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Selecting of Building Maintenance Contractor for New Building – Year 2027

Ministry of Finance, Planning and Economic Development

Bid Number : MOF/NCB/20/92/2026

1. Name of the Company : …….
   ……...
2. Company Address : …….
   ……
3. Receipt No : …….

…….
Accountant
Ministry of Finance, Planning and Economic Development

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Invitation for Bids

Ministry of Finance, Planning and Economic Development

Selecting of Building Maintenance Contractor for New Building – Year 2027

Bid Number: MOF/NCB/20/92/2026

01. The Chairman, Ministry Minor Procurement Committee on behalf of the Secretary, Ministry of Finance, Planning and Economic Development invites sealed bids from eligible and qualified bidders for "Supplying of Building maintenance Contractor for New Building" located at Ministry of Finance, Planning and Economic Development, The Secretariat, Lotus Road, Colombo 01.

02. The intended maintenance service period will be Twelve (12) months from 01.01.2027

03. Bidding will be conducted through National Competitive Bidding procedure, Single stage – Two Envelop bidding procedure. Therefore, bidders shall submit their bids as follows:

Envelope 01 – Technical Bid

Envelope 02 – Price Bid

Both envelops shall be placed in one envelope and outer envelope shall be marked as "**Selecting of Building Maintenance Contractor for New Building -Year 2027"**

04. Qualification requirements to qualify for contract award include:

i. The bidder shall have a **minimum of five (05) years' experience** in executing **building maintenance contracts** for government departments/institutions or well-reputed private sector companies. (proof documents should be attached)

   a. The applicant shall **submit service completion certificates** for **at least two (02)** building maintenance contracts that meet the following criteria:
   b. **Each contract value** must be **not less than LKR 10 million per annum**.
   c. The **building area** maintained under each contract must be **not less than 50,000 square feet**.
   d. Experience of one minimum Building Management System (BMS) and Central AC system shall be required.

ii. The average annual turnover in last three years shall be minimum LKR 15 million.

iii. Part time B.Sc. Engineer (Mechanical or equivalent field) with Associate Member in IESL including minimum three (03) years' experience in similar services. Engineer must be registered at Engineers' Council of Sri Lanka (ECSL).

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iv. Full-time Technical Superintendents (Mechanical / Electrical) shall have minimum NVQ level 4/ HNDE/ NDT with 02 years' experience.

v. Full time Electrical and Mechanical technicians shall have minimum NVQ level 3 qualification and 03 years' experience.

vi. Full time Air condition and plumbing technicians shall have minimum NVQ level 3 qualifications and 03 years' experience.

vii. The bidder should be attached relevant supporting documents to verify the above-mentioned qualifications and experience, including certificates as evidence of their qualifications and service letters as proof of their work experience.

OR

10 Year in relevant field experiences (proof documents should be attached)

viii. The contractor shall not be a blacklisted contractor at the time of bidding and at the time of award of contract and shall submit an affidavit on this regard.

05. Non-collusion Declaration shall be submitted by bidder along with dully filled bidding document.

06. Interested eligible bidders may obtain further information from Chief Accountant, Ministry of Finance, Planning and Economic Development (Tel – 011 2484535 / Ext 1446, 1430, 4223, Fax – 2421253) and inspect the bidding documents at the office of Accounts Division, Upper Ground Floor, New Building, Ministry of Finance, Planning and Economic Development, The Secretariat, Lotus Road, Colombo 01 from 04th November 2026 to 18th November 2026 from 0900hrs to 1500hrs.

07. Interested bidders may purchase a complete set of bidding document in English language on submission of a written application to the **Chief Accountant, Ministry of Finance, Planning and Economic Development, The Secretariat, Lotus Road, Colombo 01** from **04th November 2026 until 18th November 2026 from 0900hrs to 1500hrs upon payment of non-refundable fee of Rupees Rs. 3,500.00 The** method of **payment will be in cash** only. Interested bidders are kindly requested to refer to the procurement documents published on the Ministry of Finance, Planning and Economic Development website (https://www.treasury.gov.lk) for reference purposes only.

08. Bids must be delivered to the **Chairman, Ministry Minor Procurement Committee, Accounts Division, Upper Ground Floor, New Building, Ministry of Finance, Planning and Economic Development, The Secretariat, Lotus Road, Colombo 01** on or before **1400hrs on 19th November 2026.** Late bids will be rejected. Bids will be opened soon after closing in the presence of the bidder/bidder's representative who chooses to attend.

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09. Bids shall be valid up to 18th February 2027.

10. All bids shall be accompanied by a Bid Security of **Sri Lankan Rupees Two hundred thousand (Rs 200,000.00)**. A bid security shall be in the form of a Bank guarantee issued by a Commercial Bank operated in Sri Lanka approved by the Central Bank of Sri Lanka to favor of **Secretary, Ministry of Finance, Planning and Economic Development** or it may deposit in cash to Shroff at Ministry of Finance, Planning and Economic Development. Bid Security shall be valid up to **18th March 2027**.

11. **Pre-Bid Meeting will be held at 10.30hrs on 09th November 2026** at the Accounts Division of Ministry of Finance, Planning and Economic Development, The Secretariat, Lotus Road, Colombo 01.

Chairman,
Ministry Minor Procurement Committee,
Ministry of Finance, Planning and Economic Development,
The Secretariat, Lotus Road,
Colombo 01
Date: 04th November 2026

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VOLUME I

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Section I. Instruction to Bidders

A. General

1. Scope of Bid

1.1 The Employer, as defined in the Bidding Data Sheet, invites bids for the maintenance of buildings services, as described in Appendix A to the Contract. The name and identification number of the Contract is provided in the Bidding Data Sheet.

1.2 The Successful Bidder shall be expected to complete the performance of the services by intended completion date provided Building Maintenance Services mentioned in the Bidding Data Sheet.

2. Source of Funds

2.1 Payments under this contract will be financed by the source specified in the BDS

3. Corrupt or Fraudulent Practices

3.1 The attention of the bidders is drawn to the followings:

a) Parties associated with Procurement Actions, namely, suppliers/contractors and officials shall ensure that they maintain strict confidentiality throughout the process;

b) Officials shall refrain from receiving any personal gain from any Procurement Action. No gifts or inducement shall be accepted. Service providers/Suppliers/contractors are liable to be disqualified from the bidding process if found offering any gift or inducement which may have an effect of influencing a decision or impairing the objectivity of an official.

3.2 The Employer requires the bidders, suppliers, service providers, and consultants to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy:

a) "Corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution.

b) "Fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement 5 process or the execution of a contract;

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c) "Collusive practice" means a scheme or arrangement between two or more bidders, with or without the knowledge of the Employer to establish bid prices at artificial, non-competitive levels; and

d) "Coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.

3.3 If the Employer found any unethical practices as stipulated under ITB Clause 3.2, the Employer will reject a bid, if it is found that a Bidder directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

4. Eligible Bidders

4.1 All bidders shall possess legal rights to supply the Services under this contract.

4.2 A Bidder shall not have a conflict of interest. All bidders found to have conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this bidding process, if they:

a) are or have been associated in the past, with a firm or any of its affiliates which have been engaged by the Employer to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services to be purchased under these Bidding Documents

4.3 A Bidder that is under a declaration of ineligibility by the Government of Sri Lanka (GOSL), at the date of submission of bids or at the date of contract signing, shall be disqualified.

5. Qualification of the Bidder

5.1 All bidders shall provide in Section IV, Forms of Bid and Qualification and Experience Information, a preliminary description of the proposed work method and schedule, including drawings and the charts, if necessary.

5.2 All bidders shall include the following information and documents with their bids, unless otherwise stated in the BDS:

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Copies of original documents

a) defining the constitution or legal status, place of registration, and principal place of business

b) Written power of attorney/ Board resolution/ consent of Director/ Director(s) favor of the person who has been authorized, through an appropriate Company Board Resolution or equivalent any other document, to sign on behalf of the applicant.

c) experience in Services of a similar nature and size for each of the last three years, and details of Services under way or contractually committed; and names and address of clients who may be contacted for further List of major items of equipment proposed to carry out the work (if required); information on those contracts;

d) qualifications and experience of technical personnel proposed for the Contract;

e) reports on the financial standing of the Bidder, such as profit and loss statements and auditor's reports for the past three years;

f) evidence of adequacy of working capital for this Contract (access to line(s) of credit and availability of other financial resources);

g) authority to the Employer to seek references from the Bidder's bankers; and

h) information regarding any litigation, current or during the last three years, in which the Bidder is involved, the parties concerned, and disputed amount; and

i) "C form" under EPF Act No. 15 of 1958 and "Advice of Remittance" Form (R-1) under Act No. 46 of 1980 for last 06 months as evident documents to EPF and ETF deposition in Central Bank of Sri Lanka for bidder's employees.

j) Any other if listed in the Bidding Data.

5.3 To qualify for award of the Contract, bidders shall meet the following minimum qualifying criteria as specified in BDS:

i. The bidder shall have a **minimum of five (05) years' experience** in executing **building maintenance contracts** for government departments/institutions or well-reputed private sector companies. (proof documents should be attached)

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a. The applicant shall **submit service completion certificates** for **at least two (02)** building maintenance contracts that meet the following criteria:
b. **Each contract value** must be **not less than LKR 10 million per annum**.
c. The **building area** maintained under each contract must be **not less than 50,000 square feet**.
d. Experience of one minimum Building Management System (BMS) and Central AC system shall be required.

ii. The average annual turnover in last three years shall be minimum LKR 15 million.

iii. Part-time B.Sc. Engineer (Mechanical or equivalent field) with Associate Member in IESL including minimum three (03) years' experience in similar services. Engineer must be registered at Engineers' Council of Sri Lanka (ECSL)

iv. Full-time Technical Superintendents (Mechanical / Electrical) shall have minimum NVQ level 4/ HNDE/ NDT with 02 years' experience

v. Full time Electrical and Mechanical technicians shall have minimum NVQ level 3 qualification and 03 years' experience.

vi. Full-time Air condition and plumbing technicians shall have minimum NVQ level 3 qualification and 03 years' experience.

vii. The bidder should be attached relevant supporting documents to verify the above-mentioned qualifications and experience, including certificates as evidence of their qualifications and service letters as proof of their work experience.

OR

10 Year in relevant field experiences (proof documents should be attached)

viii. The contractor shall not be a blacklisted contractor at the time of bidding and at the time of award of contract and shall submit an affidavit on this regard.

ix. Non-collusion Declaration shall be submitted by bidder along with dully filled bidding document.

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6. One Bid per Bidder

6.1 Each Bidder shall submit only one Bid. A Bidder who submits or participates in more than one Bid will cause all the proposals with the Bidder's participation to be disqualified.

7. Cost of Bidding

7.1 The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the Employer will in no case be responsible or liable for those costs.

8. Site Visit

8.1 The Bidder, is encouraged to visit and examine the Site of required Services and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the Services. The costs of visiting the Site shall be of the Bidder's expense.

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B. Bidding Data

9. Content of Bidding Documents

9.1 The set of bidding documents comprises the documents listed below:

Volume 1

Section 1 - Instructions to Bidders
Section VI - Conditions of Contract
Section VIII - Standards Forms

Volume 2

Section II - Bidding Data Sheet
Section III - Evaluation and Qualification Criteria
Section IV - Bidding Form
Section V - Schedule of Requirements
Section VII - Contract Data

9.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in the rejection of its bid. Sections III, V, and IX should be completed and returned with the Bid in the number of copies specified in the BDS.

10. Clarification of Bidding Documents

10.1 A prospective Bidder requiring any clarification of the bidding documents may notify the Employer in writing at the Employer's address indicated in the invitation for bids.

11. Amendment of Bidding Documents

11.1 Before the deadline for submission of bids, the Employer may modify the bidding documents by issuing addenda.

11.2 Any addendum thus issued shall be part of the bidding documents and shall be communicated in writing or by cable to all purchasers of the bidding documents. Prospective bidders shall acknowledge receipt of each addendum by cable to the Employer.

