applicable VAT.
3. Bids will be opened immediately after the closing of Bids, at the office of the Deputy General Manager, NWSDB, .....  
(Insert Relevant RSC Address). Bidders or their authorized representatives may be present at the opening of bids.
4. Bidding Documents will be issued only to those who are manufacturers or their local accredited agents for supply of uPVC Clamp Saddles upon production of a letter of request for documents on a business letterhead.
5. To be eligible for contract award, the successful bidder shall not have been blacklisted
6. Alternative bids shall not be accepted.
7. Sealed bids may be either dispatched by registered post or hand delivered to the office of Deputy General Manager, NWSDB, .....  
.....(Insert Relevant RSC Address) to receive on or before the closing time. Late bids will be rejected.
8. All Bids shall be accompanied by a bid security of Rupees.....and the bid security should be valid upto.....(Specify the Date).
9. Bidding Documents may be inspected free of charge at the office of the Deputy General Manager, NWSDB, .....  
(Insert Relevant RSC Address).
10. For further details, please contact the.....  
.....(Name/Designation),.....  
.....(Insert Relevant RSC Address) on telephone number.....or..... Ext. .... or facsimile number .....

DGM,

(.....RSC)

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

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

**MINISTRY OF .....**

**NATIONAL WATER SUPPLY AND DRAINAGE BOARD**

**SUPPLY AND DELIVERY OF.....mm ..... NoS  
uPVC CLAMP SADDLES**

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

**FORM OF BID**

The Chairman,  
Department Procurement Committee,  
National Water Supply and Drainage Board,  
Galle Road,  
Ratmalana.  
Sri Lanka

I/We, the undersigned, having authority to sign this Bid and having read and fully acquainted myself/ourselves with the contents of the Information and Instructions to Bidders and Terms and Conditions of Bid pertaining to the above Bid, along with Bills of Quantities thereto, do hereby undertake to supply the Goods and Services referred to therein, in accordance with the aforesaid Instructions, Terms and Conditions, Specifications, Bidding Data & Contract Data, for a total Price of Rupees.....

.....(in word)  
LKR..... (in Figure) (excluding VAT). The make up of the aforesaid total Bid Price is given in the accompanying Bills of Quantities.

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

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

1. Duly completed sections 1 to 12 of Bidding Documents.
2. Documentary evidence to establish eligibility and qualification of bid.
3. Documentary evidence to establish that goods are offered from an eligible source and origin.
4. Documentary evidence for Manufacturer's Authorization to sign the contract on behalf of the manufacturer.
5. Confirmation of capability of Production and supply according to delivery schedule.
6. Documentary evidence to establish eligibility of goods offered.
7. Bid Security.
8. Documentary evidence to establish qualifications for the performance of the Contract.
9. Bidding Data.
10. Any other document.

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

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

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

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

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

Signature of Bidder : .....

Name of Bidder : .....  
Capacity : .....

Address : .....

Telephone Number : .....  
E-mail Number : .....  
Facsimile Number : .....  
Date : .....

Seal : .....

**Witnesses**

1. Name :- .....  
Capacity : .....  
Address : .....

Signature :- .....

2. Name :- .....  
Capacity : - .....  
Address : .....

Signature :- .....

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

**MINISTRY OF .....**

**NATIONAL WATER SUPPLY AND DRAINAGE BOARD**

**SUPPLY AND DELIVERY OF.....mm .....NoS  
uPVC CLAMP SADDLES**

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

**FORM OF BID**

The Chairman,  
Project Procurement Committee,

.....,

.....,

.....(*Insert Relevant Project Office Address*)

I/We, the undersigned, having authority to sign this Bid and having read and fully acquainted myself/ourselves with the contents of the Information and Instructions to Bidders and Terms and Conditions of Bid pertaining to the above Bid, along with Bills of Quantities thereto, do hereby undertake to supply the Goods and Services referred to therein, in accordance with the aforesaid Instructions, Terms and Conditions, Specifications, Bidding Data & Contract Data, for a total Price of Rupees.....

.....(in word)

LKR..... (in Figure) (excluding VAT). The make up of the aforesaid total Bid Price is given in the accompanying Bills of Quantities.

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3. Documentary evidence to establish that goods are offered from an eligible source and origin.
4. Documentary evidence for Manufacturer's Authorization to sign the contract on behalf of the manufacturer.
5. Confirmation of capability of Production and supply according to delivery schedule.
6. Documentary evidence to establish eligibility of goods offered.
7. Bid Security.
8. Documentary evidence to establish qualifications for the performance of the Contract.
9. Bidding Data.
10. Any other document.

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

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

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

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

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

Signature of Bidder : .....

Name of Bidder : .....

Capacity : .....

Address : .....

Telephone Number : .....

E-mail Number : .....

Facsimile Number : .....

Date : .....

Seal : .....

**Witnesses**

1. Name :- .....

Capacity : .....

Address : .....

Signature :- .....

2. Name :- .....

Capacity :- .....

Address : .....

Signature :- .....

