

REVISED ON 23-01-2023

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

MINISTRY OF WATER SUPPLY

NATIONAL WATER SUPPLY AND DRAINAGE BOARD

..... WATER SUPPLY SCHEME / OFFICE

HIRING OF VEHICLES

CONTRACT No.:

REVISED ON 23-01-2023

NATIONAL WATER SUPPLY AND DRAINAGE BOARD

GALLE ROAD,

RATMALANA.

.....
(Month & Year)

DOCUMENT ISSUANCE CERTIFICATE

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

- 1. STANDARD DOCUMENT REFERENCE NUMBER : NWSDB/SBD/ Veh-Hire /Ver 2
- 2. CONTRACT NUMBER :
- 3. a) ISSUED TO :
- b) ADDRESS :
- c) TELEPHONE NUMBER :
- d) FACSIMILE NUMBER :
- 4. a) TENDER FEE : Rs. RECEIVED/NOT 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. BUSINESS REGISTRATION NUMBER :
- 9. a) ISSUING OFFICER :
- b) DESIGNATION :
- c) SIGNATURE :
- 10. PLACE OF ISSUE :
- 11. SEAL :
- 12. DATE : TIME :

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CHECK LIST OF SUBMISSIONS

CHECK LIST 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	
(b)	Certified copy of business registration	Page No. 1 - 3	Clause No. 2.1 (b)	
(c)	Documentary evidence to establish qualifications for the performance of the Contract	Page No. 1-3, 1- 4	Clause No. 2.2	
(d)	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. 7.1, 11.1	
(e)	Subsequent Addendum/Addenda (if any)	Page No. 1 - 7	Clause No. 11.1(b)	
(f)	Certified Copy of the VAT Registration Certificate	Page No. 1 - 8	Clause No. 12.4	
(g)	Bid Security	Page No. 1- 9	Clause No. 14	
(h)	Proof of Authorization	Page No. 1 - 10	Clause No. 16.2	
	Any other document as given below:			

INVITATION FOR BIDS

THE GOVERNMENT OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA
MINISTRY OF
NATIONAL WATER SUPPLY AND DRAINAGE BOARD

CONTRACT No.:
..... WATER SUPPLY SCHEME / OFFICE
BID FOR HIRING OF VEHICLES
.....

INVITATION FOR BIDS (IFB)

1. The Chairman, Department Procurement Committee, the National Water Supply and Drainage Board (NWSDB), Galle Road, Ratmalana, on behalf of the National Water Supply & Drainage Board now invites sealed bids from Vehicle Hiring Companies or Vehicle Owners of Sri Lanka.
2. Bidding will be conducted through National Competitive Bidding Procedure.
3. **Alternative bids shall not be accepted.**
4. The Engineer's Estimate of the contract is Rs...../= plus applicable VAT (*Refer guide line for preparation of Engineer's Estimate*).
5. To be eligible for a contract award, the successful bidder shall not have been defaulted.
6. Interested bidders may obtain further information from the Assistant General Manager (Tenders & Contracts), NWSDB, Galle Road, Ratmalana over the telephone, number 0112605328 or 0112638999 ext 1750 or facsimile number 0112635885. Bidding documents may be inspected free of charge at the office of the Assistant General Manager, (Tenders and Contracts),
7. A complete set of Bidding documents in English language may be purchased by interested bidders on submission of a written application to the Assistant General Manager (Tenders and Contracts), NWSDB, Galle Road, Ratmalana, from 09:00 hours to 15:00 hours on normal working days upon payment of a non refundable tender fee of Rs...../= plus applicable VAT in cash.
- 7 Bids shall be delivered to the Assistant General Manager (Tenders and Contracts), NWSDB, Galle Road, Ratmalana on or beforehrs on Bids will be opened soon after closing in the presence of the bidders' representatives who choose to attend.
8. Late Bids will be rejected
- 9 All Bids shall be accompanied by a bid security of Rupees.....and the bid security should be valid upto.....(*Insert Date*).
- 10 An Employee of the NWSDB or his/her spouse or dependent shall not be allowed to bid.