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11.3 To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the Employer shall extend, as necessary, the deadline for submission of bids, in accordance with ITB Sub-Clause 21.2 below.

C. Preparation of Bid

12. Language of Bid

12.1 The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Employer shall be written in the language specified in the BDS.

13. Documents Comprising the Bid

13.1 The bid submitted by the bidder shall comprise the following:

A. Enclosed in the envelope marked as "Original"

a) Original Technical Bid (marked as Envelop – 01)

(i) Filled copy of original Technical Bid
(ii) Duly filled and signed form of Technical Bid
(iii) Bid security;
(iv) Duly filled 'A' Schedule, "Qualification and Experience Information",
(v) written confirmation authorizing the signatory of the Bid to commit the Bidder
(vi) Other information/documents listed in Bidding Data; and
(vii) EPF/ETF compliance document (last 06 month)
(viii) The contractor shall not be a blacklisted contractor at the time of bidding and at the time of award of contract and shall submit an affidavit on this regard
(ix) Dully filled Non – Collusion Declaration
(x) List of tools and equipment to be used, and
(xi) Any other documents/materials required to be completed and submitted by bidder, as specified in the BDS.
(xii) Any other information, bidder may wish to include

b) Original Financial Bid (marked as Envelop – 02)

(i) Duly filled and signed form of Financial Bid
(ii) Duly filled price schedule

B. Enclosed in the envelope marked as "Copy"

(i) Duly filled copy of duplicates as mentioned in under 13.1 A.

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13.2 The two envelops (i.e. envelopes marked as Original and Copy) shall then be sealed in an outer Envelope all inner and outer envelopes/covers shall:

(a) be addressed to the Employer at the address provided in the Bidding Data: and

(b) bear the name and identification number of the Contract as defined in Bidding Data;

14. Bid Prices

14.1 The Contract shall be for the Services, as described in the Appendix A, based on the priced Schedule submitted by the Bidder.

14.2 The Bidder shall fill in rates and prices for all items of the Services described in the in Specifications (or Terms of Reference), Section V and listed in the Activity Schedule. Items for which no rate or price is entered by the Bidder will not be paid for by the Employer when executed and shall be deemed covered by the other rates and prices in the Activity Schedule

14.3 The Service Provider and its Personnel shall pay such taxes, duties, fees, and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been included in the Contract Price. However, VAT shall not be included in the price but shall be indicated separately.

14.4 The Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected

14.5 For the purpose of determining the remuneration due for additional Services, a breakdown of the lump-sum price shall be 11 provided by the Bidder in the form of Appendices D and E to the Contract

15. Currency of Bid and Payment

15.1 The Bidder shall quote in Sri Lankan Rupees and payment shall be payable only in Sri Lankan Rupees.

16. Bid Validity

16.1 Bids shall remain valid until the date specified in the BDS. A bid valid for a shorter date shall be rejected by the Employer as non-responsive.

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16.2 In exceptional circumstances, prior to the expiration of the bid validity date, the Employer may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. If a Bid Security is requested in accordance with ITB Clause 17, it shall also be extended for a corresponding period. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request shall not be required or permitted to modify its bid.

17. Bid Security

17.1 The Bidder shall furnish, as part of the Bid, a Bid Security or a Bid-Securing Declaration, as specified in the BDS.

17.2 The Bid Security shall be in the amount specified in the BDS and denominated in Sri Lankan Rupees, and shall:

(a) at the bidder's option, be in the form of either a bank draft, a letter of credit, or a bank guarantee from a banking institution;

(b) be issued by any commercial bank licensed by the Central Bank of Sri Lanka.

(c) be substantially in accordance with the form of Bid Security included in Section IV, Bidding Forms,

(d) be payable promptly upon written demand by the Employer in case the conditions listed in ITB Sub-Clause 17.5 are invoked;

(e) be submitted in its original form; copies will not be accepted;

(f) remain valid for a period of 28 days beyond the validity period of the bids, as extended, if applicable, in accordance with ITB Sub-Clause 16.2;

17.3 If a Bid Security or a Bid- Securing Declaration is required in accordance with ITB Sub-Clause 17.1, any bid not accompanied by a substantially responsive Bid Security or Bid Securing Declaration in accordance with ITB Sub-Clause 17.1, shall be rejected by the Employer as non-responsive.

17.4 The Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder's furnishing of the Performance Security pursuant to ITB Clause 35.

17.5 The Bid Security may be forfeited or the Bid Securing Declaration executed:

(a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Submission Form, except as provided in ITB Sub-Clause 16.2; or

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(b) if the successful Bidder fails to:

i. Sign the Contract in accordance with ITB Clause 34;

ii. Furnish a Performance Security in accordance with ITB Clause 35.

18. Alternative Proposals by Bidders

18.1 Unless otherwise indicated in the BDS, alternative bids shall not be considered.

19. Format and signing of bid

19.1 The Bidder shall prepare one original of the documents comprising the Bid as described in ITB Clause 11 of these Instructions to Bidders, bound with the volume containing the Form of Bid, and clearly marked "Original." In addition, the Bidder shall submit copies of the Bid, in the number specified in the BDS, and clearly marked as "Copies." In the event of discrepancy between them, the original shall prevail.

19.2 The original and all copies of the Bid shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Bidder, pursuant to Sub Clauses 5.3(a) or 5.4(b), as the case may be. All pages of the 13 Bid where entries or amendments have been made shall be initialed by the person or persons signing the Bid.

19.3 The Bid shall contain no alterations or additions, except those to comply with instructions issued by the Employer, or as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the Bid.

D. Submission of Bids

20. Sealing the bid

20.1 The Bidder shall submit seal the original bid with separate technical proposal and Financial proposal contain in two different Envelopes and copy of the Bid also shall submit with separate technical proposal and Financial proposal contain in two different Envelopes in two inner envelopes and one outer envelope, duly marking the inner envelopes as "Original" and "Copy".

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20.2 The inner and outer envelopes shall

(a) be the name and addressed to the Employer at the name and address provided in the BDS;

(b) bear the name and identification number of the Contract as defined in the BDS and Special Conditions of Contract; and

(c) provide a warning not to open before the specified time and date for Bid opening as defined in the BDS.

20.3 In addition to the identification required in ITB Sub-Clause 20.2, the inner envelopes shall indicate the name and address of the Bidder to enable the Bid to be returned unopened in case it is declared late, pursuant to ITB Clause 22.

20.4 If the outer envelope is not sealed and marked as above, the Employer will assume no responsibility for the misplacement or premature opening of the Bid.

21. Deadline for Submission of bids

21.1 Bids shall be delivered to the Employer at the address specified above no later than the time and date specified in the BDS.

21.2 The Employer may extend the deadline for submission of bids by issuing an amendment in accordance with ITB Clause 11, in which case all rights and obligations of the Employer and the bidders previously subject to the original deadline will then be subject to the new deadline.

22. Late Bids

22.1 The Employer shall not consider any bid that reaches after the deadline for submission of bids. Any bid received by the 14 Employer after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.

23. Modification and Withdrawal of Bids

23.1 Bidders may modify or withdraw their bids by giving notice in writing before the deadline prescribed in ITB Clause 21.

23.2 Each Bidder's modification or withdrawal notice shall be prepared, sealed, marked, and delivered in accordance with ITB Clauses 19 and 20, with the outer and inner envelopes additionally marked "Modification" or "Withdrawal," as appropriate.

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23.3 No Bid may be modified after the deadline for submission of Bids.

23.4 Withdrawal of a Bid between the deadline for submission of bids and the expiration of the period of Bid validity specified in the BDS or as extended pursuant to ITB Sub-Clause 16.2 may result in the forfeiture of the Bid Security pursuant to ITB Clause 17.

23.5 Bidders may only offer discounts to, or otherwise modify the prices of their bids by submitting Bid modifications in accordance with this clause, or included in the original Bid submission.

D. Bid Opening and Evaluation

24. Bid Opening

24.1 The Employer will open only the Original Technical bid (i.e. Envelope 01 of Envelope marked as original), including modifications made pursuant to ITB Clause 23, in the presence of the bidders' representatives who choose to attend at the time and in the place specified in the BDS. Upon completion of the evaluation of technical bid and bidders who qualify technically will be notified in writing regarding the date and time of Financial bid opening. This will be done in the presence of the technically qualified bidders or their representatives.

24.2 Envelopes marked "Withdrawal" shall be opened and read out first. Bids for which an acceptable notice of withdrawal has been submitted pursuant to ITB Clause 23 shall not be opened.

24.3 The bid opening, bidders' names, bid modification and withdrawals, the presence of Bid Security and such other details as the Employer may consider appropriate will be announced at the technical bid opening.

The Bid price, the total amount of each Bid and of any alternative Bid (if alternatives have been requested or permitted), any discounts, will be announced by the Employer at the Financial opening.

No bid shall be rejected at bid opening except for the late bids pursuant to ITB Clause 22; Bids, and modifications, sent pursuant to ITB Clause 23 that are not opened and read out at bid opening will not be considered for further evaluation regardless of the circumstances. Late and withdrawn bids will be returned unopened to the bidders.

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24.4 The Employer will prepare minutes of the Bid opening, including the information disclosed to those present in accordance with ITB Sub-Clause 24.3.

24.5 No bid shall be rejected at the bid opening except for late bids.

25. Process to Be Confidential

25.1 Information relating to the examination, clarification, evaluation, and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful Bidder is notified of the award. Any effort by a Bidder to influence the Employer's processing of bids or award decisions may result in the rejection of his Bid.

25.2 If, after notification of award, a bidder wishes to ascertain the grounds on which its bid was not selected, it should address its request to the Employer, who will provide written explanation indicating specific short-comings. Any request for explanation from one bidder should relate only to its own bid; information about the bid of competitors will not be addressed.

26. Clarification of Bids

26.1 To assist in the examination, evaluation, and comparison of bids, the Employer may, at the Employer's discretion, ask any Bidder for clarification of the Bidder's Bid, including breakdowns of the prices in the Activity Schedule, and other information that the Employer may require. The request for clarification and the response shall be in writing or by cable, telex, or facsimile, but no change in the price or substance of the Bid shall be sought, offered, or permitted except as required to confirm the correction of arithmetic errors discovered by the Employer in the evaluation of the bids in accordance with ITB Clause 28.

26.2 Subject to ITB Sub-Clause 26.1, no Bidder shall contact the Employer on any matter relating to its bid from the time of the bid opening to the time the contract is awarded. If the Bidder wishes to bring additional information to the notice of the Employer, he should do so in writing.

26.3 Any effort by the Bidder to influence the Employer in the Employer's bid evaluation or contract award decisions may result in the rejection of the Bidder's bid.

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27. Examination of bids and determination of Responsive

27.1 Confidentiality

a) Information relating to the evaluation of Bids and recommendation of contract award, shall not be disclosed to Bidders or any other persons not officially concerned with such process until information on the Contract award is communicated to all Bidders.

b) Any attempt by a Bidder to influence the Employer in the evaluation of the Bids or Contract award decisions may result in the rejection of its Bid

27.2 Clarification of Bids

a) To assist in the examination, evaluation, and comparison of the Technical and Price Bids, and qualification of the Bidders, the Employer may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder that is not in response to a request by the Employer shall not be considered. The Employer's request for clarification and the response shall be in writing. No change in the substance of the Technical Bid or prices in the Price Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Employer in the evaluation of the Bids.

b) If a Bidder does not provide clarifications of its Bid by the date and time set in the Employer's request for clarification, its Bid may be rejected.

27.3 **Technical Evaluation**

a) Employer will examine and compare the technical aspects of the Bids on the basis of the information supplied by the Bidders.

b) Total Technical marks assigned to each bid will be determined by adding the scores/marks assigned by an evaluation committee to technical features of the Bid in accordance with the criteria set Fourth Floor below.

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The categories of technical features that could be evaluated are generally defined below and specifically identified in Section III (Evaluation and Qualification Criteria):

(i) Performance, capacity or functionality features such as those either exceed levels specified as mandatory or desirable in Section VII (Schedule of Requirements).