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

**MINISTRY OF .....**

**NATIONAL WATER SUPPLY AND DRAINAGE BOARD**

**SUPPLY AND DELIVERY OF.....mm .....NoS  
uPVC CLAMP SADDLES**

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

**FORM OF BID**

The Chairman,  
Regional Procurement Committee,  
.....,  
.....,  
..... (Insert Relevant RSC Address)  
Sri Lanka

I/We, the undersigned, having authority to sign this Bid and having read and fully acquainted myself/ourselves with the contents of the Information and Instructions to Bidders and Terms and Conditions of Bid pertaining to the above Bid, along with Bills of Quantities thereto, do hereby undertake to supply the Goods and Services referred to therein, in accordance with the aforesaid Instructions, Terms and Conditions, Specifications, Bidding Data & Contract Data, for a total Price of Rupees..... (in word) LKR..... (in Figure) (excluding VAT). The make up of the aforesaid total Bid Price is given in the accompanying Bills of Quantities.

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

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

11. Duly completed sections 1 to 12 of Bidding Documents.
12. Documentary evidence to establish eligibility and qualification of bid.
13. Documentary evidence to establish that goods are offered from an eligible source and origin.
14. Documentary evidence for Manufacturer's Authorization to sign the contract on behalf of the manufacturer.
15. Confirmation of capability of Production and supply according to delivery schedule.
16. Documentary evidence to establish eligibility of goods offered.
17. Bid Security.
18. Documentary evidence to establish qualifications for the performance of the Contract.
19. Bidding Data.
20. Any other document.



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

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

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

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

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

Signature of Bidder : .....

Name of Bidder : .....  
Capacity : .....

Address : .....

Telephone Number : .....  
E-mail Number : .....  
Facsimile Number : .....  
Date : .....

Seal : .....

**Witnesses**

1. Name :- .....  
Capacity : .....  
Address : .....

Signature :- .....

2. Name :- .....  
Capacity : - .....  
Address : .....

Signature :- .....



## **4. BIDDING DATA**

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

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

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

## BIDDING DATA

(Please note that the Clause numbers given here under are that of Instructions to Bidders)

### Clause Reference Number Instructions to Bidders

(1.1) The supplier is expected to supply the following items of materials  
.....

### 2.2. Qualification

2.2 (a)

(i) That the manufacturer shall have produced and supplied uPVC Clamp Saddles of diameter .....mm to .....mm during the last five years. List of such supplies and certified copies of award letters and completion certificates of such supplies shall be submitted with the tender in the form given in Appendix 1. (Documentary evidence to justify shall be submitted).

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

\*1 Working Capital = Current Assets – Current Liabilities

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

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

\*4 80% of estimated cost of the Bid.

(3.5) No of sample uPVC Clamp Saddle required is ..... and each shall be packed in a suitable plastic box, sealed properly submitted with the bid.

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

(6.2) The address for the purchase of Bidding Document:

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

FAX 011 – 2635885

TEL. 011-2605328

- (13.2) The amount of Bid Security shall be ..... Sri Lankan Rupees.  
 (13.3) The validity of Bid Security shall be up to ..... (specify the date)  
 (14.1) The period of Bid Validity shall be 91 Days from the date of closing of Bid.  
 (17.2) (a) The inner and outer envelopes shall be addressed as follows:

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

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

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

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

The deadline for submission of Bid

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

- (21.1) The place for opening of Bids,

Tenders and Contracts Section,  
 National Water Supply & Drainage Board,  
 Galle Road,  
 Ratmalana

- (24.1) Add to Clause

If a Bid does not meet any one of the requirements (a), (b), (c) & (d)of **Clause 24.1**, it will be considered substantially non responsive and rejected by the procurement committee.

- (26.1) Add to the Clause

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

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

- (33.1) The amount of Performance Guarantee shall be 10% of the Contract Price and valid until a date 28 Days beyond the intended completion date given in **Clause 10** of General Condition of Contracts.

- (34.1) Advance payment shall be limited to 20% of the Contract Price.

## BIDDING DATA

(Please note that the Clause numbers given here under are that of Instructions to Bidders)

### Clause Reference Number Instructions to Bidders

(1.1) The supplier is expected to supply the following items of materials  
.....

### 2.2. Qualification

2.2 (a)

(i) That the manufacturer shall have produced and supplied uPVC Clamp Saddles of diameter .....mm to .....mm during the last five years. List of such supplies and certified copies of award letters and completion certificates of such supplies shall be submitted with the tender in the form given in Appendix 1.  
(Documentary evidence to justify shall be submitted).

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

\*1 Working Capital = Current Assets – Current Liabilities

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

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

\*4 80% of estimated cost of the Bid.

(3.5) No of sample uPVC Clamp Saddle required is ..... and each shall be packed in a suitable plastic box, sealed properly submitted with the bid.

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

(6.2) The address for the purchase of Bidding Document:

Project Director,  
National Water Supply & Drainage Board (NWSDB),  
.....,  
.....(Insert Relevant Project Office Address).  
FAX ..... TEL. ....