Chairman

National Water Supply and Drainage Board

THE GOVERNMENT OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA
MINISTRY OF
NATIONAL WATER SUPPLY AND DRAINAGE BOARD

CONTRACT No.:
..... WATER SUPPLY SCHEME / OFFICE
BID FOR HIRING OF VEHICLES
.....

INVITATION FOR BIDS (IFB)

1. The Chairman, Project Procurement Committee (.....), the National Water Supply and Drainage Board (NWSDB),.....
.....(*Insert Relevant Project Address*) on behalf of the National Water Supply & Drainage Board now invites sealed bids from Vehicle Hiring Companies or Vehicle Owners of Sri Lanka.
2. Bidding will be conducted through National Competitive Bidding Procedure.
3. **Alternative bids shall not be accepted.**
4. The Engineer's Estimate of the contract is Rs...../= plus applicable VAT (*Refer guide line for preparation of Engineer's Estimate*).
5. To be eligible for a contract award, the successful bidder shall not have been defaulted.
6. Interested bidders may obtain further information from the
.....over the telephone, number
facsimile number Bidding documents may be inspected free of charge at the office of the
7. A complete set of Bidding documents in English language may be purchased by interested bidders on submission of a written application to the,
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8. Bids shall be delivered to the on or beforehrs on Bids will be opened soon after closing in the presence of the bidders' representatives who choose to attend.
9. Late Bids will be rejected.
10. All Bids shall be accompanied by a bid security of Rupees.....and the bid security should be valid upto.....(*Insert Date*).
11. An Employee of the NWSDB or his/her spouse or dependent shall not be allowed to bid.

DGM,
(RSC.....)

THE GOVERNMENT OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA
MINISTRY OF
NATIONAL WATER SUPPLY AND DRAINAGE BOARD

CONTRACT No.:
..... WATER SUPPLY SCHEME / OFFICE
BID FOR HIRING OF VEHICLES
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INVITATION FOR BIDS (IFB)

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.....(*Insert Relevant Project Address*) on behalf of the National Water Supply & Drainage Board now invites sealed bids from Vehicle Hiring Companies or Vehicle Owners of Sri Lanka.
2. Bidding will be conducted through National Competitive Bidding Procedure.
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7. Bids shall be delivered to the on or beforehrs on Bids will be opened soon after closing in the presence of the bidders' representatives who choose to attend.
8. Late Bids will be rejected.
9. All Bids shall be accompanied by a bid security of Rupees.....and the bid security should be valid upto.....(*Insert Date*).
10. An Employee of the NWSDB or his/her spouse or dependent shall not be allowed to bid.

Project Director,
(.....**Project**)

1. INSTRUCTIONS TO BIDDERS

2. GENERAL CONDITIONS TO CONTRACTS

3. FORM OF BID

THE GOVERNMENT OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA
MINISTRY OF
NATIONAL WATER SUPPLY AND DRAINAGE BOARD

.....**WATER SUPPLY SCHEME / OFFICE**

HIRING OF VEHICLES

CONTRACT No.:

FORM OF BID
(For Vehicle Hiring Companies)

To: The Chairman, Department Procurement Committee
National Water Supply & Drainage Board
Galle Road,
Ratmalana.

Gentleman,

1. Having examined the Bidding document including Bidding data, Contract data, Condition of Contract, Specifications and Bills of Quantities etc and Addenda for the execution of the above-named Contract, we the undersigned, offer to execute and complete such Works and remedy any defect therein in conformity with the aforesaid Contract data, Conditions of Contract, Specifications, Bills of Quantities and addenda for the sum of Sri Lankan Rupees
.....(amount in words)
(LKR..... (amount in figure) or such other sums as may be ascertained in accordance with the said Conditions.
2. We acknowledge that the Contract Data forms part of our Bid.
3. We undertake, if our Bid is accepted, to commence the supply of vehicles as stipulated in the Contract Data, and to complete the whole of the supplies comprised in the Contract within the time stated in the Contract Data.
4. We agree to abide by this Bid for the period of (.....)Days [Insert Relevant number of days] from the date fixed for receiving or any extended period and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. We understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this day of 20... in the capacity of duly authorized to sign bids for and on behalf of
(IN BLOCK CAPITALS)

Signature :
Address :
.....
Witness :
Signature
Name
Address.....
.....

