

GOVERNMENT OF THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA

MINISTRY OF TRANSPORT, HIGHWAYS AND URBAN DEVELOPMENT

SRI LANKA LAND DEVELOPMENT CORPORATION

Procurement No: S/259/26

**TOPOGRAPHICAL SURVEY
WORK OF THE EXISTING
STORMWATER DRAINAGE
SYSTEM
FOR**

**Hydrological Study For The Design Of Storm Water
Drainage Plan For Matara Municipal Council**

Bid Closing Date & Time: 15.07.2026 at 13:30hr

Sri Lanka Land Development Corporation

No. 03, Sri Jayawardenapura Mawatha

Welikada

Rajagiriya

Tel. No. : 0112866832

Fax. No. : 011-2871637

Email: prabodini@sllrdc.lk

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➤ <i>Volume - 1 of CIDA Publication 'Standard Bidding Document Procurement of Works Minor Contracts' - ICTAD/SBD /03</i>	
➤ <i>Procurement Guidelines and Manual – 2024 of the National Procurement Commission (NPC)</i>	
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VOLUME - 1

SECTION - 01

INSTRUCTIONS TO BIDDERS

Notes: All Bidders shall refer to Standard Bidding Document Procurement of Works Minor Contracts - ICTAD/SBD / 03 (Second Edition - January 2007), Section 1, Instructions to Bidders.

Instructions to Bidder shall be read in conjunction with the Section 5 – Schedule given in Volume 2, which shall take precedence over the Instructions to Bidders.

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

SECTION - 02

STANDARD FORMS (CONTRACT)

- **Agreement (Refer to the attached format)**

*Notes: All Bidders shall refer to Standard Bidding Document Procurement of Works
Minor Contracts - ICTAD/SBD / 03 (Second Edition – January 2007)
Section – 2. Not attached to this document for the following forms.*

- **Letter of Acceptance**
- **Performance Security**
- **Advance Payment Security**

FORM OF AGREEMENT

This **AGREEMENT** made the (day) of (month) 200..... (Year), between.....(name and address of Employer) (hereinafter called and referred to as “the Employer”), of the one part, and (name and address of Contractor) (hereinafter called and referred to as “the Contractor”), of the other part.

WHEREAS the Employer desires that the Contractor execute (name and identification no of Contract) (hereinafter called and referred to as “the Works”) and the Employer has accepted the Bid by the Contractor for the execution and completion of such Works and remedying of any defects therein.

The Employer and the Contractor agrees 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 following documents shall be deemed to form and be read and constructed part of this agreement, viz,
 - a) Contract Agreement
 - b) Letter of Acceptance
 - c) Conditions of Contract
 - d) Contract Data
 - e) Specification
 - f) Bill of Quantities
 - g) Drawings
 - h) Addendum
 - i) Performance Security
 - j) Form of Bid
3. In consideration of the payments to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy any defects 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 Works and the remedying of defects wherein the Contract Priceor 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 hereto have caused this Agreement to be executed the day and year aforementioned, in accordance with laws of Sri Lanka.

Signed by the duly authorized signatory for and on behalf of the Employer

.....
General Manager,
Sri Lanka Land Development Corporation

.....
Employers Common Seal

Witness: 1. Name :
2. Signature:

Witness: 1. Name :
2. Signature:

Signed by the duly authorized signatory
for and on behalf of the Contractor

.....

.....
Contractors Common Seal

Witness: 1. Name & Address :
2. Signature :
3. National Identity Card No. :

Witness: 1. Name & Address :
2. Signature :
3. National Identity Card No. :

SECTION - 03

CONDITIONS OF CONTRACT

Notes: All Bidders shall refer to Standard Bidding Document Procurement of Works Minor Contracts - ICTAD/SBD / 03 (Second Edition - January 2007), Section 3, Conditions of Contract.

Conditions of Contract shall be read in conjunction with the Section 5 – Schedule in Volume 2, which shall take precedence over the Conditions of Contract.

VOLUME - 2

SAMPLE

REQUEST FOR BID (RFB)

MINISTRY OF TRANSPORT, HIGHWAYS AND URBAN DEVELOPMENT

SRI LANKA LAND DEVELOPMENT CORPORATION

TOPOGRAPHICAL SURVEY WORK OF THE EXISTING STORMWATER
DRAINAGE SYSTEM

FOR

HYDROLOGICAL STUDY FOR THE DESIGN OF STORM WATER DRAINAGE
PLAN FOR MATARA MUNICIPAL COUNCIL

Contract (Bid) No: S/259/26

- 1.0 The Chairman, DPC, on behalf of the Sri Lanka Land Development Corporation, now invites sealed bids from eligible and qualified bidders for the topographical survey work of the existing storm water drainage system for the hydrological study for the design of storm water drainage plan for Matara Municipal Council as described below.
- 2.0 The scope of work includes conducting a topographical survey and preparing survey plans in accordance with the provided specifications. This work covers the ground survey of existing canals, drains, road, cross drainage structures and obtaining corridor survey details along canal banks, preparation of survey plans including topo plans, longitudinal sections, cross sections and establishment of Bench Marks.
- 3.0 The Project period is 120 Calendar days from the date of award of the Contract.
- 4.0 Bidding will be conducted through the National Competitive Bidding Procedure.
- 5.0 Interested eligible bidders may obtain further information from Deputy General Manager (Research & Design), via keerthipbd@gmail.com and inspect the Procurement Documents at the address given below from 09:00 hrs to 15:30 hrs.
Deputy General Manager (Supplies)
Sri Lanka Land Development Corporation
No. 03, Sri Jayawardenapura Mawatha,
Welikada, Rajagiriya.
- 6.0 Qualification requirements include:
 - Successful completion of ground based topographical surveying of stormwater drainage systems, including
 - Cross section survey of canals, rivers, and drains.
 - Surveying of cross drainage structures such as culverts, bridges etc.
 - Corridor survey along the canal banks.

