

DEMOCRATIC SOCIALIST REPUBLIC OF SRILANKA  
MINISTRY OF HEALTH

**SUPPLY AND INSTALLATION OF DIRECT LIGHTNING  
PROTECTION SYSTEM FOR HAEMODIALYSIS UNIT  
GENERAL HOSPITAL (TEACHING), PERADENIYA**

CONTRACT NO. ....

**BIDDING DOCUMENT**

Volume I (To be retained by the Bidder)

Section 01 – Instructions to Bidders  
Section 02 – Standard Forms (Contract)  
Section 03 – Conditions of Contract

Volume II (To be submitted as Original of Document)

Invitation for Bid  
Section 04 – Form of Bid and Qualification Information  
Section 05 – Schedule  
Section 06 – Specifications  
Section 07 – Bill of Quantities  
Section 08 – Drawings  
Section 09 – Standard Forms (Bid)

Volume III (To be submitted as copy of Document)

Section 04 – Form of Bid and Qualification information  
Section 07 – Bill of Quantities

**CONSULTANT**

CENTRAL ENGINEERING CONSULTANCY BUREAU  
NO.415,  
BAUDDHALOKA MAWATHA,  
COLOMBO 07.

**CLIENT**

DIRECTOR,  
GENERAL HOSPITAL (TEACHING),  
PERADENIYA.

FEBRUARY 2021

# CONTENTS

	<b>Page</b>
<b>Section 01 - Instructions to Bidders</b>	<b>1</b>
<b>Section 02 - Standard Forms (Contract)</b>	<b>3</b>
Standard Form : Letter of Acceptance	5
Standard Form : Agreement	6
Standard Form : Performance Security	7
Standard Form : Advance Payment Security	8
<b>Section 03 - Conditions of Contract</b>	<b>9</b>

## **SECTION - 01**

### **INSTRUCTIONS TO BIDDERS**

Notes:

Instructions to Bidders shall be read in conjunction with Section 05 – Schedule given in Volume II.

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

## **INSTRUCTIONS TO BIDDERS**

Instructions to Bidders applicable to this Contract are those given in Section 01 of the Standard Bidding Document for Procurement of Works Minor Contracts, ICTAD publication No. (ICTAD/SBD/03), Second Edition-January 2007 & Addendum 01 Issued in January 2009, Published by Institute for Construction Training and Development (ICTAD) “Suwasiripaya”, 123, Wijerama Mawatha Colombo 7.

This publication will not be issued with the Bidding document and the Bidder is advised to purchase it from CIDA.

Instruction to Bidders shall be read in conjunction with the schedule provided under Section 05 “Schedule” given in Volume II.

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

## **SECTION - 02**

### **STANDARD FORMS (CONTRACT)**

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

***Notes on Standard Forms:***

- *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 and Form of Advance Payment Security should not be completed by the bidders at the time of preparation of bids.*
- *The successful bidder will be required to provide these securities in compliance with the requirements herein or as acceptable to the Employer.*

**Notes on Form of Letter of Acceptance**

The Letter of Acceptance will be the basis for formation of the Contract as described in Clause 30 of the Instructions to Bidders. This Form of Letter of Acceptance should be filled in and sent to the successful bidder only after evaluation of Bids and after obtaining approval from the relevant authority.

**FORM OF LETTER OF ACCEPTANCE**

[Letter head paper of the employer]

..... [Date]

To: .....

[Name and address of the Contractor]

This is to notify you that your Bid dated ..... [Date] for the construction and remedying defects of the, **“Supply and Installation of Direct Lightning Protection System for Haemodialysis Unit at General Hospital (Teaching), Peradeniya, Contract No.:.....”** for the Contract price of Rupees..... [Amount in figures and words] as corrected in accordance with Instructions to Bidders, is hereby accepted.

You are hereby instructed to precede with the execution of the said Works in accordance with the Contract documents.

The start date shall be: ..... (Fill the date as per Conditions of Contract)

The amount Performance Security is: ..... (Fill as per Clause 4.4 of Conditions of Contract)

The Performance Security shall be submitted on or before..... (Fill the date as per Clause 4.4 of Conditions of Contract)

Authorized Signature: .....