THE GOVERNMENT OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA
MINISTRY OF
NATIONAL WATER SUPPLY AND DRAINAGE BOARD

.....**WATER SUPPLY SCHEME / OFFICE**

HIRING OF VEHICLES

CONTRACT No.:

FORM OF BID
(For Vehicle Owners)

To: The Chairman, Department Procurement Committee
National Water Supply & Drainage Board
Galle Road,
Ratmalana.

Gentleman,

1. Having examined the Bidding document including Bidding data, Contract data, Condition of Contract, Specifications and Bills of Quantities etc and Addenda for the execution of the above-named Contract, I the undersigned, offer to execute and complete such Works and remedy any defect therein in conformity with the aforesaid Contract data, Conditions of Contract, Specifications, Bills of Quantities and addenda for the sum of Sri Lankan Rupees
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4. I agree to abide by this Bid for the period of (.....)Days [Insert Relevant number of days] from the date fixed for receiving or any extended period and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. I understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this day of 20... by the Vehicle Owner / Authorized Agent
.....
(NAME IN BLOCK CAPITALS)

Signature :
Address :
.....
Witness :
Signature
Name
Address.....
.....

THE GOVERNMENT OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA
MINISTRY OF
NATIONAL WATER SUPPLY AND DRAINAGE BOARD

.....**WATER SUPPLY SCHEME / OFFICE**

HIRING OF VEHICLES

CONTRACT No.:

FORM OF BID
(For Vehicle Hiring Companies)

To: The Chairman, Regional Procurement Committee,
National Water Supply & Drainage Board,
.....
.....[insert relevant RSC Address]

Gentleman,

1. Having examined the Bidding document including Bidding data, Contract data, Condition of Contract, Specifications and Bills of Quantities etc and Addenda for the execution of the above-named Contract, we the undersigned, offer to execute and complete such Works and remedy any defect therein in conformity with the aforesaid Contract data, Conditions of Contract, Specifications, Bills of Quantities and addenda for the sum of Sri Lankan Rupees
.....(amount in words)
(LKR..... (amount in figure)) or such other sums as may be ascertained in accordance with the said Conditions.
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5. We understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this day of 20... in the capacity of duly authorized to sign bids for and on behalf of

(IN BLOCK CAPITALS)

Signature :
Address :

Witness :
Signature
Name
Address.....
.....

THE GOVERNMENT OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA
MINISTRY OF
NATIONAL WATER SUPPLY AND DRAINAGE BOARD

.....**WATER SUPPLY SCHEME / OFFICE**

HIRING OF VEHICLES

CONTRACT No.:

FORM OF BID
(For Vehicle Owners)

To: The Chairman, Regional Procurement Committee,
National Water Supply & Drainage Board,
.....
.....[insert relevant RSC Address]

Gentleman,

1. Having examined the Bidding document including Bidding data, Contract data, Condition of Contract, Specifications and Bills of Quantities etc and Addenda for the execution of the above-named Contract, I the undersigned, offer to execute and complete such Works and remedy any defect therein in conformity with the aforesaid Contract data, Conditions of Contract, Specifications, Bills of Quantities and addenda for the sum of Sri Lankan Rupees
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5. I understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this day of 20... by the Vehicle Owner / Authorized Agent
.....
(NAME IN BLOCK CAPITALS)

Signature :
Address :
.....

Witness :
Signature
Name
Address.....
.....