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

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

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

(17.2) (a) The inner and outer envelopes shall be addressed as follows:

The Chairman, Project Procurement Committee,  
.....,  
.....,  
.....,  
.....(Insert Relevant Project Office Address)

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

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

The Chairman, Project Procurement Committee,  
.....,  
.....,  
.....,  
.....(Insert Relevant Project Office Address)

The deadline for submission of Bid

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

(21.1) The place for opening of Bids,

.....  
National Water Supply & Drainage Board,  
.....,  
.....,  
.....(Insert Relevant Project Office Address)

(24.1) Add to Clause

If a Bid does not meet any one of the requirements (a), (b), (c) & (d) of **Clause 24.1**, it will be considered substantially non responsive and rejected by the procurement committee.

(26.1) Add to the Clause

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

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

(33.1) The amount of Performance Guarantee shall be 10% of the Contract Price and valid until a date 28 Days beyond the intended completion date given in **Clause 10** of General Condition of Contracts.

(34.1) Advance payment shall be limited to 20% of the Contract Price.

**BIDDING DATA**

(Please note that the Clause numbers given here under are that of Instructions to Bidders)

**Clause Reference Number  
Instructions to Bidders**

(1.1) The supplier is expected to supply the following items of materials  
.....

**2.2. Qualification**

2.2 (a)(i) That the manufacturer shall have produced and supplied uPVC Clamp Saddles of diameter .....mm to .....mm during the last five years. List of such supplies and certified copies of award letters and completion certificates of such supplies shall be submitted with the tender in the form given in Appendix 1.  
(Documentary evidence to justify shall be submitted).

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

\*1 Working Capital = Current Assets – Current Liabilities

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

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

\*4 80% of estimated cost of the Bid.

(3.5) No of sample uPVC Clamp Saddle required is ..... and each shall be packed in a suitable plastic box, sealed properly submitted with the bid.

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

(6.2) The address for the purchase of Bidding Document:

Deputy General Manager,  
National Water Supply & Drainage Board (NWSDB),  
.....,  
..... (Insert Relevant RSC Address)

FAX ..... TEL. ....



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

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

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

(17.2) (a) The inner and outer envelopes shall be addressed as follows:

The Chairman, Regional Procurement Committee.

.....,

.....,

.....,

..... (Insert Relevant RSC Address)

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

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

The Chairman, Regional Procurement Committee.

.....,

.....,

.....,

..... (Insert Relevant RSC Address)

The deadline for submission of Bid

Date:.....

Time: .....

(21.1) The place for opening of Bids,

.....

National Water Supply & Drainage Board,

.....,

.....,

..... (Insert Relevant RSC Address)

(24.1) Add to Clause

If a Bid does not meet any one of the requirements (a), (b), (c) & (d) of **Clause 24.1**, it will be considered substantially non responsive and rejected by the procurement committee.

(26.1) Add to the Clause

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

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

(33.1) The amount of Performance Guarantee shall be 10% of the Contract Price and valid until a date 28 Days beyond the intended completion date given in **Clause 10** of General Condition of Contracts.

(34.1) Advance payment shall be limited to 20% of the Contract Price.

## **5 CONTRACT DATA**

- **GENERAL**
- **LIST OF GOODS & DELIVERY SCHEDULE**
- **PAYMENT SCHEDULE**

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

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

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

**Contract Data**

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

**General**

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

**Clause Reference Number**

**General Conditions of Contract**

1.1 (d) Contract Period from the date of acceptance of bid is..... days.

3.2 The Engineer's Representative shall be the .....  
.....of the National Water Supply and Drainage Board.

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

15.2 The validity of warranty shall remain valid for Thirty Six (36) months after the goods have been delivered.

16.1 (i) The maximum amount of Mobilization Advance Payment shall be twenty percent (20%) of the Contract Price.

Advance payment Guarantee shall be obtained at the contractor's cost.

23.1 The amount of Liquidated Damages shall be Rs. .... per day of delay.  
Limit of Liquidated Damages shall not exceed 10% of Contract Price.

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

(a) General Manager/ Project Director/ Deputy General Manager  
National Water Supply and Drainage Board,  
.....  
.....,(Insert Relevant Address)

Facsimile Number : Colombo, .....

E Mail : .....

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

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

**DELIVERY SCHEDULE**

<b>Item</b>	<b>Description of Goods</b>	<b>Quantity</b>	<b>Final Destination</b> <i>[insert place of Delivery]</i>	<b>Delivery Date</b>
				<b>Purchaser's delivery date as per the contract</b>
01	Bill No.1			
02	Bill No. 2			

See Clause 16 of General Conditions of Contract

**PAYMENT SCHEDULE**

STAGE OF PAYMENT		STAGE OF CONTRACT	DOCUMENT TO BE SUBMITTED	AMOUNT OF PAYMENT	REMARKS
01	Advance Payment	After signing of Contract Agreement	<ul style="list-style-type: none"> <li>◆ A written request for payment in the form of an invoice</li> <li>◆ A bank guarantee for the equivalent amount</li> <li>◆ A performance Guarantee</li> </ul>	20% of the contract price	Advance payment shall be made within <u>30 days</u> of signing the Contract upon submission of required documents.
02	Final Payment	Final Acceptance by the Engineer for the delivery and other obligations	<p>a). A written request for final (balance) payment in the form of an invoice based on the BOQ.</p> <p>b). Engineer's approval for the payment</p>	Total Contract Sum less previous payments including any advance payment made	The total Contract Sum shall become payable within <u>28 days</u> from the date of the Engineers Final Acceptance Certificate.

