

**REVISED ON 16-06-2022**

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

**MINISTRY OF WATER SUPPLY**

**NATIONAL WATER SUPPLY AND DRAINAGE BOARD**

**SALE OF REDUNDANT VEHICLES & EQUIPMENT**

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

**REVISED ON 16-06-2022**

**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/Redundant Veh/Ver 1
- 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

Bidders are advised to fill the following table:

| ITEM   | REFERENCE | REMARKS |
|--|-----------|---------|
|  |           |         |
|  |           |         |
|  |           |         |
| Form of Bid  |           |         |
| Addressed to the Employer?                             | 16        |         |
| Completed?   | 16        |         |
| Signed?  | 16        |         |
| Signatory to the BID                                   | 16        |         |
| Evidence for authority for Signatory(ies) enclosed?    | 16        |         |
| Bid Security   |           |         |
| Addressed to the Employer?                             | 12        |         |
| Format as required?                                    | 12        |         |
| Issuing Agency as specified?                           | 12        |         |
| Validity as mentioned in the Bidding Data              | 12        |         |
| Addenda  |           |         |
| Has Addenda acknowledged ?                             | 7 & 16    |         |
| Contents of the addendum (if any) taken in to account? | 7 & 16    |         |
| Document comprising the submission                     |           |         |
|  |           |         |
| ITB Clause 15 followed before Sealing the Bid Package? | 15        |         |
|  |           |         |
|  |           |         |
|  |           |         |
|  |           |         |

# **INVITATION FOR BIDS**

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

**SALE OF REDUNDANT VEHICLES & EQUIPMENT**

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

**INVITATION FOR BIDS (IFB)**

1. The Chairman, Department Procurement Committee, the National Water Supply and Drainage Board (NWSDB), Galle Road, Ratmalana invites sealed bids for Purchase and removal of redundant Vehicles & Equipment.
2. Bidding will be conducted through National Competitive Bidding Procedure.
3. **Alternative bids shall not be accepted.** Bidders may purchase bidding documents in required number and may submit one or more independent offers. The independent offers shall be submitted in separate sets of bidding documents together with separate bid securities.
4. To be eligible for a contract award, the successful bidder shall not have been defaulted.
5. Interested bidders may obtain further information from the Assistant General Manager (Tenders & Contracts), NWSDB, Galle Road, Ratmalana over the telephone, number 0112635885 or 0112638999 ext 150 or facsimile number 0112635885. Bidding documents may be inspected free of charge at the office of the Assistant General Manager, (Tenders and Contracts),
6. A complete set of Bidding documents in English/ Sinhala 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 ..... upto .....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 before .....hrs 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 as stated in the Bidding Data and the bid security should be valid upto.....(*Insert Date*).

**Chairman**

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



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

**CONTRACT No.:** .....  
**SALE OF REDUNDANT VEHICLES & EQUIPMENT**

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4. To be eligible for a contract award, the successful bidder shall not have been defaulted.
5. 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 .....
6. A complete set of Bidding documents in English/ Sinhala language may be purchased by interested bidders on submission of a written application to the .....from ..... upto .....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 .....on or before .....hrs 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 as stated in the Bidding Data and the bid security should be valid upto.....(*Insert Date*).

**Chairman**

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

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

**THE GOVERNMENT OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA  
 MINISTRY OF WATER SUPPLY  
 NATIONAL WATER SUPPLY AND DRAINAGE BOARD  
 SALE OF REDUNDANT VEHICLES & EQUIPMENT**

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

**FORM OF BID**

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, 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 in conformity with the aforesaid Contract data, Conditions of Contract, 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 Purchase of Redundant Vehicles & Equipment as stipulated in the Contract Data, and to complete the whole of the work 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 highest 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 WATER SUPPLY**  
**NATIONAL WATER SUPPLY AND DRAINAGE BOARD**  
**SALE OF REDUNDANT VEHICLES & EQUIPMENT**

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

**FORM OF BID**

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 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 in conformity with the aforesaid Contract data, Conditions of Contract, 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 Purchase of Redundant Vehicles & Equipment as stipulated in the Contract Data, and to complete the whole of the work 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 .....  
.....

**4. BIDDING DATA  
AND  
CONTRACT DATA**

## G. Bidding Data

### Instructions to Bidders

#### Clause Reference

(4.1) The Vehicles & Equipment put up for sale can be inspected at the following locations with the prior approval of the following offers :

|    | <u>Location</u> | <u>Contact Officer</u> | <u>Contact No.</u> |
|----|-----------------|------------------------|--------------------|
| 1. | .....           | .....                  | .....              |
| 2. | .....           | .....                  | .....              |
| 3. | .....           | .....                  | .....              |
| 4. | .....           | .....                  | .....              |
| 5. | .....           | .....                  | .....              |

(5.2) The address for the purchase of Bidding Document

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

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

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

(12.2) Bid Security shall be:

The amount of Bid Security of each lot is given in the attached “Bill of Quantities”.

(12.3)           • Valid until .....(*give a Date*)

(13.1) The Bid shall be valid for ..... days from the date closing of the bids.