THE GOVERNMENT OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA
MINISTRY OF
NATIONAL WATER SUPPLY AND DRAINAGE BOARD

.....**WATER SUPPLY SCHEME / OFFICE**

HIRING OF VEHICLES

CONTRACT No.:

FORM OF BID
(For Vehicle Hiring Companies)

To: The Chairman, Project Procurement Committee
National Water Supply & Drainage Board
.....
.....

Gentleman,

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5. We understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this day of 20... in the capacity of duly authorized to sign bids for and on behalf of
(IN BLOCK CAPITALS)

Signature :
Address :
.....
Witness :
Signature
Name
Address.....
.....

THE GOVERNMENT OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA
MINISTRY OF
NATIONAL WATER SUPPLY AND DRAINAGE BOARD

.....**WATER SUPPLY SCHEME / OFFICE**

HIRING OF VEHICLES

CONTRACT No.:

FORM OF BID
(For Vehicle Owners)

To: The Chairman, Project Procurement Committee
National Water Supply & Drainage Board
.....
.....

Gentleman,

1. Having examined the Bidding document including Bidding data, Contract data, Condition of Contract, Specifications and Bills of Quantities etc and Addenda for the execution of the above-named Contract, I the undersigned, offer to execute and complete such Works and remedy any defect therein in conformity with the aforesaid Contract data, Conditions of Contract, Specifications, Bills of Quantities and addenda for the sum of Sri Lankan Rupees
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5. I understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this day of 20... by the Vehicle Owner / Authorized Agent
.....
(NAME IN BLOCK CAPITALS)

Signature :
Address :
.....

Witness :
Signature
Name
Address.....
.....

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.)

- (18.2a)** The Bids shall be addressed to
&
(19.1) The Chairman, Department Procurement Committee,
National Water Supply & Drainage Board,
Galle Road,
Ratmalana.
- (18.2b)** The deadline for submission of Bids shall be as specified in the IFB.
- (19.2)** Employer's address for the purpose of Bid submission is
The Chairman, Department Procurement Committee,
National Water Supply & Drainage Board,
Galle Road,
Ratmalana.
- (22.1)** The place of opening of Bids
Department Procurement Committee,
National Water Supply & Drainage Board,
Galle Road,
Ratmalana.
- (31.2)** The prevailing rate of stamp duty on contracts for Hiring of Vehicles is nil.
- (32.1)** The amount of Performance Security is Rupees Twenty Thousand (Rs. 20,000.00).

G. Bidding Data

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

Instructions to Bidders

Clause Reference

- (1.1) numbers Vans for office to be hired
..... numbers Crew Cabs for office to be hired
..... numbers Cars for office to be hired

- (1.2) Intended completion date is days from the commencement date.

- 2.2 (a) The bidder shall have at least 01 No. vehicle

- (3) The registration date shall be or later date.

- (4) The source of funds is

- (7.2) The address for the purchase of Bidding Document

The Chairman, Regional Procurement Committee,
National Water Supply & Drainage Board,

.....
.....[insert relevant RSC Address]

TEL. FAX

- (9.2) The Address for the purpose of acknowledgment of Addenda

The Chairman, Regional Procurement Committee,
National Water Supply & Drainage Board,

.....
.....[insert relevant RSC Address]

TEL. FAX

- (14.2) Bid Security shall be:

(bill wise bid security shall be given)

Bill No. 01

Bill No. 02

Bill No. 03

Bill No. 04

Bill No. 05

Total _____

- (14.3) • Valid until(give a Date)

- (15.1)** The Bid shall be valid for 91 days from the date closing of the bids.
- (16.2)** Vehicle Hiring Companies and Vehicle Owners shall sign their relevant form, from the given forms in Section 3.
- (18.2a)** The Bids shall be addressed to
&
(19.1) The Chairman, Regional Procurement Committee,
National Water Supply & Drainage Board,
.....
.....[insert relevant RSC Address]
- (18.2b)** The deadline for submission of Bids shall be as specified in the IFB.
- (19.2)** Employer's address for the purpose of Bid submission is
The Chairman, Regional Procurement Committee,
National Water Supply & Drainage Board,
.....
.....[insert relevant RSC Address]
- (22.1)** The place of opening of Bids
Regional Procurement Committee,
National Water Supply & Drainage Board,
.....
.....[Insert relevant RSC Address].
- (31.2)** The prevailing rate of stamp duty on contracts for Hiring of Vehicles is nil.
- (32.1)** The amount of Performance Security is Rupees Twenty Thousand (Rs. 20,000.00).