## **6. SPECIFICATIONS**

### **Clamp Saddles**

## Specification for uPVC Clamp Saddles

### **General**

uPVC Clamp/Tapping saddles shall be of uPVC in moulded type for uPVC pipes and be of the bolted type. The bolts and nuts shall be of stainless steel. Internal pipe thread of the socket of the saddle shall be a female taper thread. All Clamp/Tapping Saddles shall be leak proof on completion of tapping for water connections

### **Standards**

uPVC Clamp/Tapping saddles shall be of uPVC, conforming to ISO 4422.

SLS 147 and SLS 659 is applicable for materials and testing if specified in these two Sri Lanka Standards

In addition to general material tests for uPVC, following specific tests shall be carried out for Clamp/Tapping Saddles to the satisfaction to relevant standards as given below;

1. Flattening test-SLS 659
2. Stress relief test (Oven method) -SLS 659 or ISO 580
3. Vicat softening temperature -SLS 659 or ISO 2507-2
4. Resistance of bodies to internal pressure- Table 5, ISO 4422-4

Internal pipe thread of the socket of the saddle shall be a female taper thread complying with BS21/ISO 7/1.

The “O” ring/gasket material shall be of elastomeric materials (EPDM/SBR, natural rubber, butyl rubber, neoprene etc.) and shall conform to BSEN 681-1 and material properties conforming to Table 2 of BSEN 681-1

The bolts and nuts shall be of stainless steel grade 316.

If necessary, representatives of National Water Supply and Drainage Board (NWSDB) may visit the factory during production and all facilities shall be provided by the manufacturer for inspection and testing of Clamp/Tapping Saddles. Result of the tests carried during production shall also be available for scrutiny if requested by NWSDB.

Tests shall be carried out in Sri Lanka Standards Institute, Industrial Technology Institute or any other institute acceptable to National Water Supply and Drainage Board and test certificates shall be forwarded with the delivery of Clamp/Tapping saddles.

Details of the Saddles should be given in schedule of particulars.

## **Dimensions**

Dimensions of Clamp/Tapping Saddles shall comply with Table-4 of ISO 4422-4

The Bolt lengths shall be sufficient to ensure that nuts are fully threaded when tightened in their final position with two threads visible.

## **Markings**

Markings (except date or code) of the Saddle should include the information listed in table-8 of ISO 4422-4





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

## KEY FEATURES OF SPECIFICATIONS

Some of the salient features of the specifications are summarised below to furnish a quick reference. The bidders are under obligations to refer the whole of the specifications in their entirety prior to perfecting their bidding documents, and will be deemed to have done so during the bidding stage.

Item No.	Description	Requested Standard / Specification	
1	Markings on the Strap	Trade name of the product	
		BS /other equivalent number	
		Nominal size	
2	Material Composition	Strap	uPVC
		Bolts & Nuts	Steel grade 316
		O ring/Gasket	Elastomeric Materials(EPDM, SBR, Natural Rubber, Butyl Rubber and Neoprene etc.) BSEN 681 – 1:1996
Construction			
3	Clamp Saddle	uPVC in moulded type for uPVC pipes	
4	Dimensions	Shall comply with Table 4 of ISO 4422-4	
5	O – ring/Gasket	Shall be of Elastomeric Materials and shall conform to BS EN 681-1: 1996	

## **8. DEVIATION FROM SPECIFICATIONS**

## DEVIATIONS FROM SPECIFICATIONS

### Preamble

The Bidder is required to list any deviations of materials workmanship etc. from the Specifications including such information as has already been given elsewhere in the Bidding Documents. The information shall be in sufficient detail to enable the Engineer to make a realistic assessment of the effect of such deviations on the performance or life of the materials to be supplied and also such deviation if any shall be subject to **Clause 24.2** of Instructions to Bidders.

The list shall also include deviations from the Specifications relating to the mode of operation and/or control of any item of equipment, and any deviations from the specified design requirements for plant components.

### Deviations

#### Note:

Additional sheets should be attached as necessary

## **9. SCHEDULE OF PARTICULARS**

## Schedule of Particulars

- 1 Country of Manufacture:
- 2 Name of Manufacturer and Address:
- 3 Address of the Factory:
- 4 Make:
- 5 Specifications for Material:

<u>Product</u>	<u>Material</u>	<u>Relevant Standards</u>
Clamp /Tapping Saddles	.....	.....
O Rings/Gaskets	.....	.....
Bolts & Nuts	.....	.....

- 6 Indicate whether the manufacturing process of the items offered, Comply with ISO 9001- 2015 quality system standard:

## SPECIMEN FORM OF TEST CERTIFICATE FOR uPVC CLAMP SADDLES

Customer:

Date:

Manufacturer:

Cert. No. :

Material to be tested : uPVC Clamp Saddles

Customer Order No. :

Identification of the Sample tested:

This is to certify that the inspection and testing of the above mentioned materials were duly made by us and in accordance with the specifications and the result was found satisfactory.

