

DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA  
MINISTRY OF URBAN DEVELOPMENT, CONSTRUCTION AND HOUSING  
SRI LANKA LAND DEVELOPMENT CORPORATION



**BIDDING DOCUMENT**

**CONTRACT FOR ANNUAL SERVICE OF AIR CONDITION MACHINES AT  
SLLDC HEAD OFFICE, RAJAGIRIYA AND EMT LABORATORY, ATTIDIYA.**

**PROCUREMENT NO : S/160/25**

**CLOSING DATE : 09<sup>TH</sup> MAY 2025 AT 13:30 HRS**

**Chairman,  
Procurement Committee,  
Sri Lanka Land Development Corporation  
No. 03, Sri Jayewardenepura Mawatha  
Welikdada  
Rajagiriya.**

---

Tel. No. : 0112866832 Fax No. : 0112871637 Email : [supplies@slldc.lk](mailto:supplies@slldc.lk)

---

**APRIL - 2025**

FOR REFERENCE ONLY

## Section – 1

# INSTRUCTIONS TO BIDDERS

*Notes:*

Instructions to Bidders shall be read in conjunction with Bidding Data under Section 5 (Volume 2). Matters governing the performance of the Contractor, payments under the Contract, or matters affecting the risks, rights, and obligations of the parties under the Contract are included under Section 3 – Conditions of Contract (Volume 1) and Contract Data under Section 5 (Volume 2). However, some information is reproduced in this section to facilitate the bidders to price their bids.

Instruction to Bidders will not be part of the Contract and will cease to have effect once the Contract is signed.

*Note:*

Please refer the ICTAD standard Bidding Document Procurement of Works, ICTAD/SBD/03, Second Edition-January 2007 (not attached with this document) for the following sections.

Section 01 – Instructions to Bidders

Section 02 – Standard Forms (Contract)

Section 03 – Conditions of Contract

Section 04 – Form of Bid Qualification Information

MINISTRY OF URBAN DEVELOPMENT, CONSTRUCTION & HOUSING



**Sri Lanka Land Development Corporation**

**Invitation for Bids (IFB)**

**CONTRACT FOR ANNUAL SERVICE OF AIR CONDITION MACHINES AT SLLDC HEAD OFFICE, RAJAGIRIYA AND EMT LABORATORY, ATTIDIYA.**

1. The Chairman Department Procurement Committee of Sri Lanka Land Development Corporation (SLLDC) now invites sealed bids from eligible and qualified bidders for **Contract of Annual Service of Air Condition Machines at SLLDC Head Office, Rajagiriya and EMT Laboratory, Attidiya.**

2.

Procurement No	Description	Required Bid security
S/160/25	Contract for Annual Service of Air Condition Machines at SLLDC Head Office, Rajagiriya and EMT Laboratory, Attidiya.	Rs.10,000.00

3. Bidding will be conducted through Limited Competitive Bidding (LCB) Procedure.
4. To be eligible for contract award, the successful bidder shall have past experience in similar nature of work. A list of such locations, contact persons and the telephone numbers to be submitted.
5. Interested eligible bidders may obtain further information from Deputy General Manager (Construction), Sri Lanka Land Development Corporation, Tel 0112862438, Fax 0112867516, and inspect the bidding documents at the office of Deputy General Manager (Supplies and Stores), Sri Lanka Land Development Corporation during the office hours, **from 9:00 hrs. to 15:30 hrs from 24<sup>th</sup> April 2025 to 08<sup>th</sup> May 2025.**
6. A complete set of Bidding Document in English language could be purchased by interested bidders on the submission of a written application to the Deputy General Manager (Supplies) Sri Lanka Land Development Corporation during working days until **13:30 hrs on 08<sup>th</sup> May 2025.**

upon payment of a non-refundable fee of Rs.1,000/=. The method of payment will be in cash to, Sri Lanka Land Development Corporation.

7. Bids shall be delivered with duplicate separately sealed to the address given below, or deposited to the identified box kept in Supplies Division (1<sup>st</sup> Floor in new head office building).