G. Bidding Data

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

Instructions to Bidders

Clause Reference

- (1.1) numbers Vans for office to be hired
..... numbers Crew Cabs for office to be hired
..... numbers Cars for office to be hired

(1.2) Intended completion date is days from the commencement date.

2.2 (a) The bidder shall have at least 01 No. vehicle

(3) The registration date shall be or later date.

(4) The source of funds is

(7.2) The address for the purchase of Bidding Document

The Chairman, Project Procurement Committee,
National Water Supply & Drainage Board,
.....

.....[insert relevant Project Address]

TEL. FAX

(9.2) The Address for the purpose of acknowledgment of Addenda

The Chairman, Project Procurement Committee,
National Water Supply & Drainage Board,
.....

.....[insert relevant Project Address]

TEL. FAX

(14.2) Bid Security shall be:

(bill wise bid security shall be given)

Bill No. 01

Bill No. 02

Bill No. 03

Bill No. 04

Bill No. 05

Total _____

(14.3) • Valid until(give a Date)

- (15.1)** The Bid shall be valid for 91 days from the date closing of the bids.
- (16.2)** Vehicle Hiring Companies and Vehicle Owners shall sign their relevant form, from the given forms in Section 3.
- (18.2a)** The Bids shall be addressed to
&
(19.1) The Chairman, Project Procurement Committee,
National Water Supply & Drainage Board
.....
.....*[Insert relevant Project Address]*.
- (18.2b)** The deadline for submission of Bids shall be as specified in the IFB.
- (19.2)** Employer's address for the purpose of Bid submission is

The Chairman, Project Procurement Committee
National Water Supply & Drainage Board
.....
.....*[Insert relevant Project Address]*.
- (22.1)** The place of opening of Bids

Project Procurement Committee,
National Water Supply & Drainage Board,
.....
.....*[Insert relevant Project Address]*.
- (31.1)** The prevailing rate of stamp duty on contracts for Hiring of Vehicles is nil.
- (32.1)** The amount of Performance Security is Rupees Twenty Thousand (Rs. 20,000.00).

5. CONTRACT DATA

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 typed in italic letters are guide lines to prepare the Bidding Data and they shall be removed after preparation of the Bidding Data.)

Contract Data

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

1.1 (g) The Employer is

Name: National Water Supply and Drainage Board,

Address: Galle Road, Ratmalana

Authorized Representative of the employer is :

The Chairman,
National Water Supply & Drainage Board,

1.1 (i) The Engineer is

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

1.1 (j) The Engineer's Representative is

.....
.....

4.1 (c) Minimum working days for a normal Calander month is Days and for the month of February is days.

This could be changed as per the requirement of work by the Engineer's Representative.

(4.2) The amount of Performance Security is Rupees Twenty Thousand (Rs. 20,000.00).

(6.0) The following documents shall be submitted by the contractor to the Engineers when making request for payment monthly.

Monthly bill with following certificates

- a) Duly filled authorized running charts for the particular month
- b) A copy of the invoice issued by the Finance/Lease company for the previous month for the installment payment (if the vehicle is financed or leased)
- c) If the offered vehicle has been changed for few days within the month an approval for such change.

(6.2) h) If the vehicle is utilized on Sundays on the instruction of Engineer's representative shall be considered as overtime and this shall subject to Clause 4.1(c) hereof.

(8.4) If the vehicle delayed for work

Reported Time	Penalty
08.15 am to 09.00 am	Rs. 150.00
09.01 am to 10.00 am	Rs. 150.00
10.01 am to 11.00 am	Rs. 300.00
11.01 am to 12.00 am	Rs. 450.00
After 12.01 pm	01 day

If the vehicle is required after 12.01 pm day payment will be deducted.