1. Specification/Standard of conformity:

2. Material Composition      Body                      : uPVC

                                         Bolt & Nut            : Stainless Steel

                                         O ring/Gasket    : Elastomeric Materials( BSEN 681 – 1:1996 )

3. Results of flattening test: Satisfactory/Un- Satisfactory.

4. Results of stress relief test: Satisfactory/Un- Satisfactory.

5. Vicat softening temperature:

6.    (i)        Applied test pressure for testing of resistance of bodies for internal pressure:  
      (ii)        Duration of the test

7. Other details of tests done as per specifications



## **10. BILLS OF QUANTITIES**

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

## **PREAMBLE NOTES ON PRICING**

### **1. General**

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

### **2. Description of Items**

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

### **3. Rates and prices**

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

- a) All services and materials which according to the true intent and meaning of the contract may be reasonably inferred as necessary for completion of delivery of the materials 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.

3.2 The bidder shall include in his bid price, unless itemized separately for;

- a) All costs arising out of inspection and testing, packing, transportation, clearing, loading, unloading, stacking, shipping line charges, warehouse rent, Agents Commission if any and other minor expenses and charges.
- b) Cost of accessories not specifically listed, but necessary for proper completion.

4. **Schedule of Particulars**

- a) The bidders are necessarily being required to complete fully the schedule of particulars given in the Bidding document for uPVC Ball valves.
  - b) Where catalogues, technical literature and drawings accompanying the bid, their references should be quoted in the Schedule of Particulars;
  - c) Where the bidder's specification is not conforming to the minimum specification, the offer will not be accepted;
  - d) If the Bidder submit alternative offers (if allowed), conforming to specifications, a set of schedules of particulars are to be completed in respect of each alternative offer.
5. A rate and/or price is to be entered against each item in the Bills of Quantities whether quantities are stated or not. The cost of any item against which a rate has not been entered, shall be deemed to be covered by other rates.
6. The Bills of Quantities contains metric sized pipes and fittings only.
7. The bidder shall include in the unit price for uPVC clamp Saddle and the cost of accessories required **unless separate items are provided.**
8. All loose items such as rubber rings shall be separately packed in accordance with the relevant sub-section in the Bills of Quantities.
9. The rates and/or prices entered against items in the Bills of quantities shall be excluding the VAT as the VAT is considered separately.

**NATIONAL WATER SUPPLY AND DRAINAGE BOARD**

**SUPPLY AND DELIVERY OF .....mm.....Nos. uPVC CLAMP SADDLES**

**CONTRACT No. ....**

**BILL No. 01**

**Note:** (1) uPVC Clamp Saddles shall conform to the specification given in the Bidding document.

<b>Item No.</b>	<b>Description</b>	<b>Qty</b>	<b>Unit</b>	<b>Rate LKR</b>	<b>Amount LKR</b>
1.	Supply & Delivery of uPVC Clamp Saddles				
1.1	160x20mm		nr		
1.2	160x32		nr		
1.3	160x40		nr		
	Total of page Carried to Summary of Bills.				

**SUPPLY AND DELIVERY OF .....mm.....NOS**  
**uPVC CLAMP SADDLES**

**CONTRACT No. ....**

**SUMMARY OF BILLS**

Bill No.	Description	Unit	Amount LKR.
01	Supply and Delivery of uPVC Clamp Saddles	-	
02	Nominated Inspection and Testing by Independent Inspection Agency	Sum	
<b>A</b>	<b>Sub Total 1 carried forward to Grand Summary</b>	-	

**SUPPLY AND DELIVERY OF .....mm.....NOS  
uPVC CLAMP SADDLES**

**CONTRACT No. ....**

**GRAND SUMMARY**

<b>Bill No.</b>	<b>Description</b>	<b>Amount LKR</b>
<b>A</b>	Sub Total 1	
<b>B</b>	Less Discount (if any) .....	
<b>C</b>	Sub Total 2 (A-B)	
<b>D</b>	<b>Grand Total C carried to Form of Bid (Excluding VAT)</b>	
<b>E</b>	VAT (.....%)	
<b>F</b>	<b>Grand Total including VAT (D+E)</b>	

VAT Registration Number:.....

(A copy of the VAT Registration Certificate shall be annexed.)

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

Name of the Inspection Authority:

.....  
.....

## **11. SPECIMEN FORMS**

- **Specimen Form for Bid Security**
- **Specimen Form for Contract Agreement**
- **Specimen Form for Performance Security**
- **Specimen Form for Advance Payment Security**
- **Letter of Acceptance**

**FORM OF BID SECURITY (Unconditional)**

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

Beneficiary : Chairman (NWSDB)/Deputy General Manager (RSC.....)/  
Project Director (.....WSP)  
.....  
.....  
.....(Insert Relevant Address)

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

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

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

At the request of the Bidder, we .....  
[name of issuing agency] hereby irrevocably under take to pay you any sum or sums not exceeding in total an amount of ..... [amount in figures]  
.....[amount in words] upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation (s) under the bid conditions, because of the Bidder:

- (a). has withdrawn its Bid during the period of bid validity specified ; or
- (b). does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter “the ITB” ) or
- (c). having been notified of the acceptance of its Bid by the Employer/ Purchaser during the period of Bid validity , (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

This Security shall expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder, or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, otherwise it will remain in force up to ..... [insert date].