(15.2) The Bids shall be addressed to

**&**  
(16.1) The Chairman, Department Procurement Committee,  
National Water Supply & Drainage Board,  
Galle Road,  
Ratmalana.

The deadline for submission of Bids  
Date ..... time .....

**(16.2)** Employer's address for the purpose of Bid submission is

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

**(19.1)** The place of opening of Bids

Department Procurement Committee,  
National Water Supply & Drainage Board,  
Galle Road,  
Ratmalana.

## G. Bidding Data

### Instructions to Bidders Clause Reference

- (4.1) The Vehicles & Equipment put up for sale can be inspected at the following locations with the prior approval of the following offers :

| <u>Location</u> | <u>Contact Officer</u> | <u>Contact No.</u> |
|-----------------|------------------------|--------------------|
| 1. ....         | .....                  | .....              |
| 2. ....         | .....                  | .....              |
| 3. ....         | .....                  | .....              |
| 4. ....         | .....                  | .....              |
| 5. ....         | .....                  | .....              |

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

Chairman, Regional Procurement Committee,  
National Water Supply & Drainage Board,  
.....  
..... *[Insert relevant RSC Address]*

Tel :..... Fax : .....

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

Chairman, Regional Procurement Committee,  
National Water Supply & Drainage Board,  
.....  
..... *[Insert relevant RSC Address]*

Tel :..... Fax : .....

- (12.2) Bid Security shall be:

The amount of Bid Security of each lot is given in the attached “Bill of Quantities”.

- (12.3)     • Valid until .....(give a Date)

- (13.1) The Bid shall be valid for ..... days from the date closing of the bids.

- (15.2) The Bids shall be addressed to

**&**  
(16.1) The Chairman, Regional Procurement Committee,  
National Water Supply & Drainage Board,

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



The deadline for submission of Bids.  
Date ..... time .....

**(16.2)** Employer's address for the purpose of Bid submission is  
The Chairman, Regional Procurement Committee,  
National Water Supply & Drainage Board,  
.....  
.....[insert relevant RSC Address]

**(19.1)** The place of opening of Bids  
Regional Procurement Committee,  
National Water Supply & Drainage Board,  
.....,  
.....

## 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,  
Galle Road, Ratmalana.

### **(h) The Engineer is**

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

**Engineer's Representative : .....**

**4.1** The items (lots) shall be removed within ..... *(insert the no of days)*  
working days from the letter of acceptance.

## 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,  
Galle Road, Ratmalana.

### (h) The Engineer is

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

**Engineer's Representative :** .....

- 4.1** The items (lots) shall be removed within ..... *(insert the no of days)* working days from the letter of acceptance.



## **5. BILLS OF QUANTITIES**

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

## **SALE OF REDUNDANT VEHICLES & EQUIPMENT**

**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 bidder shall indicate the prices of each item without VAT and the VAT component shall be indicated in the Summary of Bills.

# BILL OF QUANTITIES

## SALE OF REDUNDANT VEHICLES & EQUIPMENT

CONTRACT NO. ....

Bill No. 01

| Lot No. | Location | Description  | Bid Security Rs. | Amount Rs. |
|---------|----------|--|------------------|------------|
|         |          |  |                  |            |
|         |          | Total of Page No. 5-2 carried to Summary of Bill in Page No. 5-3 |                  |            |

## Summary of Bills

| Bill No. | From page No. | Description  | Amount |       |
|----------|---------------|--|--------|-------|
|          |               |  | Rs.    | Cts.  |
| 01       |               | Bill No. 01  | .....  | ..... |
| 02       |               |  |        |       |
| 03       |               |  |        |       |
|          |               | <b>Total of Bid price carried to Form of Bid (excluding VAT) in page 3-1</b> |        |       |

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.



## **6. SPECIMEN FORMS**

- **BID SECURITY**
- **LETTER OF ACCEPTANCE**

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

**SALE OF REDUNDANT VEHICLES & EQUIPMENT  
CONTRACT No.: .....**

**FORM OF BID SECURITY**

-----  
-----  
*[insert issuing agency's name, and address of issuing branch or office]*

**Beneficiary:** The Chairman, National Water Supply & Drainage Board,  
Galle Road, Ratmalana

**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) ]*

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

**SALE OF REDUNDANT VEHICLES & EQUIPMENT  
CONTRACT No.: .....**

**LETTER OF ACCEPTANCE**  
*[Letter heading paper of the Employer]*

..... *[Date]*

To: .....

*[Name of the Bidder]*

.....

*[Address of the Bidder]*

We are pleased to inform you that your offer submitted on ..... *[Date]* on the above tender for a total value of Sri Lanka Rupees .....  
..... *[amount in figures and words]* has been accepted, as follows.

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

| <b>Lot No.:</b> | <b>Description</b> | <b>Offer (Rs.)</b> |
|-----------------|--------------------|--------------------|
| .....           | .....              | .....              |
| .....           | .....              | .....              |
|                 | <b>Sub Total</b>   | .....              |
|                 | .....% VAT         | .....              |
|                 | <b>Total</b>       | .....              |

The above payment shall be made in cash and remove the goods within 14 working days from the date hereof.

Yours faithfully,  
**National Water Supply & Drainage Board**

**General Manager**