If the vehicle will take back by the bidder, before completing the day service without any permission, a fine of day payment will be deducted from the monthly bill.

- (8.5)** If the bidder unable to supply the vehicle, for a working day, one and half of day normal fine will be deducted per one absent day.
- (9.0)** Add to clause.
The Contractor shall display “Hired Vehicle for the Water Board” in the vehicle when engaging in official works.
- (10.0)** For No. of passengers and per passenger Rs. 50,000/- (*minimum 5 No. of passengers should include as per the specification*)

6. SPECIFICATIONS

7. DEVIATIONS FROM SPECIFICATIONS

DEVIATIONS FROM SPECIFICATIONS

Preamble

The Bidder is required to list any deviations from the Specifications as already been given elsewhere in the Bidding Documents.

Deviations

Note:

Additional sheets should be attached as necessary

8. SCHEDULE OF PARTICULARS

SCHEDULE OF PARTICULARS

Hiring of Vehicles

CONTRACT No.:

TO BE COMPLETED BY THE BIDDER

		Car/Van/Crew Cab/ Double Cab
1	Contractor's Name	
2	Address	
3	Telephone No.	
4	Fax No.	
5	Registration No.	
6	First registration date	
7	Vehicle model & make	
8	Pay Load Kg	
9	Year of Manufacture of vehicle	
10	Engine capacity	
11	Seating capacity (excluding driver)	
12	Is the vehicle air conditioned, specify dual A/C or single A/C	
13	Additional items of vehicle Connection for mobile phone charging Radio Cassette Player Vehicle Seat Covers	
14	Optional items of vehicle Cigarette Lighter Power Shutters	
15	Condition of vehicle	
16	Name of Driver (proposed)	
17	Driving License No.	
18	Experience of Driver (No. of years)	
19	Is the copy of Registration Certificate attached	
20	Is the copy of Insurance Certificate attached	
21	Is the copy of revenue license attached	
22	Is the vehicle is registered to the Bidder's name	
23	If not, is the owners agreement letter attached	
24	Is the vehicle financed or leased	

		Car/Van/Crew Cab/ Double Cab
25	If it is financed or leased name of the finance/leasing company	
26	Copy of the receipt issued by the finance/ lease company for the installment for month of	
27	The amount of the Installment	
28	Mobile Telephone Number to be used in the vehicle	
29	The place willing to supply the proposed vehicle	

9. BILLS OF QUANTITIES

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

HIRING OF VEHICLES

CONTRACT NO :.....

PREAMBLE NOTES

- 1.0 Attention is invited to the Form of Bid, Instructions to Bidders, the Condition of Contract, Bidding Data, Contract Data and the Specifications are to be read in conjunction with the Bill of Quantities
- 2.0 The price and rates to be inserted in the bill of quantities shall be deemed to allow for the full value of the work described under the several items including all costs and expenses which may be required in and for the work together with all general risks, liabilities and obligations set forth or implied in documents in which the Bidder is to be used.
- 3.0 A price or rate is to be entered against each item in the Bill of Quantities whether quantities are stated or not. Items against which no price are entered shall be considered as uncompleted bill and the particular bill shall not be considered for the evaluation.
- 4.0 General description of work given in the specification are not necessary repeated in the bill of quantities. Reference should be made to the specifications for this formation.
- 5.0 The drivers shall be provided by the Contractor and they should have valid driving license and copies of licenses shall be attached in the offer.
- 6.0 All Running cost, Fuel cost, repair cost, driver's salary and expenses, Vehicle depreciation value and Contractors profit & overhead, all insurance, guarantees, any taxes, duties as per the Department of Inland Revenue shall be borne by the Contractor. (NWSDB will not pay any cost other than those specify in the Bill of Quantities).
- 7.0 Vehicles shall be provided for work for minimum number of days per month depending on the requirement and as specified in the Contract Data. Over time for the driver shall be paid for the continuous working before 8.00 am and after 5.00 pm each day and minimum of 01 hour of overtime work shall be performed to consider for overtime payment.
- 8.0 Overtime payment for driver for Sundays shall be paid only if the vehicle is provided for work as specified in the Contract Data.
- 9.0 The NWSDB is not responsible for any accidents and repairs of the offered vehicles. Any compensation to driver, users, public and third party property shall be borne by the Contractor at his cost.
- 10.0 If the vehicle will not be provided for work because of, an accident or sudden repair work, a replacement vehicle shall be provided. The replaced vehicle shall be fulfill the following conditions.