Chairman,  
Procurement Committee,  
C/O Deputy General Manager (Supplies & Stores)  
Sri Lanka Land Development Corporation,  
No.03, Sri Jayawardenepura Mw.,  
Welikada, Rajagiriya.

Before **13.30 hrs on 09<sup>th</sup> May 2025**. Late-bids will be rejected. Bids will be opened soon after closing in the presence of the bidders' representatives, who choose to attend.

8. Bid shall be valid from **09<sup>th</sup> May 2025 to 12<sup>th</sup> June 2025**.
9. All Bids shall be accompanied by a bid security of Ten Thousand Rupees (Rs. 10,000/=). Bid security shall be from a Licensed commercial bank operating in Sri Lanka (approved by the Central Bank of Sri Lanka). It shall be irrevocable and unconditionally encashable upon the first written demand by the employer. Bid security shall be valid from **09<sup>th</sup> May 2025 to 10<sup>th</sup> July 2025**. Cash Bond also could be submitted (Bidder Could pay cash to cashier, SLLDC and attach receipt to the bid)
10. Bidders are instructed to clarify any matter regarding this contract by,

Deputy General Manager (Supplies),  
Sri Lanka Land Development Corporation,  
No. 03 Sri Jayawardenepura Mawatha,  
Welikada,  
Rajagiriya.

Tel- 0112866832  
Fax- 0112871637  
Email- [supplies@slldc.lk](mailto:supplies@slldc.lk)  
Web- [www.landdevelopment.lk](http://www.landdevelopment.lk)

## FORM OF BID

**Name of Contract:** Contract for Annual Service of Air Condition Machines at SLLDC Head Office, Rajagiriya and EMT Laboratory, Attidiya.  
**S/160/25**

Gentlemen:

1. Having examined the Standard Bidding Document – Procurement of Works – Minor Contacts (ICTAD/SBD/O3 – Second Edition, January 2007) Specifications, Drawings and Bills of Quantities and Addenda for the execution of the above named work, we the undersigned the offer to execute and complete such works and remedy any defect therein in conformity with the aforesaid conditions of Contract, Specifications, Drawings, Bill of Quantities and addenda for the sum of Sri Lankan Rupees.  
.....  
(SLR..... Excluding Taxes) or such other sums as may be ascertained in accordance with the said Conditions.
2. I/We acknowledge that the Contract Data forms part of our Bid.
3. I/We undertake, if our Bid is accepted, to commence the Works as soon as is reasonably possible after the receipt of the Engineer's notice to commence, and to complete the whole of the works comprised in the Contract within the time stated in the Contract Data.
4. I/We agree to abide by this Bid until the date specified in ITB Clause 16 .....[insert date], and it shall remain binding upon us and may be accepted at any time before that date.
5. Unless and until a formal Agreement is prepared and executed this Bid, together with your written acceptance thereof, shall constitute a binding Contract between us.
6. I/We understand that you are not bound to accept the lowest or any bid you may receive.
7. I/We certify/confirm that we comply with the eligibility requirements as per ITB Clause 3 of the Bidding Documents.  
Dated this ..... day of .....20..... Signature  
.....in the capacity of ..... duly authorized to sign bids for and on  
behalf of ..... (*in block capitals or typed*)

Signature: .....

Address: .....

Witness: .....

## **Section – 5**

### **BIDDING DATA AND CONTRACT DATA**

FOR REFERENCE ONLY

## BIDDING DATA

1. The Employer  
Name : Sri Lanka Land Development Corporation  
Address : No.03, Sri Jayawardenepura Mawatha, Welikada, Rajagiriya
2. Scope of Work : Contract for Annual Service of Air Condition Machines at SLLDC Head Office, Rajagiriya and EMT Laboratory, Attidiya.
- 2.1 If any break down occurs, it will be informed by the employer to the contractor and contractor shall be attended within 24 hour. The repair will be carried out with necessary approval.
3. Time for Completion : Intended Completion Date is 01 Year from the commencement date.
4. Commencement Date : Will be mentioned in the letter of Acceptance.
5. The following information shall be provided:
  - (a) Detail of Company Registration
  - (b) VAT Registration number
  - (c) Experience in works of a similar nature and size of each of last three years as Documents proof.
6. The Bid shall be submitted to:  
  