(ii) Other relevant factors, if any, listed in Section III (Evaluation and Qualification Criteria

27.4 **Financial Evaluation**

Bidders who obtained equal or more than 60% for Technical Evaluation will qualify for financial evaluation. To evaluate a Price Bid, the Employer shall consider the following.

a) the bid price, excluding provisional sums and the provision, if any, for contingencies in the Price Schedules
b) price adjustment for correction of arithmetical errors in accordance with ITB 28
c) price adjustment due to discounts offered
d) If the Bid, which results in the lowest Evaluated Bid Price, is seriously unbalanced in the opinion of the Employer, the Employer may require the Bidder to produce detailed price analyses for any or all items of the Price Schedules, to demonstrate the internal consistency of those prices with the methods and time schedule proposed. After evaluation of the price analyses, taking into consideration the terms of payments, the Employer may require that the amount of the performance security be increased at the expense of the Bidder to a level sufficient to protect the Employer against financial loss in the event of default of the successful Bidder under the Contract.

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27.5 A substantially responsive Bid is one which conforms to all the terms, conditions, and specifications of the bidding documents, without material deviation or reservation. A material deviation or reservation is one (a) which affects in any substantial way the scope, quality, or performance of the Services; (b) which limits in any substantial way, inconsistent with the bidding documents, the Employer's rights or the Bidder's obligations under the Contract; or (c) whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids.

If a Bid is not substantially responsive, it will be rejected by the Employer, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

28. Correction of errors

28.1 Bids determined to be substantially responsive will be checked by the Employer for any arithmetic errors. Arithmetical errors will be rectified by the Employer on the following basis: if there is a discrepancy between unit prices and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected; if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; if there is a discrepancy between the amounts in figures and in words, the amount in words will prevail.

28.2 The amount stated in the Bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Bid Security may be forfeited in accordance with ITB Sub-Clause 17.5(b).

29. Currency for Bid Evaluation

29.1 Sri Lankan Rupees (LKR).

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30. Evaluation and Comparison of Bids

30.1 The Employer will evaluate and compare only the bids determined to be substantially responsive in accordance with ITB Clause 27.

30.2 In evaluating the bids, the Employer will determine for each Bid the evaluated Bid price by adjusting the Bid price as follows:

(a) making any correction for errors pursuant to ITB Clause 28;

(b) making appropriate adjustments to reflect discounts or other price modifications offered in accordance with ITB Sub-Clause 23.5.

30.3 The Employer reserves the right to accept or reject any variation, deviation, or alternative offer. Variations, deviations, and alternative offers and other factors, which are in excess of the requirements of the bidding documents or otherwise result in unsolicited benefits for the Employer will not be taken into account in Bid evaluation.

30.4 The estimated effect of any price adjustment conditions under Sub-Clause 6.6 of the General Conditions of Contract, during the period of implementation of the Contract, will not be taken into account in Bid evaluation.

31. Preference for Domestic Bidders

31.1 Domestic bidders shall not be eligible for any margin of preference in Bid evaluation.

E. Award of Contract

32. Award Criteria

32.1 The Employer shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

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Subject to ITB Clause 33, the Employer will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the bidding documents and who has offered the lowest evaluated Bid price, provided that such Bidder has been determined to be (a) eligible in accordance with the provisions of ITB Clause 4, and (b) qualified in accordance with the provisions of ITB Clause 5.

33. Employer's Right to Accept any Bid and to Reject any or all Bids

33.1 Notwithstanding ITB Clause 32, the Employer reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Employer's action.

34. Notification of Award and Signing of Agreement

34.1 Prior to the expiration of the period of bid validity, the Employer shall notify the successful Bidder, in writing, that its Bid has been accepted.

34.2 Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.

34.3 Upon the successful Bidder's furnishing of the signed Contract Form and performance security pursuant to ITB Clause 35, the Employer will promptly notify each unsuccessful Bidder and will discharge its bid security, pursuant to ITB Clause 17.4

35. Performance Security

35.1 Within fourteen (14) days of the receipt of notification of award from the Employer, the successful Bidder, if required, shall furnish the Performance Security in accordance with the GCC, using for that purpose the Performance Security Form included in Section VIII Contract forms. The Employer shall promptly notify the name of the winning Bidder to each unsuccessful Bidder and discharge the Bid Securities of the unsuccessful bidders pursuant to ITB Sub-Clause 17.4. Refer BDS.

36. Advance Payment and Security

36.1 Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security or execution of the Bid-Securing Declaration. In that event the Employer may award the Contract to the next evaluated Bidder, whose offer is substantially responsive and is determined by the Employer to be qualified to perform the Contract satisfactorily.

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37. Adjudicator

37.1 The Employer will provide an Advance Payment on the Contract Price as stipulated in the Conditions of Contract, subject to the amount **stated in the BDS**.

The Employer proposes the person named in the BDS to be appointed as Adjudicator under the Contract, at an hourly fee specified in the BDS, plus reimbursable expenses. If the Bidder disagrees with this proposal, the Bidder should so state in the Bid. If, in the Letter of Acceptance, the Employer has not agreed on the appointment of the Adjudicator, the Adjudicator shall be appointed by the Appointing Authority designated in the Special Conditions of Contract at the request of either party.

Section VI. - Conditions of Contract

1. General Provisions

1.1 Definitions

Unless the Context otherwise requires, the following terms whenever used in this Contract have the following meanings.

a. "Price schedule" is the priced and required list of Job category to be supplied by the Service Provider forming part of his Bid.

b. Completion Date" means the date of completion of the Services by the Service Provider as certified by the Employer.

c. "Contract " means the Contract signed by the Parties, to which these Conditions of contract (CC) are attached, together with all the document listed in Clause 1 of such signed Contract

d. " Contract Price" means the price to be paid for the performance of the Services, in accordance with Clause 6;

e. “Employer " means the party who employs the Service Provider to carry out the Service.

f. "Party" means the Employer or the Service Provider, as the case may be, and "Parties" means both of them;

g. "Personnel" means persons hired by the Service Provider as employees and assigned to the performance of the Services or any part thereof;

h. "Service Provider” is a person or corporate body whose Bid to provide the Services has been accepted by the Employer;

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i. "Service Provider's Bid" means the completed bidding document submitted by the Service Provider to the Employer

j. "Employer's Requirements" means the Employer's Requirements of the service included in the bidding document submitted by the Service Provider to the Employer.

k. "Services" means the work to be performed by the Service Provider pursuant to this Contract, as described in Appendix A; and in the Employer's Requirements and Schedule of Activities included in the Service Provider's Bid.

1.2 Applicable Law

The Contract shall be interpreted in accordance with the laws of the Socialist Democratic Republic of Sri Lanka.

1.3 Language

This Contract has been executed in the language **specified in the SCC**, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

1.4 Notice

Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram, or facsimile to such Party at the address **specified in the SCC.**

1.5 Location

The Service shall be performed at such locations as are specified in Contract Data.

1.6 Authorized Representatives

Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Employer or the Service Provider may be taken or executed by the officials **specified in the SCC**.

1.7 Inspection and Audit by the Bank

The Service Provider shall permit the GOSL to inspect its accounts and records relating to the performance of the Services under this contract and to have them audited by auditors appointed by the GOSL, if so required by the GOSL.

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1.8	**Taxes and Duties**	The Service Provider and its Personnel shall pay such taxes, duties, fees, and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been included in the Contract Price.

2. Commencement, Completion, Modification, and Termination of Contract

2.1	**Effectiveness of Contract**	This Contract shall come into effect on the date the Contract is signed by either parties or such other later date as may be stated in the **stated in the SCC**
2.2	**Starting Date**	The Service Provider shall start carrying out the Services seven (07) days after the date the Contract becomes effective, or at such other date as may be specified in the **specified in the SCC**.
2.3	**Intended Completion Date**	Unless terminated earlier pursuant to Clause 2.6 the Service Provider shall complete the activities by the Intended Completion Date, as is specified in the **SCC**. If the Service Provider does not complete the activities by the Intended Completion Date, it shall be liable to pay liquidated damage as per Sub- Clause 3.8 In this case, the completion Date will be the date of completion of all activities.
2.4	**Additional Services**	Service provider should submit a separate quotation from the request of employer and has to take prior approval from the employer before carry out any addition services.
2.5	**Force Majeure**	
2.5.1	**Definition**	For the Purposes of this Contract, “Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to consider impossible under the circumstances.

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2.5.2 No Breach of Contract

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order you carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

2.5.3 Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

2.6 Termination

2.6.1 By the Employer

The Employer may terminate this Contract, by not less than fifteen (15) days' written notice of termination to the Service Provider, to be given after the occurrence of any of the events specified in paragraphs

a) if the Service Provider does not remedy a failure in the performance of its obligations under the Contract, within fifteen (15) days after being notified or within any further period as the Employer may have subsequently approved in writing;
b) if the Service Provider becomes insolvent or bankrupt; if, as the result of Force Majeure, the Service Provider is unable to perform a material portion of the Services for a period of not less than thirty (30) days; or
c) Employer may have subsequently approved in writing; if the Service Provider become insolvent or bankrupt;
d) if the Service Provider, in the judgment of the Employer has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

   For the purposes of this Sub-Clause:

   i. "Corrupt practice" is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;

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ii. "Fraudulent practice" is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;

iii. "Collusive practice" is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;

iv. "Coercive practice" is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;

v. "Obstructive practice" is

A. deliberately destroying, falsifying, altering or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede a GOSL investigation into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation, or

B. acts intended to materially impede the exercise of the GOSL's inspection and audit rights

2.6.2 By the Service Provider

The Service Provider may terminate this Contract, by not less than thirty (30) day's written notice to the Employer, such notice to be given after the occurrence of any provider of the events specified in paragraphs (a) and (b) of this Clause 2.6.2:

a. if the Employer fails to pay any monies due to the Service Provider pursuant to this Contract and not subject to dispute

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pursuant to Clause 8 within forty-two (42) days after receiving written notice from the Service Provider and that such payment is overdue; or

b. if as the result of Force Majeure, the Service Provider are unable to perform a material portion of the Services for a period of not less than fifty-six (56) days.

2.6.3 Payment upon termination

Termination of this Contract pursuant to Clauses 2.6.1 or 2.6.2 the Employer shall make the following payment to the Service Provider

a. except in the case of termination pursuant to paragraphs (a),(b),(d),(e) of Clause 2.6.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract.

3. Obligations of the Service Provider

3.1 General

The Service Provider shall perform the Services in accordance with the Employer's Requirements and the Activity Schedule, and carry out their ligations with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Service Providers shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Employer, and shall at all times support and safeguard the Employer's legitimate interests in any dealings with Subcontractors or third parties

3.2 Confidentiality

The Service Providers, their Subcontractors, and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Employer's business or operations without the prior written consent of the Employer.

3.3 Service Provider's Actions requiring Employer's Prior Approval

The Service Providers shall obtain the Employer's prior approval in writing before taking any of the following actions.

a. Entering into a subcontract for the performance of any part of the Services,

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b. appointing such members of the personal not listed by name in Appendix B - "Key Personnel"
c. Changing the Program of activities; and
d. any other action that may be specified in the Contract Data

3.4 Reporting Obligations

The Service Providers shall submit to the Employer monthly maintenance reports, monthly attendance reports taken from fingerprint/face reader machines, and any other report requested by the Employer time to time.

3.5 Documents Prepared by the Service Providers to Be the Property of the Employer

All plans, drawings, Employer's Requirements, designs, reports, and other documents and software submitted by the Service Providers in accordance with Clause 3.6 shall become and remain the property of the Employer, and the Service Providers shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Employer, together with a detailed inventory thereof. The Service Providers may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be specified in the Contract Data.

3.8 Liquidate Damages

3.8.1 Payments of per Liquidated Damages

The Service Provider shall pay liquidated damages to the Employer at the rate date stated in the Contract Data for each day that the Completion date is later than the Intended Completion Date. The total amount of liquidated damages shall exceed the amount defined in the Contract Data. The Employer may deduct liquidated damages shall not affect the Service Provider's liabilities.