1. Shall be in good conditions.
2. The officer who uses the vehicle shall agreed with the vehicle
3. Shall be same type (Ex: If the initials offered vehicle is a van, replaces vehicle shall be a van) and exactly same to the given specification.

This replaced vehicle shall be provided for 03 days only, on agreement with the Sectional head.

If the contractor wants to provide the replacement vehicle for more than 03 days up to 30 days maximum, the approval of the relevant Manager shall be obtained. The Contractor shall provide evidence to prove about the repair works.

However the copies of following certificates shall be provided for replaced vehicle.

1. Insurance Certificate (as per initially offered vehicle)
2. Revenue License
3. Registration Certificate

..... WATER SUPPLY SCHEME / OFFICE

HIRING OF VEHICLES

CONTRACT NO.

Bill No. 01

Office Name :

Vehicle No. :

Item No.	Description	Unit	Quantity	Unit Rate LKR.	Amount
					LKR.
1	First xxxx km of running for a month (max. 2000km)	km	xxxx	a	
2	In addition to above exceeding 500 km for a month	km	500	b	
3	In addition to Item 01 and 02 over time for the Driver	hours	30	c	
	Subtotal per month	months	1		
	Total for the contract period	months	12		
	Total of Page No. 9-.... carried to Summary of Bill in Page No. 9-.....				

Unit cost for First xxxx km, exceeding 500km and overtime for driver will be taken from the Annex 1 a, b and c respectively

HIRING OF VEHICLES

CONTRACT NO.

SUMMARY OF BILLS

Bill No.	From page No.	Description	Amount
			LKR
01		Total of Bill No. 01
		Sub Total (1)	
		Less Discount (if any)	
		Sub Total (2)	
		Total of Bid price carried to Form of Bid (excluding VAT) in page 3-1	

VAT (applicable rate %) Rs.

VAT Registration Number :

(A copy of the VAT Registration Certificate or a letter from Department of Inland Revenue Stating that the bidder is not registered for VAT shall be annexed).

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

10. SPECIMEN FORMS

- **AGREEMENT**
- **BID SECURITY**
- **PERFORMANCE SECURITY**
- **LETTER OF ACCEPTANCE**

THE GOVERNMENT OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA

MINISTRY OF

NATIONAL WATER SUPPLY AND DRAINAGE BOARD

Hiring of Vehicles

CONTRACT No.:

AGREEMENT

This AGREEMENT, is made and entered into on thisday of..... Two Thousand andby and between National Water Supply and Drainage Board, a corporate body duly established under the provisions of the National Water Supply and Drainage Board Act No.2 of 1974 and having its Head Office at Ratmalana in Sri Lanka (hereinafter called “the Employer”) or “the Board”) of the one part and Messrs
.....
..... (Hereinafter called “the Contractor”) of the other part.

WHEREAS the Employer is desires that the Contractor execute (Hiring of Vehicles & Contract Number).....
.....
.....[name and identification number of Contract] (hereinafter called “the Services”) and the Employer has accepted the Bid by the Contractor for the execution and completion of such Services.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to, and they shall be deemed to form and be read and construed as part of this Agreement.
2. The documents forming the Contract shall be interpreted in the following order of priority:
 - (1) Agreement,
 - (2) Letter of Acceptance,
 - (3) Memorandum of understanding (if any)
 - (4) Contractor’s Bid,
 - (5) Contract Data,
 - (6) Conditions of Contract,
 - (7) Specifications,
 - (8) Price Schedule,
 - (9) Any other document listed in the Contract Data as forming part of the Contract.