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

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



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

**MINISTRY OF .....**

**NATIONAL WATER SUPPLY AND DRAINAGE BOARD**

**SUPPLY AND DELIVERY OF .....mm.....NOS  
uPVC CLAMP SADDLES**

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

**CONTRACT AGREEMENT**

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

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

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

NOW it is hereby agreed as follows:

1. For the consideration hereinafter mentioned the Contractor shall, upon and subject to the conditions hereto annexed, complete the Works referred to in the said Bills of Quantities or Schedule of Rates and in the said specifications and Conditions of Contract to the entire satisfaction of the Board on or before..... subject to extras, omissions and variations to be determined by the Engineer as hereinafter provided.
2. The said General Conditions of Contract, the said Specifications, the said Bills of Quantities or Schedule of Rates, (a detailed list whereof is annexed hereto,) Instructions to Bidders, Contract Data, Bidding Data and Schedule of Particulars and Form of Bid, all duly signed by the Board and the Contractor shall for all purposes where so ever be read, regarded and construed as part and parcel of the Agreement.

3. The Contractor will be paid for the said execution of the Works the sum of Currency .....  
.....  
(in words).....in figures) and  
Sri Lankan Rupees .....  
..... (in words) (Rs. ....  
(in figures) hereinafter sometimes referred to as the "Contract Price" or such other  
sum as shall become payable hereunder according to the terms of the Contract.
  
4. As security for the due and proper performance and fulfillment of this contract and for  
the due payment of all claims to which the Board may be entitled hereunder, the  
Contractor hereby undertakes to maintain to the Board with a Guarantee in favour of  
the Board from a Bank approved by the Engineer as surety in the sum of  
Rupees.....  
..... (Rs. ....) which  
said Performance Guarantee shall remain in force and shall not be discharged until the  
Engineer shall have granted a Final Certificate to the effect that the Contractor has  
duly discharged and completed all his obligations under this contract and that there is  
no sum whatever due to the Board at the date of such Final Acceptance Certificate  
under this Contract.
  
2. The following terms used in this Agreement and or in the Specifications shall be  
understood as having the meanings hereby ascribed to them, namely;
  - a "The Procurement Committee" shall mean the Procurement Committee  
appointed for the purpose of determining the Bid.
  
  - b "The Contractor" or "The Supplier" shall mean the person or persons, firm or  
firms, company or companies who have contracted for the supply and delivery  
of the materials and equipment herein specified and includes its successors  
and permitted assigns.
  
  - c "The Chairman" shall mean the officer for the time being holding the office of  
or acting as the Chairman, National Water Supply and Drainage Board.
  
  - d "The Engineer" shall mean the Officer for the time being holding the Office of  
or acting as the General Manager, National Water Supply and Drainage Board.
  
  - e "The Engineer's Representative" shall mean the authorised Representative of  
the Engineer immediately responsible for the supervision of the Works or any  
other person appointed from time to time by the Engineer to act as Engineer  
and notified in writing to the Contractor.

- f "The Government" shall mean the Government of the Democratic Socialist Republic of Sri Lanka.
- g "The Purchaser" or "The Board" or "the Employer" shall mean the National Water Supply and Drainage Board.
- h "Months" shall mean calendar months.
- i "The Contract Documents" shall mean the Instructions to Bidders, Contract Data, Bidding Data, Schedule of Particulars, the General Conditions of Contract, the Form of Bid, the Specifications, Bills of Quantities, Addenda, Articles of Agreement and their annexes, Securities and Guarantees, Appendices.
- j "The Contract Price" shall mean the sum stated in the Letter of Acceptance payable to the Contractor for the supply of Goods and Services in accordance with the provisions of the Contract.
- k "The Works" shall mean the supply and delivery of Goods and the Services.
- l "Variation" shall mean any alteration of the description of any item in the Bills of Quantities or of the Specifications which in the opinion of the Engineer, is required for the perfect completion of the works outlined in the Agreement.
- m "Rs. or SL Rs. or LKR" shall mean Sri Lankan Rupees.

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

Signed by the said .....  
 Chairman, National Water Supply and Drainage Board/Project Director.....  
 WSP/Deputy General Manager – RSC..... and.....  
 .....Board Member of the National Water Supply and Drainage Board/.....  
 (Name/Designation)of.....WSP/.....(Name/Designation)  
 of.....RSC.....at.....  
 .....on the ..... day of ..... Two Thousand  
 and ..... in the presence of the following Witnesses.

.....  
Chairman/Deputy General Manager/  
Project Director

.....  
Board Member/ .....  
of.....WSP/.....of  
RSC.....

**NATIONAL WATER SUPPLY AND DRAINAGE BOARD**

**WITNESSES**

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

Name :..... Name .....:

Address ..... Address .....

.....

Capacity ..... Capacity .....