Chairman,  
Procurement Committee  
C/O Deputy General Manager (Supplies and Stores)  
Sri Lanka Land Development Corporation,  
No.03, SriJayawardenepura Mw,  
Welikada, Rajagiriya.
7. The deadline for submission of Bids shall be on or before **09<sup>th</sup> May 2025 at 13.30 Hrs**  
The Bids will be opened immediately thereafter at the above address (6)

8. The amount of Performance Security is 5% of the Initial Contract Price. Performance Security shall be from a licensed Commercial Bank operating in Sri Lanka (approved by the Central Bank of Sri Lanka) and shall be valid until 28 days beyond the expiry date of the Intended Completion date.
9. Bid Price : VAT component shall not be included in the rates.  
VAT component shall be shown separately at the end of the BOQ.  
The contract is not subjected to Price adjustment.
10. Award of Contract : SLLDC reserves the right to accept or reject any quotation.
11. SLLDC reserves the right to increase or decrease the BOQ quantity by 10% without any change to the unit price.
12. Bidders are instructed to clarify any matter regarding the above contract by contacting Deputy General Manager (Construction), Sri Lanka Land Development Corporation, Tel: 011- 2862438, Fax:011-2867516
13. Work to be proceed after inspection and approval by the Engineer.

## CONTRACT DATA

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

(1.1.8) The Employer is

Name : **Chairman Sri Lanka Land Development Corporation.**

Address: **No. 3, Sri Jayawardenepura Mawatha, Welikada, Rajagiriya.**

Name of Authorized Representative: **General Manager**

(1.1.9) The Engineer is

Name : **Deputy General Manager (Construction)**

Address: **SLLDC, No. 3, Sri Jayawardenepura Mawatha, Welikada, Rajagiriya**

(1.1.21) The Works consists of **contract for annual service of air condition machines at SLLDC head office, Rajagiriya and EMT laboratory, Attidiya.**

(1.1.14) The Intended Completion Date for the whole of Works

**01 Year from the Commencement Date.**

If the Employer and the contractor are agreed to continue the contract after the contract period expired at the same rates or by negotiating the rates, the contract period could be extended for another one year.

(4.4) The Performance Security shall be **5** percent of the Initial Contract Price.

(6.4) Liquidated Damage : **Rs. 1,000.00 per day**

Maximum amount of Liquidated Damage: **10% of Initial Contract Price**

(13.1)1. Minimum Insurance Cover per occurrence is Rs. **1,000,000.00**  
Number of occurrence shall be unlimited.

## **LABOUR DISCIPLINE & BEHAVIOUR**

1. Workers shall be worked as per the rules and regulations of the corporation.
2. List of workers assigned for this work (Including their permanent address, copies of National Identity cards) to be submitted to the Project Engineer.
3. The project Engineer reserves right to dismiss any kind of manpower who is not suit the site in any ways.
4. Contractor should not allocate employees who may be a threat to the National Security. If any kind of situation arise, contractor is fully responsible for the same.

## **PAYMENTS**

1. Method of payment shall be Measure and Pay basis and payment shall be at the end of the each service.
2. Bills with two copies shall be forwarded to Project Engineer.
3. Project Engineer reserves right to fully or Partial payment of the bill with considering the workdone & specifications.
4. All the payment will be made with cross cheques by the Snr.Accountant (Payment) of the Finance Division, 3<sup>rd</sup> Floor at SLLDC Head Office.