3. In consideration of the payments to be made by the Employer to the Contractor as per the payment schedule as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Services therein in conformity in all respects with the provisions of the Contract.
4. The Employer hereby covenants to pay the Contractor in consideration of the execution and completion of the Services wherein the initial Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties thereto have caused this Agreement to be executed the day and year aforementioned in accordance with the laws of Sri Lanka.

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

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

For and on behalf of the Contractor : signed by the saidin
 the capacity of and/or
 duly authorized to sign this contract agreement for and on behalf of

 (Block Letters)

Witnesses

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

FORM OF BID SECURITY

[insert 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: ----- [insert (by issuing agency) date]

BID GUARANTEE No.: ----- [insert (by issuing agency) number]

We have been informed that -----
[name of the Bidder] (hereinafter called "the Bidder") has submitted to you its bid dated -----
[date] (hereinafter called "the Bid") for the execution of
.....[insert name of Contract] under Contract No. -----

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

At the request of the Bidder, we ----- [insert name of issuing agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- [insert amount in figures] -----
----- [insert 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 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 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 Guarantee 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) the successful bidder furnishing the performance security, otherwise it will remain in force up to ----- (insert date)

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

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

PERFORMANCE SECURITY
(Unconditional)

.....
[Issuing Agency's Name and address of Issuing Branch or Office]

Beneficiary :
[Name and Address of Employer]

Date : **PERFORMANCE GUARANTEE NO.:**

We have been informed that
[Name of Contractor] (hereafter called "the Contractor") has entered into Contract No.
.....*[reference number of the contract]* datedwith
you, for the*[insert*
"Execution"] of
[name of contract and brief description of Scope of Work] (hereinafter called " the Contract").

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

At the request of the Contractor, we
[name of Agency] hereby irrevocably undertake 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 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 sum specified therein.

This guarantee shall expire, no later than the day of 20..... *[insert date, 28 days beyond the Intended Completion Date]* and any demand for payment under it must be received by us at this office on or before that date.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed there under or of any of the Contract document which may be made between you and the Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice or any such change, addition or modification.

.....
[Signature(s)] of the Guarantor
Capacity

.....
Seal

The Amount of Performance Security is :

The Performance Security shall be submitted on or before(fill the date as per Conditions of Contract). Failing to submit the performance guarantee will be a breach of contract and actions shall be taken as per Clause 32 of the Instruction to Bidders.

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

Please contact PD/DGM ()/AGM (), Engineer's Representative of this bid, on Telephone No..... for further action on this contract.

.....
General Manager
National Water Supply & Drainage Board

11. APPENDICES

- **APPENDIX 1 - DETAILS OF SIMILAR SERVICES CARRIED OUT WITHIN LAST YEAR**
- **APPENDIX 2 - BIDDER'S AUTHORIZATION TO SIGN THE CONTRACT**
- **APPENDIX 3 - AFFIDAVIT**

APPENDIX 1 - DETAILS OF SIMILAR SERVICES CARRIED OUT WITHIN LAST YEAR

Year	Name and Address of Employer	Name and details of Contract	Value of Contract	Period of Contract		Remarks (Completed/on going etc.)	Period of Time remaining incomplete
				From	To		

Note : Contractors shall submit completion certificates for completed supplies and awarding letters and relevant client's certificates for ongoing works for the proof of above furnished details.

APPENDIX 2 - CONTRACTOR'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 in the Form of Power of Attorney and should be signed by a person with the proper authority to sign documents that are binding on the Bidder. The bidder shall include it in its bid].

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

To : Chairman,
.....
.....
.....

We[insert complete name of the Bidder], who
.....[insert full address of Bidder], do hereby
authorize [insert complete name of Bidders
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) 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 3

AFFIDAVIT

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