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

.....  
Signature of Contractor

**WITNESSES**

Signature1 :..... Signature 2 : .....

Name :..... Name :.....

Address ..... Address .....

.....

Capacity ..... Capacity .....

**FORM OF PERFORMANCE SECURITY (Unconditional)**

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

Beneficiary : Chairman (NWSDB)/Deputy General Manager (RSC.....)/  
Project Director (.....WSP)  
.....  
.....  
.....(*Insert Relevant Address*)

Date .....

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

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

Furthermore, we understand that according to the conditions of the Contract, a performance security is required.

At the request of the Contractor, we .....  
[*name of Agency*] hereby irrevocably under take to pay you any sum or sums not exceeding  
in total and amount of ..... [*in figures*]  
..... [*in words*] , such  
sum being payable in the types and proportions of currencies in which the Contract Price is  
payable , upon receipt by us of your first demand in writing accompanied by a written  
statement stating that the Contractor is in breach of its obligation (s) under the Contract,  
without your needing to prove or to show grounds for your demand or the sums specified  
therein.

This shall expire, no later than the ..... day of ..... , 20  
..... [*28 days beyond the scheduled contract completion date*] and any demand for  
payments under it must be received by us at this office on or before that date.

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

Signature and seal of the guarantor

Witness

Name : .....

Signature : .....

**FORM OF ADVANCE PAYMENT SECURITY**

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

Beneficiary : Chairman (NWSDB)/Deputy General Manager (RSC.....)/  
Project Director (.....WSP)  
.....  
.....  
.....(*Insert Relevant Address*)

Date .....

**ADVANCE PAYMENT SECURITY No.** .....

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

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

At the request of the Contractor, we .....  
[*issuing agency*] hereby irrevocably undertake to pay you any sum or sums not exceeding in  
total and amount of ..... [*amount in figures*] (.....  
.....)[*amount in words*] upon receipt by us  
of your first demand in writing accompanied by a written statement stating that the  
Contractor is in breach of its obligation under the Contract.

The maximum amount of this security shall be progressively reduced by the amount of the  
advance payment repaid by the Contractor.

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

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

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

Signature and seal of the guarantor .....

Witness :

Name : .....

**Regd. Post**

T&C/.....

..... [Date]

M/s. ....

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

Dear Sirs,

**Tender for** .....

.....**Water Supply Scheme**

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

**LETTER OF ACCEPTANCE**

We are pleased to inform you that your Proposal submitted on ..... (Date) on the above tender, amounting to Sri Lanka Rupees .....(In Word)(LKR ...../=) including Provisional Sum of Rs. .... plus a Contingency Provision of Rs. ....Plus Price Contingency of Rs. ....Has been accepted.

Applicable VAT will be payable on production of Tax Invoices. The Registered No. for NWSDB for VAT is 4090318207000.

Works under this contract shall be commenced within 14 days from the date hereof and should be completed within 03 months from the start date.

Please report the progress of work as per the attached format as instructed therein.

The liquidated damages for the whole of the works should be LKR ...../= per day not exceeding 10% of the total contract price.

An advance payment of 20% of the contract price could be obtained after signing the agreement on production of an advance payment guarantee in the prescribed format from a recognized bank operating in Sri Lanka approved by the Central Bank of Sri Lanka.

A performance security in the prescribed format (a copy annexed) from a recognized bank an amount of 5% of the Contract Price valid for a period of 28 days beyond the contract period shall be submitted within 14 days from the date hereof. Performance Security shall be denominated in the currency of contract and proportionate to the each currency.

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

Please contact Deputy General Manager (.....) Engineer's Representative of this project, on Tele No. .... for further action on this contract.

Yours faithfully,

***National Water Supply & Drainage Board***

**General Manager**

- Cc: Secretary, Ministry of .....
- Auditor General – Duplicate offer and a copy of the Tender Board Decision attached
- Commissioner of Inland Revenue
- Commissioner of Labour
- ICTAD
- Addl. General Manager (.....)
- Deputy General Manager (F)
- Deputy General Manager (IA)
- Deputy General Manager (.....)
- Deputy General Manager (.....)
- Deputy General Manager (.....) – Please report the progress of work as per the attached format
- Chief Engineer (.....)
- Chief Accountant (.....)
- Stores Copy



## **12. APPENDICES**

**APPENDIX 1 - DETAILS OF SIMILAR MANUFACTURES COMPLETED WITHIN THE LAST FIVE YEARS AND ONGOING**

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

## APPENDIX 2 - FINANCIAL STATEMENT

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

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

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

### Financial performance for the last 3 years

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

**APPENDIX 2A - AUTHORIZATION FOR BANK REFERENCES**

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

..... *[Bidder's Name]*  
.....*[Address]*  
.....  
.....

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

We hereby Authorize the National Water Supply & Drainage Board, on behalf of the Procurement Committee, to seek references of Bank details in order to evaluate the financial statuses of our company M/s .....  
.....*[Bidder's Name & Address]* in connections with the ..... *[Contract Name & Number]* bid, submitted by us.

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

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

**APPENDIX 2B - FORM FROM THE BANK FOR GRANTING THE REVOLVING  
LINE OF CREDIT**

FROM : .....