The bidder must possess at least 3 projects with the value of work done above Rs. 3,000,000.00 within past 8 years.

- The key personnel involved in the project (Lead Surveyor) must possess with a annual practicing license for year 2026 issued by the Sri Lanka Land Survey Council at the time of bid submission. Key personnel must possess B.Sc. degree in surveying sciences or equivalent to diploma in advance level survey technician, with minimum experience in the relevant field of more than 10 years.

Additional details are provided in the Procurement Documents.

7.0 A complete set of Bidding Documents in English language may be purchased by interested bidders on the submission of a written request to the address below and upon payment of a nonrefundable fee of Rs 3,500.00.

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

8.0 Sealed bids must be delivered in duplicate to the address below at or before 13:30hrs on 15th July.2026. Late bids shall be rejected. Bids will be opened in the presence of the bidders or representatives who choose to attend in person or virtually at the address below at 13:30hrs on 15th.July.2026. All bids must be accompanied by a Bid-Security of Rupees One Hundred and Fifty Thousand (Rs. 150,000/-) and valid up to 77 days from the closing date of bids (up to 30th .September.2026).

The Chairman (Department procurement committee)
Sri Lanka Land Development Corporation,
No. 03, Sri Jayawardenapura Mawatha,
Welikada, Rajagiriya

9.0 Pre-Bid meeting will be held at 10:00 hrs on 07th July .2026 through the online method, where the meeting link will be sent in advance to the provided email by the bidders.

The Chairman (Department procurement committee)
Sri Lanka Land Development Corporation,
No. 03, Sri Jayawardenapura Mawatha,
Welikada, Rajagiriya.

SECTION - 4

**FORM OF BID AND
QUALIFICATION INFORMATION**

FORM OF BID

Name of Contract: topographical survey work of the existing stormwater drainage system for the hydrological study for the design of storm water drainage plan for Matara Municipal Council.

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

Gentleman,

1. Having examined the Standard Bidding Document - Procurement of Works - Minor Contracts [ICTAD/SBD/03-Second Edition, January 2007], Schedule, Specifications, Drawings and Bills of Quantities and addenda for the execution of the Above-named Works, We/I the undersigned, offer to execute and complete such Works and remedy any defect therein in conformity with the aforesaid Conditions of Contract, Schedule, Specifications, Drawings, Bill of Quantities and Addenda for the sum of Sri Lankan Rupees
.....(LKR) or such other sums as may be ascertained in accordance with the said Conditions.
2. We/I acknowledge that the Schedule forms part of our Bid.
3. We/I undertake, if your Bid is accepted, to commence the Works as stipulated in the Schedule, and to complete the whole of the Works comprised in the Contract within the time stated in the Schedule.
4. We/I agree to abide by this Tender for a period of forty-nine (49) days from the date fixed for the closing of Tenders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Unless and until a formal agreement is prepared and executed, this Bid, together with your written acceptance thereof, shall continue a binding contract between us/me.
6. We/I 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 tenders for on behalf of

(IN BLOCK CAPITALS)

Signature :

Name :

Designation :

Address :

.....

.....

Witness :

SAMPLE

QUALIFICATION INFORMATION

Backlisted Contractors	
Have you been declared as a defaulted contractor by NPC or any other Agency?	Yes/No
IF yes provide details	<i>(Attach as annex)</i>
VAT Registration Number	
Work Programme	<i>(Attach as annex)</i>
Legal Status	(public company/ private company/partnership/sole proprietor) (Attach relevant status copies, including company registration, as an annex)
The authorisation for bidder's signatory	<i>(Attach as annex-Power of attorney or board resolution)</i>
Value of works performed in the last 5 years	
	<i>(Attach copies of the audited financial statements)</i>
Year 2025/2024 Rs.	
Year 2024/2023 Rs.	
Year 2023/2022 Rs.	
Year 2022/2021 Rs.	
Year 2021/2020 Rs.	
Successful completion of ground based topographical surveying of stormwater drainage systems, including canals, drains, cross drainage structures, etc. With the value of work done above 3 million. (At least 3 projects within past 8 years)	<ol style="list-style-type: none"> 1. ProjectValue Year 2. Project.....Value..... Year..... 3. Project..... Value..... Year..... 4. Project.....Value..... Year..... 5. Project..... Value..... Year..... <p style="text-align: center;"><i>(Attach copies of Certificates of Completion etc. as annex)</i></p>
List of assets (instruments and equipment) planned to be	<i>(Attached as annex)</i>

deployed to the project	
Key personals qualifications and experience to be defined	<p style="text-align: center;">Managerial/ Technical</p> <p>Lead Surveyor: -B.Sc. degree in surveying sciences or equivalent to diploma in advance level survey technician, with minimum experience in the relevant field of more than 10 years.</p> <p style="text-align: center;">and</p> <p>-Registered licensed surveyor in the Sri Lanka Land Survey Council with an annual practicing license for the year 2026.</p> <p>Surveyors (At least 4) - B.Sc. degree in surveying sciences or equivalent to a diploma in advance level survey technician. <i>(Attach original of curriculum vitae with certified copies of certificates of the technical and managerial staff planned to be involved in the project.)</i></p>

Signature of the Bidder :

SECTION - 5

SCHEDULE

Notes: This section shall be read in conjunction with Section 1 – Instructions to Bidders and Section 3 – Conditions of Contract, and is intended to provide specific information in relation to corresponding Clauses in Sections 1 & 3. Whenever there is an ambiguity, the provisions in Section 5 – Schedule shall supersede those provided in Section 1 – Instructions to Bidders and Section 3 – Conditions of Contract.