3.9 Performance Security

The Service Provider shall provide the Performance Security to the Employer no later than the date specified in the Letter of acceptance. The Performance Security shall be issued in an amount and form and by a bank or surety acceptable to the Employer. The performance Security shall be valid until a date 28 days from the Completion Date of the Contract.

4. Service Provider's Personnel

4.1 Description of Personnel

The titles, agreed job descriptions, minimum qualifications, and estimated periods of engagement in the carrying out of the Services

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of the Service Provider's Key Personnel are described in Appendix B. The key Personnel and Subcontractors listed by title as well as by name in Appendix B are hereby approved by the Employer.

4.2 Removal and/or Replacement of the Personnel

a. Except as the Employer may otherwise agree, no changes shall be made to the key personnel. If, for any reason beyond the reasonable control of Service Provide, the Service Provider shall provide as a replacement a person of equivalent or better qualifications.

b. If the Employer finds that any of the Personnel have (i) Committed serious misconduct or have been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Service Provider shall, at the Employer's written request specifying the grounds there of, provide as a replacement a person with qualifications and experience acceptable to Employer.

c. The Service Provider shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of Personnel.

5. Obligations of the Employer

5.1 Assistance and Exemptions

The Employer shall use its best efforts to ensure that the Government shall provide the Service Provider such assistance and exemptions as specified in the SCC.

5.2 Change in the Applicable Law

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Service Provide, then the remuneration and reimbursable expenses otherwise payable to the Service Provider under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Clauses 6.2 (a) or (b), as the case may be.

Services and Facilities

The Employer shall make available to the Service Provider the Services and facilities listed under Appendix C

FOR REFERENCE ONLY

6. Payments to the Service Provider

6.1 Payment

The Service Provider's remuneration shall not exceed the Contract Price and shall be a measure & pay (daily attendance basis) incurred by the Service Providers in carrying out the Services described in Appendix A. Except as provided in Clause 5.2, the Contract Price may only be increased above the amounts stated in Clause 6.2 if the Parties have agreed to additional payments in accordance with Clauses 2.4 and 6.3.

6.2 Contract Price

The Contract Price is set forth in the Contract Data.

6.3 Payment for Additional Services

6.3.1 Employer shall pay the service provider the amount agreed under 2.4

6.4 Terms and Conditions of Payment

Payments will be made to the Service Provider on daily attendance basis obtained from fingerprint machine/face reader machine within 28 days after receiving the payment certificate and payment shall be settled

An employee is required to check out within 24 hours of checking in. No payment shall be made for any period of service exceeding 24 hours.

In cases where the number of employees deployed is less than the specified requirement, a penalty of Rs. 1,600.00 per employee, per day shall be imposed.

7. Quality Control

7.1 Identifying Defects

The Employer shall check the Service Provider's performance and notify him of and Defects that are found such checking shall not affect the Service Provider's responsibilities.

7.2 Correction of Defects, and Lack of Performance Penalty

a. The Employer shall give notice to the Service Provider of any Defects before the end of the Contract. The Defects liability period shall be extended for as long as Defects remain to be corrected.

b. Every time notice a Defect is given, the Service Provider shall correct the notified Defect within the time period specified by the Employer's notice.

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c. If the Service Provider has not corrected a Defect within the time specified in the Employer's notice, the Employer will assess the cost of having the Defect corrected, the Service Provider will pay this amount, and a Penalty for Lack of Performance calculated as described in clause 3.8.

8. Settlement of Disputes

8.1 Amicable Settlement The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation

8.2 Dispute Settlement

8.2.1 Any dispute arises between the Employer and the Service Provider in Connection with, or arising out of, the Contract or the provision of the Services, whether during carrying out the Services or after their completion, which was no settled amicably in as with sub clause 8.2.1 above, shall be finally settled by arbitration in accordance with Arbitration Act No 11 of 1995.

8.2.2 The arbitral tribunal shall consist of a sole arbitrator, who shall be appointed in the manner provided under sub clause 8.2.3.

8.2.3 The Party desiring arbitration shall nominate three arbitrators out of which one to be selected by the other Party within 21 Days of the receipt of such nomination. If the other Party does not select one to serve as Arbitrator within the stipulated period, then the Arbitrator shall be appointed in accordance with Arbitration Act No 11 of 1995, or any other amendments thereof.

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9. Special Conditions of Contract

9.1 Scope of Work

The agreement will be in force for period of 12 Months from the date of execution initially and can be terminated by one month notice.

CONTRACTOR'S EMPLOYEES

The contractor shall provide qualified required maintenance staff to perform daily inspection, maintenance of electrical, mechanical and plumbing systems as needed for the period of Twelve (12) months. The contractor must respond to emergency repair requests within one (1) hour. A logbook must be updated daily to record all activities, and monthly reports detailing completed tasks must be submitted for verification.

If the technicians are changed under this Contract, the contractor must notify to the Additional Secretary, Ministry of Finance, Planning and Economic Development and provide the same proof of experience bid sprior to technician perform work as specified. The contractor shall arrange to provide alternate staff in case of absence of permanent staff. Technicians must report daily.

In cases where the number of employees deployed is less than the specified requirement, a penalty of Rs. 1,600.00 per employee, per day shall be imposed.

The contractor should provide proper uniforms and safety clothes and accessories (helmets, gloves, goggles, boots and any other safety wear and personal protective equipment needed) to staff shall ensure that their turnout is smart in all respects. All workers should have good physique. The Ministry of Finance, Planning and Economic Development will not take any responsibility in case of any accident/injury to the maintenance staff during work. The Contractor shall take all safety measures and welfare of contractor's maintenance staff.

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TOOLS AND MACHINERIES

The technician shall respond to the job in a well-resourced, well-stocked service. The stock shall include a wide variety of tools and equipment needed to provide on-site maintenance and emergency preventive maintenance and repairs. All tools and equipment shall be provided by the Service Provider.

WORKING HOURS

A normal work crew will consist as per Appendix "B". The Service should be provided during all weekdays (07 days) and hours i.e. Monday to Sunday including holidays. Technicians should be assigned as per the Appendix "B".

All breakdown calls/complaints received during 24 hours shall be attended to as early as possible. No complaints should be left unattended and not be postponed to next day without getting prior approval from the Engineer, Ministry of Finance, Planning and Economic Development.

An employee is required to check out within 24 hours of checking in. No payment shall be made for any period of service exceeding 24 hours

INSURANCE

Injury to Workmen

The Contractor shall take out adequate insurance against all liability to pay demands of compensation as aforesaid of all workmen and persons who may be employed to carry out the works and shall furnish the Additional Secretary, Ministry of Finance, Planning and Economic Development with a copy of the insurance policy.

OTHER CONDITIONS

The officer duty authorized by the Additional Secretary, Ministry of Finance, Planning and Economic Development will give necessary directions of the work/service to be performed. Such work/services should be done under his/her supervision.

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In the event of the contractor fails or refuses to perform the work/services during the period, the Additional Secretary, Ministry of Finance, Planning and Economic Development or the officer duly authorized shall inform the contractor of such failures and take necessary actions to rectify the work/service in default.

The work/service that the contractor has been directed should be performed to the entire satisfaction of the Additional Secretary, Ministry of Finance, Planning and Economic Development or the officer duly authorized by him. In the event of any fault or failure upon the part of the contractor to perform such work or service, the contractor shall be bound to rectify such fault and complete such work or service at his/her own expense.

The scope of work broadly described herein and assigned to contractor, in there are of responsibility is inclusive of all consultancy and other servicers required in connection with the completion of work whether specifically mentioned herein or not and rendering such consultancy services will not entitle the contractor to charge any additional fees in as much as the same are included in the overall professional fees payable to them.

The services report containing nature of the complaints, nature of the fault attended, parts replaced, signature will be provided by Ministry of Finance, Planning and Economic Development and report should be filled by the contractor. The contractor shall provide a report monthly.

The contractor shall strictly comply with the terms and conditions of the agreement. In case of violation of any of the terms, the agreement shall be liable for cancellation immediately and Performances bank guarantee will be forfeited by the Employer.

9.2 Contribution to Employees Provident Fund (EPF) and Employees Trust Fund (ETF)

(i) EPF and ETF contribution shall be borne by Service provider, and it is his responsibility contribution to the EPF and ETF on behalf of his employees

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(ii) Secretary, Ministry of Finance, Planning and Economic Development/his or her authorized person are not liable to contribute to EPF or/and ETF on behalf of service provider's employees who are working as technician/labours under this contract agreement.

(iii) Copy of "C form" under EPF Act No. 15 of 1958 and "Advice of Remittance Form (R-1)" under Act No. 46 of 1980 shall be submitted for every month of contract period by the Service provider prior to submission of invoices.

(iv) If any case Service provider is unable to submit forms mention in (iii) under clause 9.2, Employer can hold up the monthly payment until receiving of said forms.

FOR REFERENCE ONLY

Section VIII - Contract Forms

1. **Letter of Acceptance**
2. **Form of Contract**
3. **Format for Performance Guarantee / Security**

FOR REFERENCE ONLY

FOR REFERENCE ONLY

Letter of Acceptance

[USE THE LETTER HEADING PAPER OF THE PROCURING ENTITY]

To: …….. *[name and address of the Contractor]*……..

This is to notify you that your bid dated…….. *[insert date]* construction, remedying the defects of the ……. *[name of the Contract and identification number]* for the Contract Price of ……. *[name of currency[1]]* ……. [amount in figures and words] as corrected following Instructions to Bidders and/ or modified by a Memorandum of Understanding[2] is here by accepted.

The adjudicator shall be ……. [name and address of the Adjudicator, if agreed] / shall be appointed by the appointing authority.[3]

You are hereby instructed to proceed with the execution of the said supplies in accordance with the Contract documents.

The Commencement Date shall be: …… (*fill the date as per Conditions of Contract*).

The amount of Performance Security is : …….. (*fill the amount as per Condition of Contract*).

The Performance Security shall be submitted on or before ……..…… (*fill the date as per Conditions of Contract*).

Authorized Signature:…….
Name and title of Signatory:…….
Name of Agency:……
Attachment: Contract

[1] If multiple currencies are involved, indicate amounts under each currency separated with the word, connecting them with 'and'

[2] Delete "corrected per ITB and/or" or "and/or modified by a Memorandum of Understanding", if not applicable

[3] Delete whichever is inapplicable or delete both if not applicable.

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Form of Contract

[Letterhead paper of the Employer]

This CONTRACT (hereinafter called the "Contract") is made the *[day]* day of the month of *[month]*, *[year]*, between, on the one hand, *[name of Employer]* (hereinafter called the "Employer") and, on the other hand, *[name of Service Provider]* (hereinafter called the "Service Provider").

[***Note**: In the text below text in brackets is optional; all notes should be deleted in final text. If the Service Provider consist of more than one entity, the above should be partially amended to read as follows:* "…(hereinafter called the "Employer") and, on the other hand, a joint venture consisting of the following entities, each of which will be jointly and severally liable to the Employer for all the Service Providers' obligations under this Contract, namely, *[name of Service Provider]* and *[name of Service Provider]* (hereinafter called the "Service Provider").]

WHEREAS

a) the Employer has requested the Service Provider to provide certain Services as defined in the General Conditions of Contract attached to this Contract (hereinafter called the "Services");
b) the Service Provider, having represented to the Employer that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract at a contract price of…… for a period of 6 months from the date of commissioning unless terminated earlier;
c) The Employer has received the financial allocation from the Government of Democratic Socialist Republic of Sri Lanka (Hereinafter called as "GOSL") to eligible payments under this Contract.