.....

.....

TO :  
Chairman,  
..... Procurement Committee,  
.....,  
.....,

SUB : Letter from the bank for providing a line of credit in favour of .....<sup>1</sup>  
in case of award to them the Contract for .....  
..... under  
**Contract No:** .....

Dear Sir,

We .....<sup>2</sup> bankers of .....<sup>1</sup>  
hereby agree to grant revolving line of credit for an amount of Sri Lanka Rupees .....  
..... for the purpose of the execution of the  
contract for .....  
..... under Contract No: ..... This  
revolving line of credit will be maintained until the works are completed and taken over by  
the Employer.

.....  
**Signature of Representative of the Bank**

Seal:

Date:

-----

1. Name of Beneficiary / Bidder
2. Name of Bank

**APPENDIX 3 - MANUFACTURER'S AUTHORIZATION TO SIGN THE  
BID/CONTRACT**

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

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

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

**Bid for Supply & Delivery of .....mm ..... Nos of uPVC Clamp Saddles**  
**Contract No. ....**

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

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

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

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

Title : ..... [insert title]

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

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

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

[Address of the Manufacturer]

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

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

**Bid for Supply & Delivery of .....mm .....Nos of uPVC Clamp Saddles**

**Contract No.....**

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

.....[*address of*

*manufacturer*]confirm that we have sufficient production capacity to produce the quantity of uPVC Clamp Saddles and accessories submitted in our bid and shall deliver them according to the delivery schedule indicated in the bid.

.....  
Authorised Officer of the Manufacturer.

.....  
Seal of the Company.

Name :.....

Certified by

.....  
Authorised Officer of the Bidder.

.....  
Seal of the Company.

Name :.....

**APPENDIX 5 - BIDDER'S AUTHORIZATION TO SIGN THE CONTRACT**

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

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

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

**Bid for Supply & Delivery of..... mm.....Nos. uPVC Clamp Saddle**

**Contract No. ....**

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

Specimen Signature .....

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

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

Title : ..... [insert title]

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

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

.....  
Signature of Attorney at Law

.....  
Seal of Attorney at Law



**APPENDIX 6 - TOR FOR INDEPENDENT INSPECTION AGENCY**

<b>Item No.</b>	<b>Activity</b>	<b>Test Performed</b>	<b>Results</b>	<b>Acceptability as per Specification</b>
1	Markings on the body			
<b>Material Composition</b>				
2 (i)	Material Composition of Saddle Strap			
2 (ii)	Material composition of Bolt & Nut			
<b>Construction</b>				
3	Saddle Strap			
4	Socket			
5	Threads of the Socket			
<b>Testing</b>				
6	Flattening Test			
7	Stress Relief Test			
8	Vicat Softening Temperature			
9	1000 Hrs Pressure Test			
10	Dimensions			

**APPENDIX 7 - MANUFACTURER'S AWARENESS OF THE TOR**

[Address of the Manufacturer]

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

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

**Bid for Supply & Delivery of..... mm.....Nos uPVC Clamp Saddle**  
**Contract No. ....**

We, .....[*name of manufacturer*] of  
.....  
.....[*address of manufacturer*]  
confirm that we have noticed that

- a) Appendix 6
- b) **Clause 8** of General Condition of Contract

.....  
Authorised Officer of the Manufacturer.

.....  
Seal of the Company.

Name :.....

Certified by

.....  
Authorised Officer of the Bidder.

.....  
Seal of the Company.

Name :.....

**APPENDIX 8 - MANUFACTURER'S WARRANTY FOR THE GOODS  
SUPPLIED UNDER THE CONTRACT**

[Address of the Manufacturer]

.....  
.....

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

**Bid for Supply & Delivery of..... mm.....Nos uPVC Clamp Saddle**

**Contract No. ....**

We, .....[*name of manufacturer*] of  
.....  
.....[*address of manufacturer*] warrant that the  
goods 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 goods.

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

.....  
Authorised Officer of the Manufacturer.

.....  
Seal of the Company.

Name : .....

Certified by

.....  
Authorised Officer of the Bidder.

.....  
Seal of the Company.

Name : .....

**APPENDIX 9 - MANUFACTURER'S GUARANTEE FOR THE REPLACEMENT OF UNACCEPTABLE GOODS SUPPLIED UNDER THE CONTRACT**

[Address of the Manufacturer]

.....  
.....

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

**Bid for Supply & Delivery of..... mm.....Nos uPVC Clamp Saddle**

**Contract No. ....**

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

.....

.....[*address of manufacturer*] guarantee that we

shall unconditionally undertake to replace any unacceptable goods supplied under this contract with no additional cost to the employer ensuring timely completion of the project.

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

.....

Authorised Officer of the Manufacturer

.....

Seal of the Company

Name :.....

Certified by

.....

Authorised Officer of the Bidder.

.....

Seal of the Company.

Name :.....

**APPENDIX 10 - AFFIDAVIT BY THE BIDDER**

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

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

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

Before me .....  
Declarant

.....  
Justice of the peace /  
Commissioner for Oaths