FOR REFERENCE ONLY

**Section – 7**

**BILL OF QUANTITIES**

**SRI LANKA LAND DEVELOPMENT CORPORATION**  
**Bill of Quantities for**  
**Contract for Annual Service of Air Condition Machines at SLLDC Head Office, Rajagiriya and EMT**  
**Laboratory, Attidiya.**  
**S/160/25**

Item No.	Description	Capacity BTU	Qty (a)	Rate per Service (Rs.) (b)	Services per Year (c)	Amount (Rs.) (a×b×c)
	<b>Note: Service shall include.</b> 1. Check the operation of indoor, outdoor unit prior to commencing work. 2. Inspect & wash or clear air filters. 3. Clean drain tray, flush & clean drain line. 4. Check and clean blower compartment. 5. Clean indoor unit exterior. 6. Wash condenser coil. 7. Check refrigeration controls and safety devices. 8. Check all electrical terminations and correct where necessary. 9. Check the gas level and top up if necessary. 10. All breakdown repairs must be guaranteed for a minimum of 6 months.					
<b>A</b>	<b>HEAD OFFICE PREMISES</b>					
01	a Normal Service	9000	01		03	
	b Overall Pump Down Service	9000	01		01	
02	a Normal Service	12000	36		03	
	b Overall Pump Down Service	12000	36		01	
03	a Normal Service	18000	46		03	
	b Overall Pump Down Service	18000	46		01	

04	a	Normal Service	24000	86		03	
	b	Overall Pump Down Service	24000	86		01	
<b>Sub Total I</b>							
<b>B</b>	EMT LABOROTARY AT ATTIDIYA						
01	a	Normal Service	18000	02		03	
	b	Overall Pump Down Service	18000	02		01	
02	a	Normal Service	24000	05		03	
	b	Overall Pump Down Service	24000	05		01	
<b>Sub Total II</b>							
<b>Total</b>							

**NOTE:-**

- The contractor shall provide labours, ladders and tools etc.
- Breakdown to be attended within 24 hours and rectify the break down after approve the quotation within 24 hours.
- Bidders are instructed to inspect the machines (free of charge) for breakdown attend.

**SUMMARY**

**SUB TOTAL I**        =       .....  
**SUB TOTAL II**     =       .....  
**TOTAL**                =       .....  
**ADD: 18% VAT**     =       .....  
**GRAND TOTAL**    =       .....

Total amount in words: Rupees

.....  
 .....

Signature of contractor

.....

Seal

.....

**Witness:**

Name .....

1.

Signature:

NIC No .....

Name:

Tel. No.....

NIC No:

Address.....

Address:

2.

Signature:

Name:

NIC No:

Address:

**Section – 9**

**STANDARD FORMS [BID]**

***Notes on Standard Forms:***

- Bidders shall submit the completed Form of Bid Security as appropriate in compliance with the requirements of the bidding documents.
- Bidders should not complete the Form of Agreement at the time of preparation of bids.
- The successful bidder will be required to sign the Form of Agreement, after the award of contract.
- Any corrections or modifications to the accepted bid resulting from arithmetic corrections, acceptable deviations, or quantity variations in accordance with the requirements of the bidding documents should be incorporated into the Agreement.
- The Form of Performance Security, Form of Advance Payment Security and Form of Retention Money Guarantee should not be completed by the bidders at the time of submission of bids.

### FORM OF BID SECURITY

[This Guarantee form shall be filled in accordance with the instructions indicated in brackets].....  
.....[insert issuing agency's name, and  
address of issuing branch or office]

Beneficiary: General Manager, Sri Lanka Land Development Corporation  
No. 03, Sri Jayawardenapura Mawatha, Welikada, Rajagiriya

Date: .....[insert (by issuing agency) date]

BID GUARANTEE NO.: .....[insert by issuing agency) number]We have  
been informed that .....[insert (by Issuing Agency) name of the  
Bidder] (hereinafter called "the Bidder") has submitted to you its bid dated .....  
.....[insert (by issuing agency) date] hereinafter called "the Bid") for the execution of  
[insert name of Contract] under Invitation for Bids No. ....[insert IFB number]("the  
IFB").

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 word] 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") of the IFR; 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 ITS.

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 of authorized representatives (s)