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents attached hereto shall be deemed to form an integral part of this Contract and for the avoidance of doubts, the order of precedence of the various parts of the contract in the event of any conflict or inconsistency shall be (in order):

a) Instruction of Bid
b) Conditions of Contract;
c) The Service Provider's Bid
d) The following Appendices:

Appendix A: Description of the Services

Appendix B: Key Personal

Appendix C: Services and Facilities provided by the Employer

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2. The mutual rights and obligations of the Employer and the Service Provider shall be as set forth in the Contract, in particular:

    a) The Service Provider shall carry out the Services in accordance with the provisions of the Contract; and
    b) the Employer shall make payments to the Service Provider in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of *[name of Employer]*

……

[Authorized Representative]

For and on behalf of *[name of Service Provider]*

……

[Authorized Representative]

FOR REFERENCE ONLY

Acceptable Format for Performance Guarantee / Security

……*[Issuing Agency's Name, and Address of Issuing Branch or Office]*……

Beneficiary: Secretary,
Ministry of Finance, Planning and Economic Development,
Colombo 01

Date: ……..

PERFORMENCE GUARANTEE/SECURITY No.: ……

We have been informed that ……*[name of Contractor/supplier]* (hereinafter called „the Contractor") has entered into Contract No. MOF/NCB/20/92/2026 *[reference number of the contract]* dated ……. with you, for the……*[insert "construction / "supply"]* of ……... *[name of contract and brief description of Works or supply]* (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 of figures]*(……) *[amount in words],* such sum being payable in the types and proportions of currencies in which the Contract price is payable, 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 28 days beyond the scheduled contract completion date].* and any demand for payment under it must be received by us at this office on or before that date.

……
signature(s)]

FOR REFERENCE ONLY

FOR REFERENCE ONLY

VOLUME II

FOR REFERENCE ONLY

Section II - Bidding Data Sheet	
Instructions to Bidders Clause Reference	
A. General	
1.1	The Employer is: Secretary, Ministry of Finance, Planning and Economic Development The name of Contract is: Supplying of Building Maintenance Contractor for New Building Contract No. / Bid No. : MOF/NCB/20/92/2026 Bidders are required to bid for the total requirement of services as given in description of services in the Bidding Documents. Bids for partial requirements shall be treated as non-responsive and shall be rejected.
1.2	The services shall be completed within 12 months from the Starting Date for the Commencement of Services
2.1	The source of funding for this project is: Government of Sri Lanka (GOSL)
5.2 (i)	Shall require registration under Employees Provident Fund (EPF) Act No. 15 of 1958 and Act No. 46 of 1980 for contribution of Employees Provident Fund (EPF) and Employees Trust Fund (ETF) respectively. ["C" form under EPF Act No. 15 of 1958 and Advice of Remittance Form (R-1) under Act No. 46 of 1980 for the last 06 months shall be submitted with bidding document as evident documents to contribution of EPF and ETF in Central bank of Sri Lanka for bidder's employees]
5.3	i. The bidder shall have a **minimum of five (05) years' experience** in executing **building maintenance contracts** for government departments/institutions or well-reputed private sector companies. (proof documents should be attached) a. The applicant shall **submit service completion certificates** for **at least two (02)** building maintenance contracts that meet the following criteria: b. **Each contract value** must be **not less than LKR 10 million per annum**. c. The **building area** maintained under each contract must be **not less than 50,000 square feet**. d. Experience of one minimum Building Management System (BMS) and Central AC system shall be required. ii. The average annual turnover in last three years shall be minimum LKR 15 million. iii. Part-time B.Sc. Engineer (Mechanical or equivalent field) with Associate Member in IESL including minimum three (03) years' experience in similar services. Engineer must be registered at Engineers' Council of Sri Lanka (ECSL) (The bidder should be attached relevant supporting documents to verify the above-mentioned qualifications and experience, including certificates as evidence of their qualifications and service letters as proof of their work experience.)

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5.3	iv. Full-time Technical Superintendents (Mechanical / Electrical) shall have minimum NVQ level 4/ HNDE/ NDT with 02 years' experience. (The bidder should be attached relevant supporting documents to verify the above-mentioned qualifications and experience, including certificates as evidence of their qualifications and service letters as proof of their work experience.) v & vi. Full-time Electrical, Mechanical, Air condition and Plumbing technicians shall have minimum NVQ level 3 qualifications and 03 years' experience. (The bidder should be attached relevant supporting documents to verify the above-mentioned qualifications and experience, including certificates as evidence of their qualifications and service letters as proof of their work experience.) OR 10 years in relevant field experiences (proof documents should be attached) viii. The contractor shall not be a blacklisted contractor at the time of bidding and at the time of award of contract and shall submit an affidavit on this regard. ix. Non-collusion Declaration shall be submitted by bidder along with dully filled bidding document.
B. Bidding Data	
9.2 and 19.1	The number of copies of the Bid to be completed and submitted shall be one in addition to the original bid.
10.1	For Clarification of bid purposes only, the Purchaser's address is: Attention: Chief Accountant Address: Ministry of Finance, Planning and Economic Development, The Secretariat, Colombo 01 Telephone: 011/2484535/011-2484538/011-2484600(Ext – 1446/1430) E-mail Address: camof000@gmail.com Fax : 011 2421253 Request for clarification should be received by the Purchaser on or before 1500hrs on 10th November 2026
C. Preparation of Bids	
12.1	Language of Bid: English
14.4	The Contract shall not be subject to price adjustment in accordance with Clause 6.6 of the Conditions of Contract.

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16.1	The period of Bid validity shall be 91 days after the deadline for Bid submission specified in the BDS. (18th February 2027)
17.1	The Bidder shall provide: Bid Security in the form of a Bank Guarantee (as per the format given in the Bidding Document) Bid Security shall be issued in favor of; Secretary, Ministry of Finance, Planning and Economic Development, The Secretariat, Lotus Road, Colombo 01
17.2	The amount of Bid Security shall be Sri Lankan Rupees Two Hundred Thousand (LKR.200,000.00)
	Bid Security shall be in the form of a Bank Guarantee (as per the format given in the Bidding Documents) issued by a commercial bank operated in Sri Lanka approved by CBSL.
	Bid securities shall be valid for 28 days beyond the validity period of the bids. Accordingly, Bid Securities shall remain valid till 18th March 2027
18.1	Alternative offers and options are not allowed
D. Submission of Bids	
20.2 (a)	The Employer's address for the purpose of Bid submission is : Chairman, Ministry Minor Procurement Committee, Ministry of Finance, Planning and Economic Development Accounts Division UG Floor, New Building The Secretariat, Lotus Road, Colombo 01
21.1	The deadline for submission of bids shall be: Date: 19th November 2026 Time: 1400hrs (02.00 PM)
D. Bid Opening and Evaluation	
24.1	Bids will be opened immediately after the deadline for submission of bids at the following address: Accounts Division, Upper Ground Floor, New Building, Ministry of Finance, Planning and Economic Development, The Secretariat, Lotus Road, Colombo 01
E. Award of Contract	
35	The Performance Security acceptable to the Employer shall be in the Standard Form of unconditional Bank Guarantee (as per the format given in the Bidding Document) issued by any commercial bank licensed by the Central Bank of Sri Lanka and the amount shall be 5% of the total contract price. Which shall be valid for 28 days beyond the completion date of services under the contract. Performance security shall be submitted within 07 working days of the date of notification of award from the employer.

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Section III – Evaluation and Qualification Criteria

3. Evaluation of Bids

This section contains the criteria that the Employer will use evaluate and qualify bidders. The bidder shall provide all the information request in the forms included in Section IV-Bidding Forms and the Bidding Document.

3.1. Preliminary Examination of Technical Bids

The Employer shall confirm that the following documents and information have been provided in the Technical Bid. If any of these documents or information is missing, the offer shall be rejected.

(a) Letter of Technical Bid;

(b) Documents relevant to minimum eligibility criteria;

(c) Bid Security, if applicable; and

(d) Technical Proposal

3.2. Eligibility and Qualification of the Bidder

The Employer will review all Technical Bids submitted to determine whether the Bidder is eligible and qualified (as per the Bidder's Qualification Criteria specified in this Section III) and whether each Bid is responsive using the following criteria pursuant to ITB Clause 5.

a) The Bidders shall meet the Eligibility and Qualification Requirements outlined in Bidder's Qualification Criteria specified in this Section III: Eligibility and Qualification Requirements of the Bidder
b) The Bidder shall substantially complete the information outlined in the Bidder Response Formats, Section IV – Bidding Forms (Employer assessment)
c) All Bids that satisfy the above criteria in item (a) and (b) will be considered for the detailed technical evaluation.

3.3. Detailed Evaluation of Technical Bids

The Employer will evaluate the Technical Bids pursuant to ITB Clause 27.3 using the following criteria:

a) In order to evaluate the quality aspects of the Technical Bid, Bidder must state comprehensively with sufficient details, how their Bid meets the Technical Requirements specified in Section VII (Schedule of Requirements). Sufficient documentary evidence shall be provided where applicable.
b) Bidder's Technical bid must meet all the requirements stipulated in Section VII (Schedule of Requirements) of this Bidding Document.

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3.3.1. Evaluation components and applicable ratings

During the evaluation process, the evaluation committee will assign marks to each selected criterion as follows

Table 3.1: Criteria and Maximum Rating

Sr. No.	Criteria	Maximum Marks allocated	Minimum Marks required
1	Experience of the Service Provider	20	12
2	The average annual turnover in last three years	10	04
3	Qualification of maintenance staff	35	20
4	Experience of maintenance staff	25	17
5	Office equipment, maintenance tools and equipment	10	07
	Total	**100**	**60**

1. Experience of the Service Provider – 20 Marks		
Sr. No.	**Description**	**Marks allocated**
1.1	Two service contracts of nature and complexity equivalent to this service over last 5 years	12
1.2	Three service contracts of a nature and complexity equivalent to this service over last 5 years	18
1.3	Four or more service contracts of a nature and complexity equivalent to this service over last 5 years	20

	2. The average annual turnover in last three years (LKR) – 10 Marks	
Sr. No.	Description	Marks allocated
2.1	Equal to 15 Mn	4
2.2	Above 15 Mn and below 20 Mn	8
2.3	Above 20 Mn	10

3. Qualification of maintenance staff – 35 Marks		
Sr. No.	**Description**	**Marks allocated**
	3.1 Part time - Engineer – 04 Marks (Maximum)	
3.1.1	Associate Member in IESL	03
3.1.2	Full Professional Qualification/s (C.Eng)	04
	3.2 Full-time Technical Superintendent -02 Nos. Mechanical – 01 and Electrical 01 – 10 Marks	
	3.2.1 Mechanical Superintendent	
3.2.1.1	NVQ level 4/ HNDE/ NDT	03
3.2.1.2	NVQ level 4/ HNDE/ NDT or above	05
	3.2.2 Electrical Superintendent	
3.2.2.1	NVQ level 4/ HNDE/ NDT	03
3.2.2.2	NVQ level 4/ HNDE/ NDT or above	05
	3.3 Electrical Technicians – 06 Marks	
3.3.1	NVQ level 3	03
3.3.2	NVQ level 4 or above	06

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	3.4 Mechanical Technicians – 06 Marks	
3.4.1	NVQ level 3	03
3.4.2	NVQ level 4 or above	06
	3.5 Air condition Technicians – 05 Marks	
3.5.1	NVQ level 3	03
3.5.2	NVQ level 4 or above	05
	3.6 Plumbing Technicians – 04 Marks	
3.6.1	NVQ level 3	02
3.6.2	NVQ level 4 or above	04
4 Experience of maintenance staff – 25 Marks		
Sr. No.	**Description**	**Marks allocated**
	4.1 Engineer – 03 Marks	
4.1.1	03 years' experience	02
4.1.2	More than 03 years	03
	4.2 Mechanical Superintendent - 04 Marks	
4.2.1	02 years' experience	03
4.2.2	More than 02 years	04
	4.3 Electrical Superintendent - 04 Marks	
4.3.1	02 years' experience	03
4.3.2	More than 02 years	04
	4.4 Electrical Technicians – 03 Marks	
4.4.1	03 years' experience	02
4.4.2	More than 03 years	03
	4.5 Mechanical Technicians – 03 Marks	
4.5.1	03 years' experience	02
4.5.2	More than 03 years	03
	4.6 Air condition Technicians – 03 Marks	
4.6.1	03 years' experience	02
4.6.2	More than 03 years	03
	4.7 Plumbing Technicians – 03 Marks	
4.7.1	03 years' experience	02
4.7.2	More than 03 years	03
	4.8 Un-skilled labour – 02 point	
4.8.1	01 years' experience	01
4.8.2	More than 03 years	02