Name & title of Signatory: .....

Name of Agency: .....

**FORM OF AGREEMENT**

This AGREEMENT made the ..... (Date) of ..... [Month] 2020, between **Director, General Hospital (Teaching), Peradeniya**, (hereinafter called and referred to as “the Employer”), of the one part and ..... [Name & address of Contractor] (hereinafter called and referred to as “the Contractor”), of the other part:

**WHEREAS** the Employer desires that the Contractor executes “**Supply and Installation of Direct Lightning Protection System for Heamodialysis Unit at General Hospital (Teaching), Peradeniya, Contract No. : .....**” (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 agree as follows:**

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Contract hereinafter referred to.
2. In consideration of the payments to be made by the Employer to the Contractor as indicated in this Agreement, 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.
3. The Employer hereby covenants to pay the contractor in consideration of execute and complete the works and remedy any defects therein, the 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 hereto have caused this Agreement to be executed the date and year aforementioned in accordance with laws of Sri Lanka.

.....

.....

*Authorized signature of Contractor*

COMMON SEAL

*Authorized signature of Employer*

COMMON SEAL

In the presence of:

Witnesses:

1. Name and NIC No. ....

Signature .....

Address .....

2. Name and NIC No. ....

Signature .....

Address .....

**FORM OF PERFORMANCE SECURITY**

**(Unconditional)**

.....  
[Name and Address of Issuing Branch or office]

**Beneficiary: Director,  
General Hospital (Teaching),  
Peradeniya.**

**Date:** .....

**PERFORMANCE GUARANTEE No.:** .....

We have been informed that .....  
[Name of Contractor] (Hereinafter called “the contractor”) has entered into Contract No. ....dated ..... with you, for the “**Supply and Installation of Direct Lightning Protection System for Haemodialysis Unit at General Hospital (Teaching), Peradeniya, Contract No. : .....**” (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 the 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..... date of ....., 20.... [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.

Signature and the Seal of the Guarantor: .....

Name of the Organization : .....

Address : .....

Date : .....

Witness : .....

## FORM OF ADVANCE PAYMENT SECURITY

.....  
[Name and Address of Issuing Branch or office]

**Beneficiary: Director,  
General Hospital (Teaching),  
Peradeniya.**

Date: .....

ADVANCE PAYMENT GUARANTEE No. : .....

We have been informed that .....[name of contractor] (hereinafter called "the Contractor") has entered into Contract No:..... [reference number of the contract] dated .....with you, for the execution of "**Supply and Installation of Direct Lightning Protection System for Haemodialysis Unit at General Hospital (Teaching), Peradeniya**" (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum..... [amount in figure]..... [amount in words] is to be made against an advance payment guarantee.

At the request of the contractor, we .....[name of the 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 in repayment of the advance payment under the Contract.

The maximum amount of this guarantee shall be progressively reduced by the amount of advance payment repaid by the contractor.

This guarantee shall expire on .....[date, 28 days beyond the expected expiration date of the Contract].

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

Signature: .....

Name : .....

Address : .....

Date : .....

Witness : .....

Signature:.....

## **SECTION - 03**

### **CONDITIONS OF CONTRACT**

*Conditions of Contract shall be read in conjunction with the*

*Section 5 –Schedule in Volume II, which shall take precedence over the Conditions of Contract*

## **CONDITIONS OF CONTRACT**

Conditions of Contract that will be applicable for this Contract shall be that given in Section 03 of the Standard Bidding Document for Procurement of Works- Minor Contracts, ICTAD Publication No.ICTAD/SBD/03 Second Edition-January 2007 & Addendum 01 Issued in January 2009, published by the Institute for Construction Training and Development (ICTAD) "Savsiripaya", 123, Wijerama Mawatha, Colombo 07.

The above publication will not be issued with the Bidding Document and Bidder is advised to purchase it from CIDA.

Conditions of Contract shall be read in conjunction with the Section 05 –Schedule in Volume II. which shall take precedence over the Conditions of Contract.