Schedule

ITB Clause	Conditions of Contract Clause	Item	Data
1.	1.1.8	Employer is:	Name : General Manager Address: Sri Lanka Land Development Corporation, No. 03, Sri Jayawardenapura Mawatha, Welikada, Rajagiriya.
1 & 13	1.1.21	Summary of Works:	The Works consist of: Topographical survey work of the existing stormwater drainage system and cross drainage structures to carry out the hydrological study for the design of storm water drainage plan for Matara Municipal Council This work covers the ground survey of existing canals, drains, cross drainage structures, corridor survey Along the canal bank, establishment of Bench Marks, preparation of survey Plans, including flat plans, longitudinal Sections, cross sections and Establishment of Bench Marks.
1.	1.1.14	Intended Completion Date	Intended Completion Date is 120 Days from the start Date
2.		Source of Funds	The source of funds is from Matara Municipal Council.
13.	10.10	Price Adjustment	The Contract is not subject to price adjustment.
16.		Bid Security	Bid shall include a bid Security: <ul style="list-style-type: none"> • For an amount of Rs. 150,000.00 (<i>One hundred and fifty thousand rupees only</i>). • The Bid Security shall be irrevocable and unconditionally cashable upon the first written Demand from the Employer. • Issued by the commercial bank operating in Sri Lanka approved by the Central Bank of Sri Lanka, using the form for bid security (unconditional guarantee) included in Section 9, Standard Forms.

- Remain valid till 30th .September.2026 (77 days)

ITB Clause	Conditions of Contract Clause	Item	Data
31.	4.4	Performance Security	Amount of Performance Security required is 5%of the Initial Contract Price. The form acceptable is an unconditional guarantee. The guarantee should be from a commercial bank operating in Sri Lanka approved by the Central Bank of Sri Lanka
	6.4	Late Completion	The amount to be paid is 0.05% of Initial Contract Price per Day, subjected to maximum of 10% of Initial Contract Price.
	8.1	Notification of Defects	The period for Defect Notification is 60 Days from Taking Over.
	10.4	Retention	The amount of retention is 10% of certified Work done The maximum amount of retention is 5% of Initial Contract Price.
	10.12	Advance Payment	Upon the payment of the advance payment in full the Employer shall return the original of the advance payment guarantee to the Contractor.
	13.1 (c)	Insurance, third Party	Minimum amount for the third party insurance is Rupees 100,000.00 per event
	13.1	Insurance for Contractor's Personnel	Minimum amount for Insurance for Contractor's Personnel is Rupees 100,000.00 per event
33.	1.1.11	Adjudicator	Fees and types of reimbursable expenses to be paid to the Adjudicator shall be on a case to case basis and shall be shared by the Contractor and the Employer.
	14.0	Resolution of Disputes	

Appendix to the Conditions of Contract

	Conditions of Contract Clause	
Time within which payment is to be made	10(1)	<p>Upon submission of the completed survey plans/drawings and all other deliverables specified in the Specifications, using the soft copy format (Plans in .dwg format), sixty percent (60%) of the Contract Sum shall be released. This payment will be made after the submitted drawings and documents are reviewed and verified within three (03) weeks, provided that no major errors or non-conformities are identified during the scrutiny.</p> <p>The remaining forty percent (40%) of the Contract Sum shall be paid upon submission of the complete set of licensed surveyor-certified drawings/plans, fully complying with the requirements stipulated in the Specifications.</p>

SAMPLE

SECTION - 6

SPECIFICATIONS

SPECIFICATIONS FOR TOPOGRAPHICAL SURVEYS

Surveying Works for requirements of hydrological study for the design of storm water drainage plan for Matara Municipal Council. The survey comprises of cross section survey, corridor survey along the canal banks and surveying of cross drainage structures such as culverts, bridges, anicuts etc. Those data will be used in hydrological analysis for the preparation of storm water drainage plan.

1. Cross section survey

- The survey required canal locations are shown in the Figure 6 and provided in the KML/shape file format in CD provided. For the canals specified as Type 1 the cross sections shall be obtained at 25m interval and if there's any significant change in topography found, additional cross section shall be obtained at those locations. For the canals specified as Type 2, the cross sections shall be obtained at the locations specified in the attached KML/shape file.
- Levels of the cross sections to be taken up to 6m either side from the canal bank.
- All important details such as canal type (earthen, masonry, natural etc.), Observed high flood level during 2003 and 2017 flood event, existing water level, etc. should be indicated clearly.
- Alignment of the canal/drain with the passage covering 6m on either side including boundaries, electrical posts and any other important features should be shown on a flat plan.
- Chainage should be marked according to the flow directions.
- Cross sections shall be submitted in AutoCAD drawing format as well as in Microsoft Excel format (refer Figure 1).