5 Office equipment, maintenance tools and equipment **– 10 Marks**		
Sr. No.	**Description**	**Marks allocated**
	5.1 office equipment and stationery – 03 points	
5.1.1	Desktop computer/ Laptop	01
5.1.2	Printer including Consumables	01
5.1.3	Stationary	01
	5.2 Maintenance Tools – 04 points	
5.2.1	Satisfied with given requirements	02
5.2.2	Satisfied more than given requirements	04
	5.3 Maintenance equipment – 03 points	
5.3.1	Satisfied with given requirements	02
5.3.2	Satisfied more than given requirements	03

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3.3.1.1. Determining Bidder's Technical Responsiveness

In order to be considered as "Substantially Responsive" to the technical requirements and to be considered as eligible for the subsequent evaluations, a Bidder must satisfy the following condition.

$$T = \sum_{k=1}^{n} [\sum_{i=1}^{m} {}^{S_i}/_{100} X\ W_i]$$

T = Total Technical Score

K = Criteria Number

n = Total number of Criteria

i= particular sub Criteria of each Criterion

m = Total Number of the sub Criteria of each Criterion

S_i= Rating obtained for component given in Table 3.1

W_i = Technical weightage of ***i*** component given in Table 3.2

Total Technical Marks (T) secured for the Technical Bid shall be equal or higher than 60% (T≥60%). Any Bid failing to satisfy the above conditions will not be considered for further evaluation and their Price Bids will be returned unopened after the bid evaluation process.

3.4. Price Evaluation

The Lowest Evaluated Bid Price (Adjusted Bid Price) will be identified by the Employer pursuant to ITB Clause 27.4 based on the following criteria:

The Adjusted Bid Price will be calculated as follows;

a) Price for building maintenance contract + Other Cost in the Price Schedule
b) Adjustments made Arithmetic corrections

3.4.1. Quantifiable Deviations and Omissions

Quantifiable Deviations and Omissions from the contractual obligations: the evaluation shall be based on the evaluated cost of fulfilling the contract in compliance with all contractual obligations under this bidding document. The Employer will assess the cost of such a deviation for the purpose of ensuring fair comparison of bids.

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3.5. Combined Evaluation

The Employer's evaluation of responsive bids will take into account technical factors, in addition to cost factors. An Evaluated Bid Score (B) will be calculated for each responsive bid using the following formula, which permits a comprehensive assessment of the bid price and the technical merits of each bid:

$$B \equiv \frac{P_{low}}{P} X * 100 \; + \; \frac{T}{T_{high}} (1 - X) * 100$$

where;

P = Evaluated Bid Price

P_{low} = the lowest of all Evaluated Bid Prices among responsive bids

T = the total Technical Marks awarded to the bid

T_{high} = the Technical Marks achieved by the bid that was scored highest among all responsive bids

Weight of the evaluated Bid Price ("X" in the evaluated Bid Score formula) = **80%**

The bid with the highest Evaluated Bid Score (B) among responsive bids shall be termed the Lowest Evaluated Bid and is eligible for Contract award, provided the Bidder was pre-qualified and/or it was found to be qualified to perform the Contract in accordance with post qualifications requirements stipulated in the Bidding Documents.

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Section IV. Bidding Forms

4. BID SUBMISSION FORMS - TECHNICAL BID

Table 1: Bidder Response Format – Technical Bid

Order in Bid	Document Number and Information Required	Check Y/N	Page No.
I	Bidder's Front Page (Bidder's name. Bid details)		
II	Bidder Response Format – Technical Bid (as a table of contents/checklist)		
	1. Bid Submission Form		
1.	1.1 Letter of Technical Bid – Ref 4.1		
	2. Qualification of the Bidder		
2.	2.1 Bidder Information Sheet – Ref 4.2.1		
3.	2.2 Average Annual Turnover – Ref 4.2.2		
4.	2.3 Average Annual Volume Services – Ref 4.2.3		
5.	2.4 General Experience in Information Software, Products and/or Services – Ref 4.2.4		
	3. Bidder's Response to the Schedule of Requirements		
6.	3.1 Key Personnel – Ref 4.3.1		
7.	3.2 Key Personnel Details– Ref 4.3.2		
	4. Guarantees and Declarations		
8.	4.1 Bid Security (Bank Guarantee) – Ref 4.4		
	5. Minimum Equipment and tool requirement for maintenance work		
9.	5.1 List of Office Equipment – Ref 4.5.1 5.2 List of Equipment – Ref 4.5.2 5.3 List of Tools – Ref 4.5.3		

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4.1. Letter of Technical Bid

Date:

IFB No: MOF/NCB/20/92/2026
Project: Supplying of Building Maintenance Contractor for New Building – Year 2027

To: **Chairman,**
Ministry Minor Procurement Committee,
Ministry of Finance, Planning and Economic Development,
Lotus Road,
Colombo 01.

We, the undersigned, declare that:

(a) We have examined and have no reservations to the Bidding Document, including Addenda issued in accordance with Instructions to Bidders (ITB) 11.

We offer to **Supplying of Building Maintenance Contractor for New Building 2027**

(b) in conformity with the Bidding Document.

(c) Our bid consisting of the Technical Bid and the Price Bid shall be valid for a period of **91** days from the date fixed for the bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

(d) We undertake, if our bid is accepted, to commence work on the Information Software, Products and/or Services and to achieve Installation and Operational Acceptance within the respective times stated in the Bidding Documents.

(e) We hereby certify that all the Software offered in this bid and to be supplied under the Contract (i) either is owned by us, or (ii) if not owned by us, is covered by a valid license from the proprietor of the Software.
(f) We, *including any subcontractors or manufacturers for any part of the contract*, do not have any conflict of interest in accordance with ITB-4.2.

(g) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared blacklisted by the Department of Public Finance;

Name _____ In the capacity of _____

Signed _____

Duly authorized to sign the bid for and on behalf of _____

Dated on _____ day of _____, _____

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4.2. Qualification of the Bidder

4.2.1. Bidder Information Sheet

All bidders must complete the information in this form. All Bidders that complete this sheet should also complete the further Qualification Forms provided in this section.

Date: _____ NCB No.: _____

Please note that a written authorization needs to be attached to this sheet as required by ITB 24.2.

❑ Bidder's Information	
Bidder's legal name	
Bidder's actual or intended country of registration	
Bidder's year of registration	
Bidder's legal address in country of registration	
Bidder's authorized representative (name, address, telephone numbers, fax numbers, e-mail address)	

4.2.2. Average Annual Turnover

Bidder's Legal Name: _____ Date: _____

Annual Turnover Data	
Financial Year	**LKR**
2023/2024	
2024/2025	
2025/2026	
Average Annual Turnover*	

Note:

Calculated as total certified payments received for contracts in progress or completed, within the last 3 years

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4.2.3. General Experience in Supplying of Building Maintenance Contractor

All bidders must complete the information in this form with regard to the Supplying of Building Maintenance Contracts generally. Each employees shall be complete following tables.

General Experience			
Starting and Ending Month/Year	**Years**	**Contract Identification**	**Role of Employee**
		Name of the employer: Address: Email: Telephone:	
		Name of the employer: Address: Email: Telephone:	
		Name of the employer: Address: Email: Telephone:	
		Name of the employer: Address: Email: Telephone:	

4.3.1. Key Personnel

For specific positions essential to contract management and implementation (and/or those specified in the Bidding Documents, if any), Bidders should provide the names candidates qualified to meet the specified requirements stated for each position. The data on their experience should be supplied on separate sheets using one form for each candidate.

Bidders may propose alternative management and implementation arrangements requiring different key personnel, whose experience records should be provided.

1.	**Title of position***
	Name of prime candidate
	Name of alternate candidate
2.	**Title of position***
	Name of prime candidate
	Name of alternate candidate
3.	**Title of position***
	Name of prime candidate
	Name of alternate candidate

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4.	**Title of position***
	Name of prime candidate
	Name of alternate candidate
5.	**Title of position***
	Name of prime candidate
	Name of alternate candidate
6.	**Title of position***
	Name of prime candidate
	Name of alternate candidate
7.	**Title of position***
	Name of prime candidate
	Name of alternate candidate

4.3.2. Key Personnel Details

Position			**Candidate**
Personnel Information	**Name**		**Date of birth**
	Educational qualifications		
	Professional qualifications		
Present Employment	**Name of employer**		
	Address of employer		
	Telephone		**Contact (manager / personnel officer)**
	Fax		**E-mail**
	Job title of candidate		**Years with present employer**
Previous Employment	**Name of employer & Contact No.**		
	Years with past employer		
Previous Employment	**Name of employer & Contact No.**		
	Years with past employer		
Previous Employment	**Name of employer & Contact No.**		
	Years with past employer		

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4.4. Bid Security (Bank Guarantee)

FORM OF BID SECURITY GUARANTEE

[This bank 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: The Secretary,
Ministry of Finance, Planning and Economic Development
The Secretariat,
Lotus Road,
Colombo 01.

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

BID GUARANTEE No.: ---------- *[insert (issuing agency) name of the bidder; if a Joint Venture, list complete legal names of partners]* (hereinafter called "the bidder") has submitted to you its bid dated ---------- *[insert (issuing agency) date]* (hereinafter called "the bid") for the execution/supply *[select appropriately]* 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 (herein after "the **ITB**") of the **IFB**; 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 **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) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, 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)

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4.5 Minimum Office Equipment's, Maintenance Equipment and tool requirement for maintenance work

4.5. List of Office equipment		
Sr. No.	**Description**	**Quantity (required)**
	4.5.1 office equipment and stationery	
1	Desk top computer/ Laptop	01
2	Printer including Consumable	01
3	Stationary	Sufficient Qty

4.5.2. List of Equipment		
Sr. No.	**Description**	**Quantity (required)**
1	Angle Grinder 4" with blades	02
2	Hilti Machine with bits	01
3	Tile cutter 24"	01
4	Drill machine with bits	02
5	Blower	01
6	Flash light (50W)	01

4.5.3. List of tools		
Sr. No.	**Description**	**Quantity (required)**
1	5m steel tape	02
2	12" spirit level	01
3	6" Phillips screw drive	02
4	12" Phillips screw drive	02
5	6" Flat screw drive	02
6	12" Flat screw drive	02
7	Safety belt	02
8	Safety helmet	03
9	Flat chisel 12" long	01
10	Point chisel	01
11	6" mason trowel	01
12	Hacksaw frame	01
13	Pipe wrench 18"	01
14	Hand saw 18"	01
15	Rubber safety boot	01
16	Combination spanner set (6 – 32mm)	01
17	3" scraper	02
18	Pop rivet gun	01
19	Electrical power cord (20m)	01
20	Folding type aluminium ladder 8 feet	01
21	Folding type aluminium ladder 12 feet	01
22	Combination plier 8"	02
23	Adjustable Spanner 250mmx30mm	01
24	Claw hammer	02
25	Ball peen hammer	02
26	Cross Pein Hammer	01
27	Long Nose Plier	02
28	Side Cutting Plier	02

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29	Slip Joint Plier	02
30	Electric Line tester	02
31	Electrical test kit	01
32	Multi mater	01
33	Clamp meter	01
34	Calbe cutter	02
35	Insulated gloves	02

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Letter of Price Bid

Name of the Service: Supplying of Building Maintenance Contractor for New Building – Year 2027

To: Chairman,
Ministry Minor Procurement Committee

Ministry of Finance, Planning and Economic Development,

The Secretariat, Lotus road,

Colombo 01.