Cross Section No		Coordinate SLD 99	
DESTANCE (m)	ELEVATION(MSL)	NORTH	EAST
-67.08	138.779	561880.717	469135.86
-59.99	138.603	561887.852	469135.675
-54.37	137.924	561893.337	469137.578
-49.58	137.154	561898.157	469137.359
-42.89	136.672	561904.931	469136.794
-39.07	136.402	561908.771	469136.793
-33.18	133.916	561914.695	469136.942
-29.48	132.38	561918.355	469137.47
-19.4	131.008	561929.233	469135.064
0	131.43	561947.574	469141.374
12.2	131.71	561959.281	469137.931
17.35	131.345	561964.399	469137.143
20.64	131.109	561967.616	469136.444
29.74	136.58	561976.653	469135.117
36.67	137.403	561983.55	469134.257
42.62	137.713	561989.83	469135.829
47.41	138.066	561994.653	469135.813
51.54	138.358	561998.816	469135.859
55.99	138.583	562003.341	469136.328

Figure 1 Sample Cross Section Format in M/S Excel

2. Surveying of Structures Such as Anicuts, Bridges, Culverts and Spillways of the Tank

- The structures such as culverts, bridges, anicuts etc. along the canal trace shall surveyed.
- The dimensions such as length (L), width (W), height (H), invert (Inv1 & Inv2) and road top levels (P1, P2 & P3) as shown in Figure 2, Figure 3, Figure 4, Figure 5 of the structures along the selected canal paths should be taken with an accuracy of (+ or -) 5 mm
- The photograph of the structure at the up stream and downstream shall be provided in the drawing

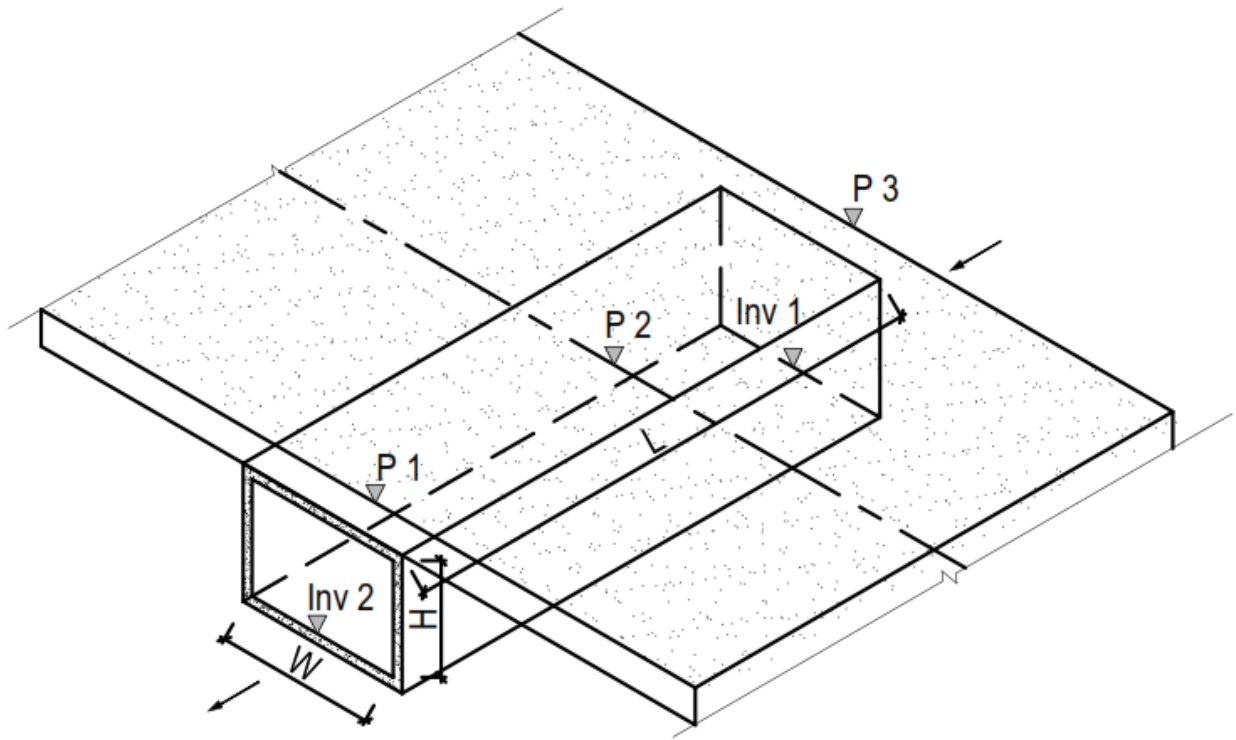
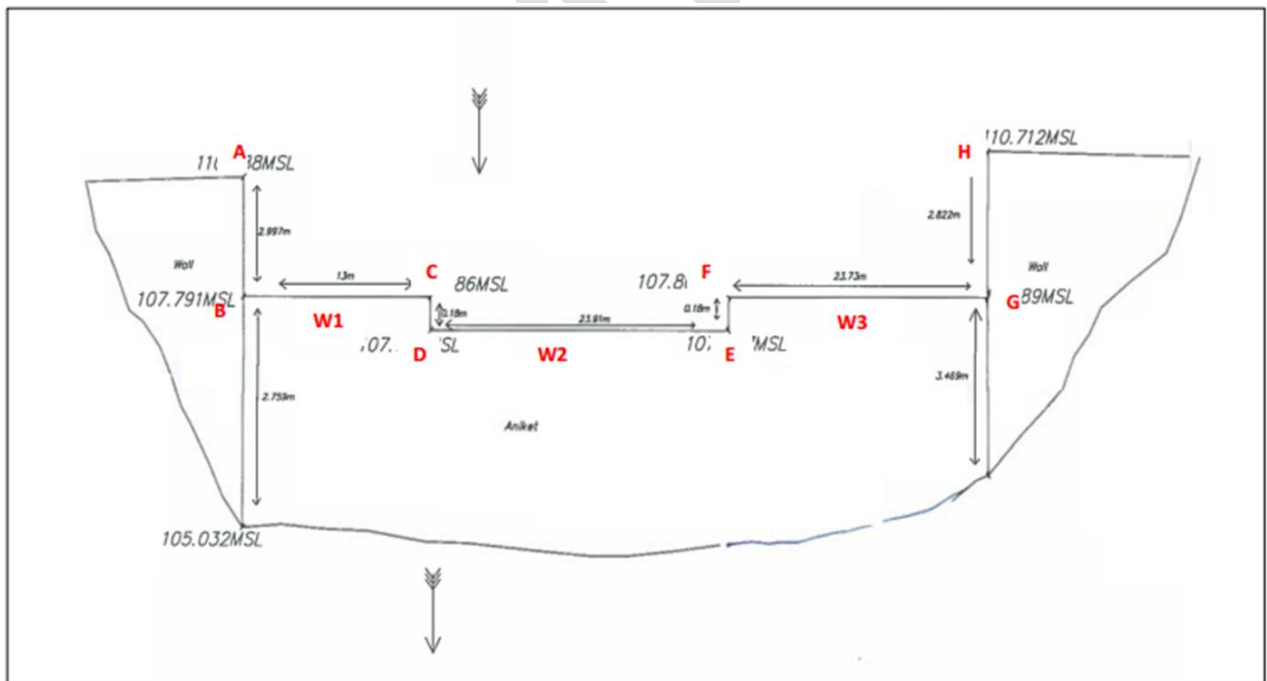