1. Having examined the bidding document, Price Schedule and addenda for the execution of the above-named service, we the undersigned, offer to provide and complete the Service of "Supplying of Building Maintenance Contractor for New Building – Year 2027" - Bid No: MOF/NCB/20/92/2026 in accordance with Conditions of Contract, Employer's Requirements, drawings and activity schedule accompanying this Bid for the sum of Sri Lankan Rupees ……(amount in words) [LKR……] or any other sum derived in accordance with said conditions/documents.

2. We acknowledge that the Conditions of Contract will forms part of our Bid.

3. We undertake, if our Bid is accepted, to commence the service as stipulated in the Conditions of contract, and to complete the whole of the service comprised in the Contract within the time stated in the Contract.

4. We agree to abide by this Bid for the period 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. 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. We understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this …….day of ……2025 in the capacity of ……duly authorized to sign tenders for and on behalf of…..(IN BLOCK CAPITALS)

Signature:…….

Address:……
……

……
……

Witness 01:……

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Price Schedule

Sr. No.	Job category	Time period	No. of Technicians	Rate per technician per shift (Rs)	Required no of days per month	Amount per month (Rs)
1	Engineer (Mechanical) Part Time					
2	Full Time - Mechanical Superintendent	0730hrs – 1630hrs (working day – day time)	01		21	
		0730hrs – 1630hrs (Saturday – day time)	01		04	
3	Full Time- Electrical Superintendent	0730hrs – 1630hrs (working day – day time)	01		21	
		0730hrs – 1630hrs (Saturday – day time)	01		04	
4	Full Time - Electrical Technician	0730hrs – 1630hrs (working day – day time)	01		21	
		0730hrs – 1630hrs (Public Holidays & weekends – day time)	01		10	
		1630hrs – 0730hrs (Every day – at night)	01		31	
5	Full Time - Mechanical Technician	0730hrs – 1630hrs (working day – day time)	01		21	
		0730hrs – 1630hrs (Public Holidays & weekends – day time)	01		10	
		1630hrs – 0730hrs (Every day – at night)	01		31	
6	Full Time - Air Condition Technician	0730hrs – 1630hrs (working day – day time)	01		21	
		0730hrs – 1630hrs (Public Holidays & weekends – day time)	01		10	
		1630hrs – 0730hrs (Every day – at night)	01		31	
7	Full Time - Pumbing Technician	0730hrs – 1630hrs (working day – day time)	01		21	
		0730hrs – 1630hrs (Public Holidays & weekends – day time)	01		10	
		1630hrs – 0730hrs (Every day – at night)	01		31	
8	Un-skilled labour	0730hrs – 1630hrs (working day – day time)	01		21	
		0730hrs – 1630hrs (Saturday – day time)	01		04	
Sub Total – 1 (per month)						
Sub Total per year (Sub Total - 1 x 24 months)						

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Add: tools & equipment* Required for daily maintenance work.....%	
Sub Total - 2	
Add: office equipment and stationery……%	
Add: Overhead Charges……	
Total without VAT per year	
VAT reg. No…..... Add 18% for VAT	
Total with VAT per year	

**** List of tools and equipment shall be provided with the Bid***

……..

Signature of Bid and Seal

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NON-COLLUSION DECLARATION

I, the undersigned bidder/ bidder's representative/ bidder's agent, honestly, truthfully and solemnly declare that;

(a) I, nor any other member, agent or representative of the firm/ company/ corporation/ partnership/ sole proprietorship that I represent, have entered into any combination, collusion or similar agreement with any person in connection with the prices to be submitted by any person with respect to the invitation for bid;

(b) I, nor any person who represents me have acted to prevent any person from submitting a bid or to induce any person to refrain from submitting a bid in connection with the intention for bid (Bid No. …….);

(c) This bid is not submitted in collusion with any other bid and is not made pursuant to any agreement, understanding or association with any other person in relation to such bid.

I declare that, I have not received and will not accept any discount, fee, reward, commission or anything of value, directly or indirectly, from any person, company or corporation in connection with the submission of this bid.

I further declare that, I have not given and will not give any discount, fee, reward, commission or anything of value, directly or indirectly, to any person, company or corporation in connection with the submission of this bid.

I, taking full responsibility for ensuring the absence of collusion, hereby pledge to abide by fair and ethical competitive practices throughout the entire procurement process and to fully comply with the relevant Procurement Guidelines issued by the National Procurement Commission.

I hereby declare that all the statements made by me above are true and correct.

……

Signature of the Declarant

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Section V – Schedule of Requirements

There are service contract agreements in place with service providers for the following systems:

Power Generator, Passenger Elevator, CCTV System, Public Address System, Audio-Visual System, Air Conditioning System, UPS System, Fire Detection System, Building Maintenance System and Access Gate. Accordingly, the selected bidder shall coordinate with the respective service providers and obtain the necessary solutions whenever issues arise.

Further, The expected schedule of duties for the selected bidder for building management services is outlined in the tables below. The designated supervisor and technicians are required to carry out these responsibilities accordingly. The bidders' response section should be duly completed.

Appendix A - Description of the Services

Plumbing System							
Sr. No.	**Work Description**	**Frequency**					**Bidders' Response**
		Daily	**Weekly**	**Monthly**	**Quarterly**	**Annually**	**Yes/No**
P-1	Check for leaks or drips in faucets, pipes, toilets, pantries, kitchen etc.	√					
P-2	Inspect and clean drain pipes to prevent blockages and backups		√				
P-3	Test water pressure and temperature to ensure it is within safe limits			√			
P-4	Check water heaters and boilers to prevent malfunctions and improve efficiency			√			
P-5	Train employees on safe handling and disposal of hazardous chemicals and materials that could harm plumbing systems				√		
P-6	Lubricate water booster and circulation pump systems			√			
P-7	Check contacts for wear and run system tests.			√			
P-8	Look at sump and sewage pumps		√				
P-9	Check fixtures in public washrooms and look for any leaks.	√					
P-10	Service the all water pumps as per the preventive maintenance schedules and checklist P-10.1 Look for any visible signs of wear, damage, or leaks. P-10.2 Ensure the pump area is clean and free of debris. P-10.3 Listen for unusual noises or vibrations that could indicate issues. P-10.4 Check for any changes in the sound or feel of the pump operation. P-10.5 Track pressure, flow rates and temperature to ensure the pump is operating within specified parameters P-10.6 Check gauges and meters for accurate readings. P-10.7 Apply the appropriate lubricants to bearings and other moving parts as per the manufacturer's recommendations P-10.8 Check Alignments and Connections				√		

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P-11	Repair the all water pumps including water seal replacement and rewinding as required. Inspect bearings and drive bells for wear, Adjust, repair or replace as necessary.				√		
P-12	Tighten connection terminals as necessary and troubleshoot all electrical issues in the related pump panel boards and service panel boards as per schedules.				√		
P-13	Check the pressure tank and pressure cutouts for proper operation.				√		
P-14	Inspect the man holes, covers and sewerage lines. Check the masonry works inside the manholes, repair/replace if they are damaged			√			
P-15	Check all sewerage connecting lines; remove all dirt and debris from sewerage lines.			√			
P-16	Use high pressure water to clean and flush the sewerage lines.			√			
P-17	Check and service manholes, paint the covers and frames.				√		
P-18	Clear the manholes of any impediments to open the cover.			√			
P-19	Water tank						
	P-19.1 Ensures that the water in the tank remains clean and safe for consumption.			√			
	P-19.2 Check for cracks, rust, or any visible damage on the tank's surface		√				
	P-19.3 Inspect the area around the tank for any signs of leakage, such as water stains or damp spots.		√				
	P-19.4 Annually empty the tank to remove sediment and debris that can accumulate at the bottom.				√		
	P-19.5 If algae are present, scrub the walls and bottom of the tank and rinse until all traces are gone.			√			
	P-19-6 Ensure that inlet and outlet valves are functioning correctly and not leaking		√				
	P-19.7 Schedule regular water tests to check for contaminants, bacteria and chemical imbalances.					√	
	P-19.8 Compare test results with water quality standards and take appropriate action if needed.					√	
	P-19.9 Ensure that the tank has appropriate screens to prevent pests, such as insects and rodents, from entering			√			
	P-19.10 Regularly check for nests or pest activity in and around the tank.	√					
	P-19.11 Maintain a log of maintenance activities, tests, and any issues encountered	√					
	P-19.12 Create a maintenance schedule to ensure tasks are completed on time	√					

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Electrical System							
Sr. No.	Item Description	Frequency					Bidder's Response
		Daily	Weekly	Monthly	Quarterly	Annually	Yes / No
E-1	Check for any signs of damage, wear, or overheating in electrical panels, switchgear, transformers, and other equipment		√				
E-2	Look for loose connections, frayed wires, or corroded components				√		
E-3	Ensure that proper labeling is in place for circuit breakers, fuses, and switches				√		
E-4	Tighten electrical connections to prevent overheating and reduce the risk of electrical faults in electrical panels				√		
E-5	Clean dust and debris from panels and equipment to maintain proper ventilation				√		
E-6	Verify that panel doors are secure and properly sealed			√			
E-7	Test and exercise circuit breakers to ensure proper operation				√		
E-8	Check for any tripped breakers or blown fuses and replace them as necessary				√		
E-9	Inspect and clean contacts to maintain good electrical conductivity				√		
E-10	Inspect grounding systems and connections for corrosion or damage					√	
E-11	Measure ground resistance to ensure it falls within acceptable limits					√	
E-12	Verify proper bonding between electrical equipment and grounding systems					√	
E-13	Inspect cables for any signs of wear, damage, or insulation deterioration				√		
E-14	Verify cable connections are tight and properly secured				√		
E-15	Check cable routing to ensure it complies with safety standards				√		
E-16	Test emergency and exit lighting systems regularly, including battery backup				√		
E-17	Replace batteries or bulbs as necessary				√		
E-18	Ensure all emergency lighting fixtures are clean and free from obstruction				√		
E-19	Monitor power quality parameters such as voltage, current, and frequency			√			
E-20	Check for harmonics, voltage sags, or other disturbances			√			
E-21	Inspect surge protection devices and ensure their proper functioning				√		
E-22	Operation and maintenance of all the electrical installations in accordance with Manufacture's specifications, instruction manuals and regulations specified by Ceylon Electricity Board				√		
E-23	Clean the electrical appliances such as light fittings, fans, switchboard, panel boards, cable boxes etc. The cleaning process should be done periodically			√			

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E-24	Remove and replace of nonfunctioning light fittings, MCB's main switches, starters and any other electrical accessories. The contractor shall arrange additional labour in case quantum of work is more				√		

Power Generators							Bidders' Response
Sr. No	Item Description	Frequency					
		Daily	Weekly	Monthly	Quarterly	Annually	Yes / No
PG-1	Run the generator as normal		√				
PG-2	Confirm no alarms or warnings when running		√				
PG-3	Check fuel levels and refuel as necessary				√		
PG-4	Put the generator in "Auto" mode, for automatic startup		√				
PG-5	Check for fluid leaks	√					
PG-6	Inspect engine coolant level and engine oil level				√		
PG-7	Check the battery charger		√				
PG-8	Schedule maintenance with relevant Service provider			√			
PG-9	Inspect the enclosure, making sure it's free from debris		√				
PG-10	Examine the battery electrolyte level and specific gravity			√			
PG-11	Check the battery cables and their connections			√			
PG-12	Check coolant lines and connections			√			
PG-13	examine for oil leaks and inspect lubrication system			√			
PG-14	Inspect the DC electrical system, control panel, and all related accessories			√			
PG-15	Check bolts and nuts for proper tightness		√				
PG-16	Check safety devices and interlocks		√				
PG-17	Inspect foundation for damage and ensure generator is level			√			

Passenger Elevators							Bidders' Response
Sr. No.	Item Description	Frequency					
		Daily	Weekly	Monthly	Quarterly	Annually	Yes / No
PE-1	**Inside The Car** PE-1.1 Make sure the door can open and close properly and without obstructions PE-1.2 Check for damage on walls, ceiling PE-1.3 Check and replace any broken lights including those in the control panel PE-1.4 Make sure the emergency phone can connect the elevator user quickly	√					
PE-2	**Outside the Car** PE-2.1 Inspect the door panels PE-2.2 Replace any broken lights on the door of the elevator on each floor PE-2.3 Test the fire alarm systems	√					