Figure 2 Sketch of Typical Culvert



Elevation required locations – A, B, C, D, E, F, G, and H; Dimension required – W1, W2, W3

Figure 3 Sketch of Typical Anicut Without Gate

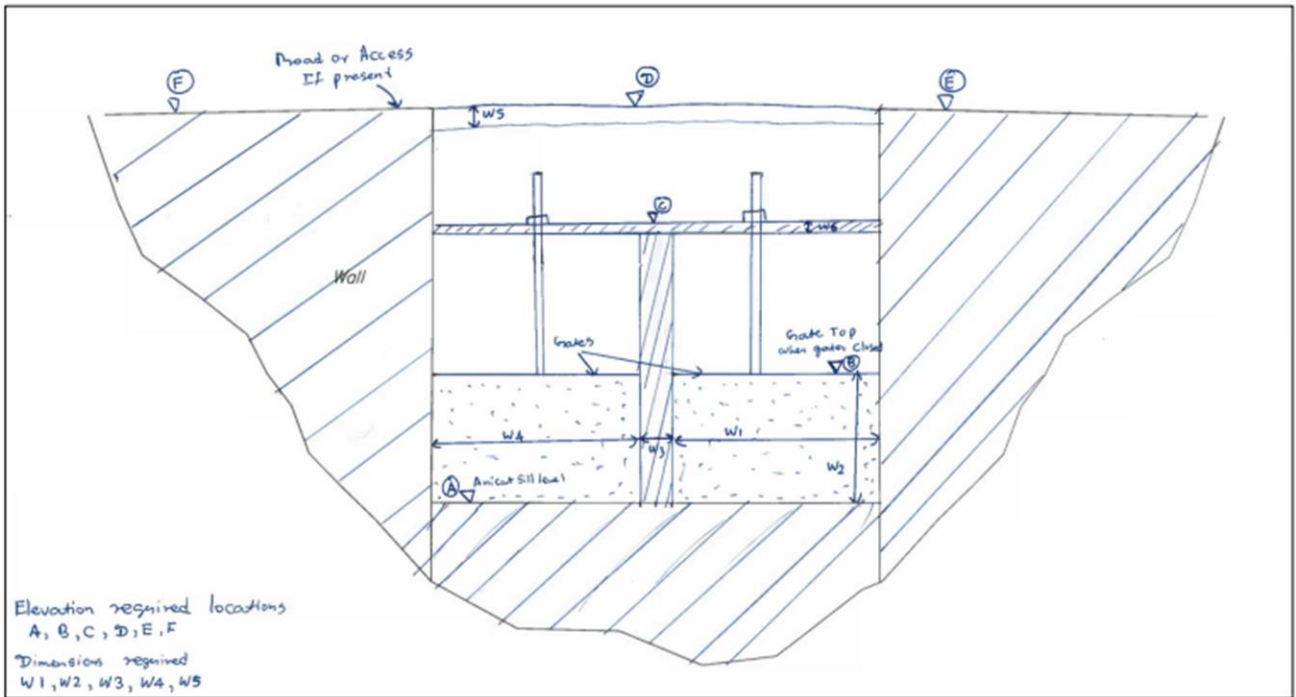


Figure 4 Sketch of Typical Anicut With Gates

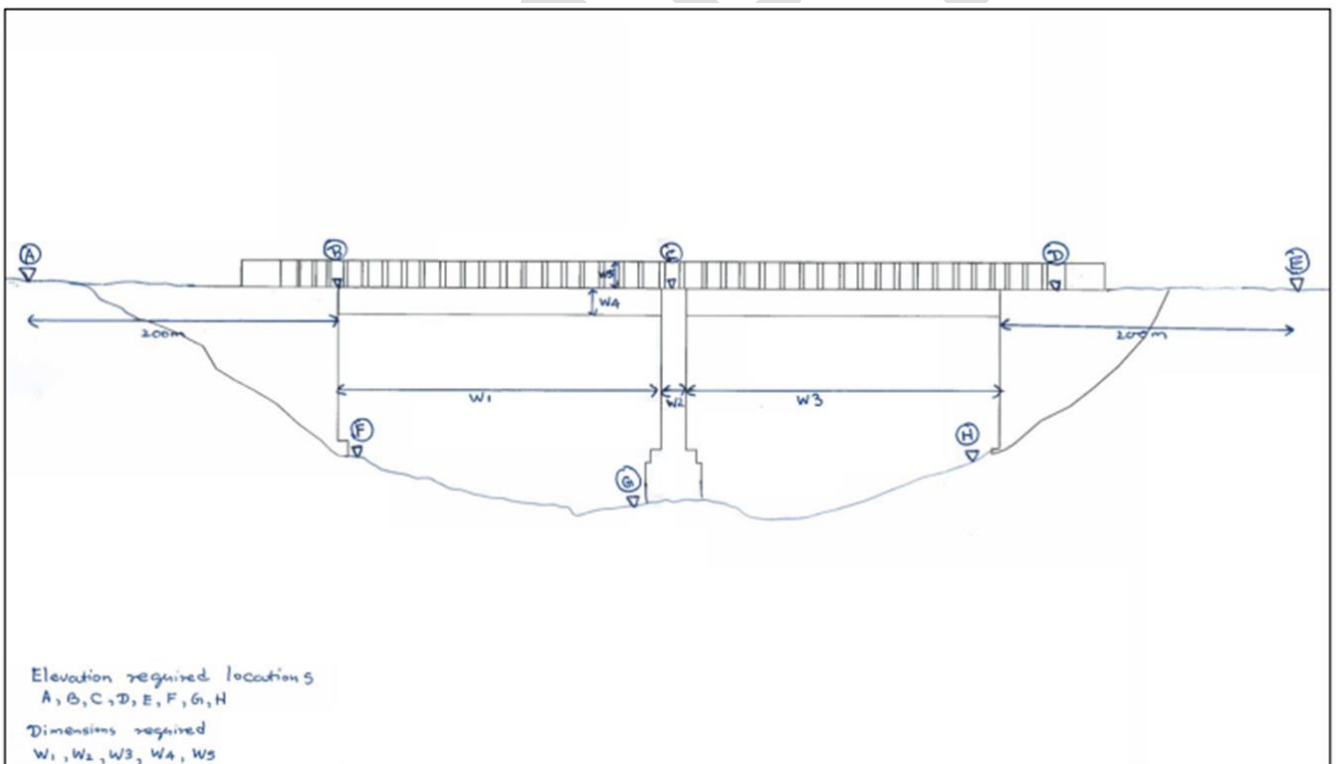


Figure 5 Sketch of Typical Bridge

3. Corridor Survey of 6m width from Canal bank (total corridor width 12m) as per the specification

- The passage covering 6m on either side of canal from canal bank including boundaries, electrical posts and any other important features should be surveyed and shall be shown on a flat plan.
- Obtaining corridor survey details through Unmanned Aerial Vehicle (UAV) such as Drones is strictly not allowed

SAMPLE

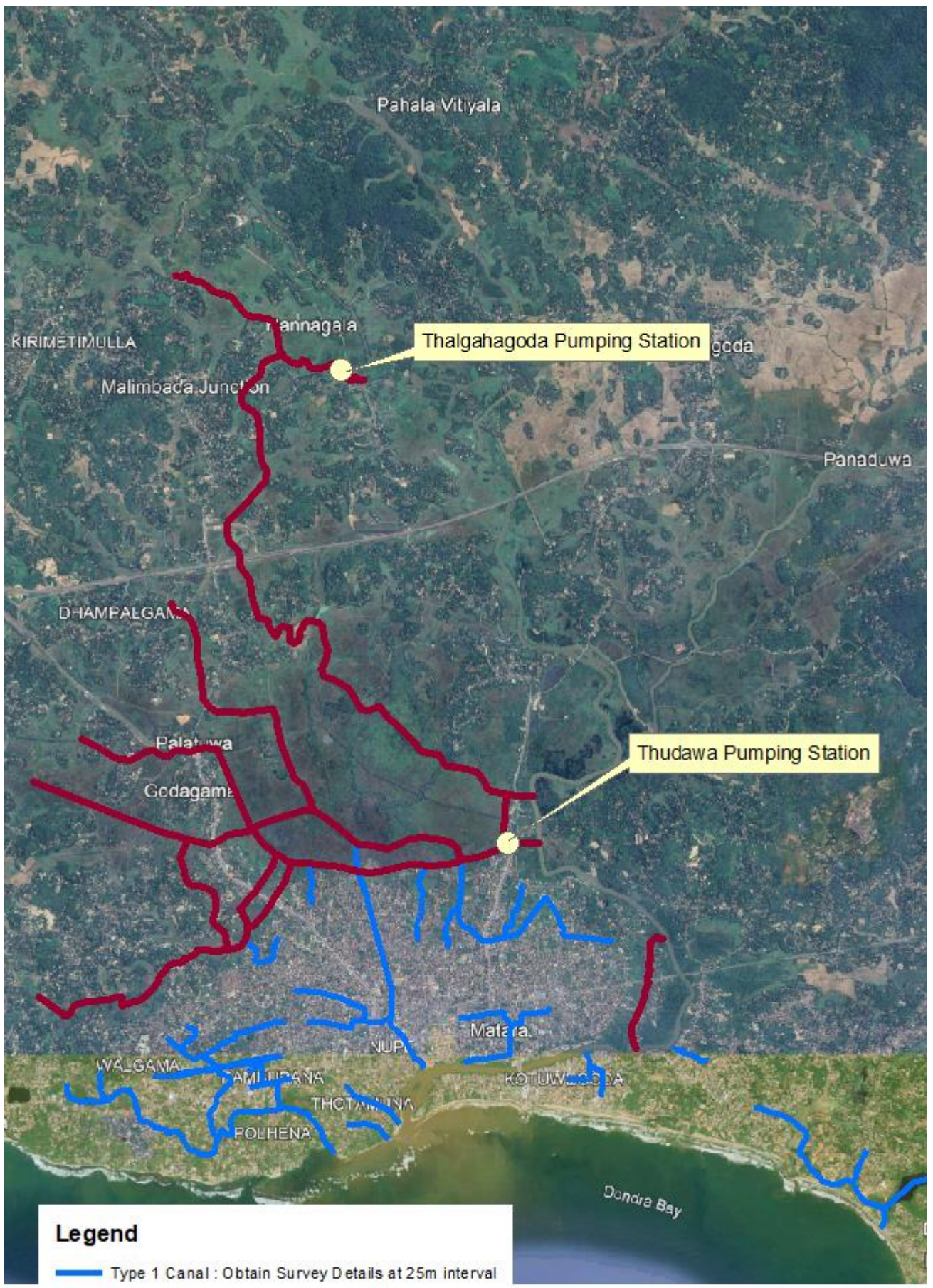


Figure 6 Cross Section Locations to be surveyed

4. Establishment of Bench Marks

- Establish 3 consecutive visible bench marks with X,Y,Z coordinates at specified locations
- All the bench marks should be pointed out to SLLDC officials with the sketches (Department of Survey format)
- All the Bench Marks and GPS point sketches obtain from the Department of Survey should be submitted to client
- All bench marks shall be established with 10mm diameter steel pin embedded in concrete and fixed on to the permanent features and so positioned to be readily accessible but clear of vehicular traffic or water logged areas.
- It shall be the contractor's responsibility to establish temporary benchmarks and hand over to SLLDC in writing the location and value of the benchmark after completion of work.

5. Horizontal Control

- Entire survey shall be connected to National Grid System (SLD-99) of the Survey Department, Sri Lanka.
- The Contractor shall run the necessary control traverses in and around the entire survey area to ensure the required accuracy for the survey.

FOR CONTROL TRAVERSES

- AZIMUTH check should be made for every 25 lines.
- AZIMUTH closure at azimuth check point should not exceed $10''$ per station or $\sqrt{80'' N}$ (N= number of lines)
- Position closure $0.8 \sqrt{D}$ meters, where D is the total length in Km.

6. Vertical Control

- Permanent Bench Marks with respect to the mean sea level (MSL) datum shall be established along the survey route at specified locations by client.
- The Contractor should establish vertical control points around the survey area. The Contractor shall also establish additional TBM required for his work. Allowable error of the detail levelling should not exceed $+ \text{ or } - 24\sqrt{k}$ mm where k is the distance between bench marks measured along levelling route in km.

7. Drawings and Data to be Produced

- The survey drawings of all topographical and levelling works produced according to the scope of work in metric units drafting using AutoCAD software. The scale drawing sheets want to be prepared in Layouts as described below.
 - a. Topographical Plan
 - Scale 1:500
 - b. Longitudinal Sections
 - Horizontal 1:1000
 - Vertical 1:100
 - c. Cross Sections
 - Horizontal 1:200
 - Vertical 1:200

Drawings should be produced on a standard A1 sized (594 x 841 mm) white papers and soft copies (.dwg format) should be submitted by the contractor. With reference to the given specimen,

Following items want to be included in drawings if required,

- Bar scales shall be marked
 - Leave 150mm x 125 mm space for the cage at right bottom corner.
 - A legend shall be provided.
 - Mark the Topographical plan underneath the longitudinal section in one paper.
 - Letter type shall be Arial and letter sizes are 2mm,3mm and 4mm for notes, sub headings and headings.
- Cross Section survey details shall be provided in A1 sized printed drawing, Auto CAD file as well as excel file as specified in the section 1 of the specification
 - All drawings shall be certified by the licensed surveyor.
 - Benchmark drawings with tie measurements should be produced in compliance with the survey department format on standard A4-size white paper and with soft copies (.dwg format)
 - All XYZ point files of the topography survey need to be submitted.

SECTION - 7
BILL OF QUANTITIES

**Topographical Survey Work of the Existing Stormwater Drainage System for the Design
of Storm Water Drainage Plan for Matara Municipal Council**

BILL OF QUANTITIES					
ITEM	DESCRIPTION	Unit	Qty.	Rate (Rs.)	Amount (Rs.)
1.	Obtaining Canal Cross Section at 25m Interval (Type 1 canal)				
1.1.	Mudun Ela and Thalanwila Ela Sub Catchment (10 km)	Nos.	400		
1.2.	Nupe Ela Sub Catchments (8 km)	Nos.	320		
1.3.	Thotamuna, Uyanwatta, Dahamgama (10 km)	Nos.	400		
1.4	Rassandeniya Sub Catchment (4 km)	Nos.	160		
2.	Longitudinal Section of Type 1 canal in 25m interval as per the specification				
	Longitudinal section in 25m interval as per the specification	km	32		
3.	Obtaining Canal Cross Section at Specified Locations in Kirala Kale and Piladoowa Ela (Type 2 canal)				
3.1	Kirala Kale Area	Nos.	60		
3.2	Piladoowa Ela	Nos.	20		
4.	Corridor Survey of 6m width from Canal bank (total corridor width 12m) as per the specification				
	Mudun Ela, Thalanwila Ela, Nupe Ela, Thotamuna, Uyanwatta, Dahamgama, Rassandeniya (32 km)	Ha	40		
5.	Surveying of Cross Drainage Structures such as Culverts, Bridges, Gates, Anicuts et. As per the specification				
		Nos.	100		
6.	Flood hearing survey Acquiring the required inundation information at cross section survey area, corridor survey area and structure locations.				
		Item			
7.	Provision for the establishment of benchmarks as per the specification				
		Nos.	20		
	Sub Total 1				
	Add 10% for Contingencies				
	Total Bidding Price				
	VAT 18% (Reg No.....)				
	Grand Total				

Notes

- The bidder shall read the entire technical specification together with this Bill of Quantities (BOQ) before pricing.
- Any preliminary items which are not specified in this BOQ shall be included in the rates of items in the BOQ.
- Any other associated works, such as site clearing, required devices/software/accessories, etc., in order to complete the given scope of works under the given specifications, shall be included in the rates of items in the BOQ.
- Do not carry the VAT component to the Form of Bid.

Total (To be carried to Form of Bid) in words:

Sri Lankan Rupees.....
.....
.....

Authorized person of the Bidder

Signature :

Name :

Address :

NIC No :

Date :

Common Seal

SECTION - 8
SAMPLE DRAWINGS

SECTION - 9

STANDARD FORMS (BID)

Notes: Bidders shall submit the completed Form of Bid Security as appropriate in compliance with the requirements of the bidding documents.

Bidders shall submit a duly completed Declaration of Non-Collusion along with the procurement documents, in compliance with the requirements of the Procurement Guidelines – 2024 for Goods, Works, and Non-Consultancy Services issued by the NPA.

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 the 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 bids.

The successful bidder will be required to provide these securities in compliance with the requirements herein or as acceptable to the Employer.

FORM OF BID SECURITY

[This Guarantee form shall be filled in accordance with the instructions indicated in brackets]

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

Beneficiary:
[insert (by PE) name²¹ and address of Employer]

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 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 the successful bidder furnishing the performance security, otherwise it will remain in force up to(insert date²²)

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)]

²¹ Name of the Employer as given in Clause 1 of the Instructions to Bidders

²² Insert date in accordance with Sub-Clause 16 of Instructions to Bidders

NON-COLLUSION AFFIDAVIT

(Procurement Guideline (2024) Reference - 5.6.4)

The undersigned bidder or agent, hereby solemnly, sincerely, and truly declares and affirms/makes an oath and states as follows;

- a) That he/she has not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership representing him/her, entered into any combination, collusion, or similar agreement with any person in connection with the price to be bid;
- b) That he/she or anyone representing him/her has not taken any step whatsoever to prevent any person from bidding, nor to induce anyone to refrain from bidding; and
- c) That this bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to this bid.

He/she further states that no person, firm, or corporation has received or will receive, directly or indirectly, any rebate, fee, gift, commission, or thing of value in connection with the submission of this bid.

The bidder accepts full responsibility for ensuring the absence of collusion and hereby pledges to abide by fair and ethical competition practices throughout the procurement process and fully comply with the applicable Procurement Guidelines.

I hereby affirm, under the penalties for perjury, that all statements made by me in this affidavit are true and correct.

The foregoing Affidavit having been duly read over and explained by me to the Affirmant above named and he/she having understood the contents therein and admitted to be correct, affirmed and set his/her signature hereto before me) on this day of ... at

.....

Signature of the Declarant

BEFORE ME,

SAMPLE

Check List for Bidders

Bidders are advised to fill in the following table:

ITEM	ITB Clause	YES (tick)	REFERENCE
Form of Bid			
Addressed to the Employer	18		
Completed?	18		
Signed?	18		
Bid Securing Declaration Form (if required)			
Properly filled and signed	16		
Bid Security (if required)			
Address to the Employer?	16		
Format as required?	16		
Issuing Agency as specified?	16		
Amount as requested?	16		
Validity 28 days beyond the validity of Bid?	16		
Declaration of Non-Collusion and Multiple Bids			
Non-collusion declaration with required signatures	NPC 1.5		
Qualification Information			
All relevant information completed?	4		
Signed?	4		
Addendum			
Contents of the addendum (if any) taken into account?	10		
BID package			
All the documents given in ITB Clause 12 are enclosed in the original and the copy?	12		
ITB Clause 19 followed before sealing the Bid package?	19		