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PE-3	**Top of the Car** PE-3.1 Check cables for any signs of damage PE-3.2 Make sure an emergency exit is possible PE-3.3 Check the hoist way for signs of vandalism	√					
PE-4	**Machine Room** PE-4.1 Check oil levels and ensure systems are lubricated PE-4.2 Remove objects that may block access to the equipment PE-4.3 Check electrical wiring for any signs of defect PE-4.4 Ensure there is enough headroom for technicians			√			
PE-5	**The Pit** PE-5.1 Make sure the pit area can be properly accessed PE-5.2 Check for necessary clearance PE-5.3 Check for debris, dirt or water PE-5.4 Locate signs of damage on the car frame			√			

CCTV System							Bidders' Response
Sr. No.	**Item Description**	Frequency					
		Daily	Weekly	Monthly	Quarterly	Annually	**Yes / No**
C-1	Verify that camera images are clear and not distorted.	√					
C-2	Ensure camera angles cover the intended areas without blind spots	√					
C-3	Check the focus and zoom functionalities to maintain clear visuals	√					
C-4	Clean camera housings and ensure they're free from obstructions				√		
C-5	Confirm that the digital recording equipment is functioning properly	√					
C-6	Monitor available storage space and ensure regular backups		√				
C-7	Review and update system settings as needed				√		
C-8	Inspect cables for signs of damage or wear, and replace as necessary				√		
C-9	Ensure all cable connectors are securely fastened				√		
C-10	Organize cables to prevent tangling or interference.				√		
C-11	Verify that all cameras and recording equipment are receiving power.				√		
C-12	Check battery backup systems to ensure uninterrupted operation during power outages.			√			
C-13	Clean camera lenses to maintain clear images				√		
C-14	Regularly remove dust and debris from camera housing				√		

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C-15	Ensure proper ventilation for recording equipment to prevent overheating.		√				
C-16	Test infrared (IR) illuminators for night vision functionality	√					
C-17	Ensure external lighting is functional and enhances camera performance	√					
C-18	Test motion detection features to ensure they're functioning correctly	√					
C-19	Verify remote access to the system for monitoring purposes	√					

Public Addressable System							Bidders' Response
Sr. No.	Item Description	Frequency					
		Daily	Weekly	Monthly	Quarterly	Annually	Yes / No
PA-1	Check the physical condition of all PA system components, including speakers, amplifiers, microphones, and cables	√					
PA-2	Inspect for any signs of damage, corrosion, or wear and tear on the equipment			√			
PA-3	Inspect amplifiers and mixers for any signs of overheating or unusual noise during operation	√					
PA-4	Verify that all input and output connections are secure and free of any loose connections or corrosion		√				
PA-5	Clean the equipment to remove dust and debris that may affect performance		√				
PA-6	Check all speakers for signs of physical damage, such as dents or tears in the speaker cones		√				
PA-7	Verify that all speakers are securely mounted and positioned correctly for optimal sound distribution			√			
PA-8	Test each speaker to ensure that they are producing clear and undistorted sound	√					
PA-9	Inspect microphones and input devices for any physical damage or malfunction	√					
PA-10	Test each microphone to ensure that they are picking up sound accurately and without any interference	√					
PA-11	Check the connection points for each microphone to ensure a secure and stable connection	√					
PA-12	Inspect all cables and connections for signs of wear, damage, or fraying			√			
PA-13	Test all connections to ensure that they are secure and free of any interference or signal loss		√				
PA-14	Clean all connectors and plugs to remove any dust or debris that may affect the signal quality			√			
PA-15	Verify that the power supply is stable and provides consistent power to the entire PA system			√			
PA-16	Check all electrical components for signs of overheating or electrical issues			√			
PA-17	Ensure that all power cords and cables are in good condition and properly grounded			√			
PA-18	Test all control and interface devices, such as volume controls and switches, for proper functionality	√					

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PA-19	Clean control panels and interface devices to prevent the buildup of dust and debris that may affect their performance			√			
PA-20	Ensure that all control settings are adjusted correctly for optimal sound quality and distribution		√				
PA-21	Test emergency and alert systems to ensure that they are functioning properly and can broadcast emergency messages effectively		√				
PA-22	Verify that all emergency and alert system components are connected and integrated correctly with the main PA system		√				
PA-23	Conduct regular system tests to ensure that the PA system is functioning as expected in different scenarios such as during peak usage times or in emergency situations			√			
PA-24	Perform sound checks to evaluate the clarity volume and overall performance of the PA system			√			

Audio Video System							
Sr. No.	**Item Description**	Frequency					Bidders' Response
		Daily	Weekly	Monthly	Quarterly	Annually	Yes / No
AV-1	Ensure that all cables, connections, and wires are in excellent condition, properly routed, and secured by checking and organizing them			√			
AV-2	Ensure that cables are not twisted, pinched, or kinked and that they are not located near interference or electromagnetic field sources			√			
AV-3	Maintain and clean all audio-visual equipment, including speakers, amplifiers, mixers, microphones, projectors, and screens, on a regular basis				√		
AV-4	Utilize the appropriate cleaning solutions and equipment to eliminate dust, filth, and grime and prevent buildup that can negatively impact performance and durability				√		
AV-5	To ensure optimal performance and compatibility with other systems, keep all firmware and software on audio-video equipment up-to-date					√	
AV-6	Check for new updates and schedule regular updates as required					√	
AV-7	Regularly calibrate and align audio-video equipment to ensure accurate and consistent performance. This involves aligning the projectors, adjusting the color balance, and calibrating the audio levels and frequencies.			√			
AV-8	Test and evaluate the performance of **audio-visual systems**, such as sound quality, image clarity, and connectivity, on a regular basis			√			
AV-9	Test for latency, delay, and other issues that can impact the playback quality and synchronization of audio and video.		√				

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AV-10	Install and maintain surge protectors and uninterruptible power supplies (UPS) to safeguard audiovisual equipment against power surges, brownouts, and other electrical issues that can cause equipment damage and interruption (if required co-ordinate with service providers)					√	
AV-11	Replace cables and connectors that show signs of wear, fraying, or damage on a regular basis. This includes examining connectors for corrosion, damage, or loose connections that could interfere with audio and video transmissions (if required co-ordinate with service providers)			√			
AV-12	Inspect and maintain audiovisual equipment cabinets, including fans, ventilation, and cooling systems, on a regular basis. Check for accumulations of dust, grime, and debris, and clean or replace fans and filters periodically		√				
AV-13	Establish a backup and recovery strategy for audio-visual systems to reduce downtime and data loss in the event of system failure, data corruption, or other problems. Test backup frequently and ensure they are accessible and up to date (if required co-ordinate with service providers)				√		
AV-14	Educate and train users on the appropriate operation and maintenance of audiovisual equipment, including best practices for cable management, cleaning and calibration. Inform users on how to report problems and escalate them to IT or maintenance personnel (if required co-ordinate with service providers)				√		

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Air Conditioning System							
Sr. No.	Item Description	Frequency					Bidders' Response
		Daily	Weekly	Monthly	Quarterly	Annually	Yes/No
AC-1	General inspection of all items for proper functions	√					
AC-2	Check and record incoming power supply voltage and current	√					
AC-3	Check for any abnormal vibrations and rectify	√					
AC-4	Check for any water leaks and rectify	√					
AC-5	Check for any abnormal noises and rectify	√					
AC-6	Check and record the ambient condition	√					
AC-7	Study the Operator's log entries of the daily operations of each item			√			
AC-8	Check electronic and other isolation devices of chiller				√		
AC-9	Check for any leak of refrigerant, water etc of chiller	√					
AC-10	Check any vibration, mechanical seals for leaks, motor terminal wires & running current, discharge pressure & flow switch operation, in/out water temperature etc of condenser and chilled water pumps	√					
AC-11	Check for any vibrations, water leaks, inlet/outlet water temperature, fans, motors, supporting structures, running current, sprinklers etc. of water-cooling towers	√					
AC-12	Check control panel, status of all indicators, status of incoming power supply, any abnormality, corrosion, electrical connection of main control panel	√					
AC-13	Check for operation, duct installation, corrosion, fan busing, motor terminal wires etc of Air handling units and fresh air units	√					
AC-14	Check the operation, duct installation, corrosion, fan busing, motor terminal wires, thermostats settings and speed of fan coil units	√					
AC-15	Check pipe insulation, pipe brackets, functioning of all safety cutouts, all valves, chemical dosing, etc			√			
AC-16	Check condition, operation, vibration, noise, leaks in refrigerant system, operating pressure, temperature of VRV outdoor units	√					
AC-17	Check condition, operation, controls including thermostats, set points, safety controls etc of VRV indoor units	√					
AC-18	Check condition, operation, safety devices, contacts, corrosion, overloads, circuit breakers, relay, contactors, indicator lights et cog Electrical panel		√				
AC-19	Check condition, operation, controls including set points, vibration, noise, electrical panel of mechanical ventilation system		√				

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UPS System							
Sr. No.	Item Description	Frequency					Bidders' Response
		Daily	Weekly	Monthly	Quarterly	Annually	Yes/No
U-1	Ensure cleanliness of equipment & surrounding area		√				
U-2	Check input Voltage & current		√				
U-3	Check output voltage & current		√				
U-4	Check Battery voltage		√				
U-5	Check Battery terminals		√				
U-6	Check Air-conditioning systems in UPS room	√					
U-7	Check & ensure operation of UPS cooling Fans	√					
U-8	Check for any fault alarm / indication	√					
U-9	Ensure UPS room cleaned & free from materials		√				
U-10	Check for any abnormal noise from the UPS	√					
U-11	Check all the exhaust fans are working properly	√					
U-12	Check the extinguishers are in place			√			

Kitchen Equipment							
Sr. No.	Item Description	Frequency					Bidders' Response
		Daily	Weekly	Monthly	Quarterly	Annually	Yes/No
K-1	Check physical conditions of all equipment	√					
K-2	Inspect for any sign of damage, corrosion, wear and tear on the equipment		√				
K-3	Verify that all input gas/electrical lines are secure and free of any loose connections	√					
K-4	Ensure that all power cords and cables are in good condition and properly grounded	√					
K-5	Check for any water leaks and rectify	√					
K-6	Check whether canteen operators are fully aware of equipment operations			√			
K-7	Schedule maintenance with relevant Service provider				√		
K-8	Ensure cleanliness of equipment & surrounding area	√					

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Fire detection and protection system							
Sr. No.	Item Description	Frequency					Bidders' Response
		Daily	Weekly	Monthly	Quarterly	Annually	Yes/No
F-1	**Fire alarm system** F-1.1Check the control panel for any fault indicators or error messages F-1.2Test backup batteries and ensure they are functioning properly F-1.3Test smoke detectors and heat detectors for sensitivity and functionality F-1.4Ensure alarms are loud and visible throughout the premises f-1.5 Conduct regular alarm testing to verify the system's responsiveness			√			
F-2	**Fire Hydrants** F-2.1Ensure hydrants are accessible and not obstructed F-2.2Check hydrant valves and caps for any signs of damage or leakage F-2.3Conduct flow testing to verify adequate water supply and pressure F-2.4Ensure hydrants are clearly marked and painted for visibility			√			
F-3	**Emergency Lighting** F-3.1Test emergency lights for functionality and duration F-3.2Inspect batteries for corrosion and ensure they are charging properly F-3.3Verify that exit signs are illuminated and visible from all necessary locations			√			
F-4	**Fire Extinguishers** F-4.1Confirm the extinguisher is visible, unobstructed, and in its designated location F-4.2Verify the locking pin is intact and the tamper seal is unbroken F-4.3Examine the extinguisher for obvious physical damage, corrosion, leakage, or clogged nozzle F-4.4Confirm the pressure gauge or indicator is in the operable range or position, and lift the extinguisher to ensure it is still full F-4.5Make sure the operating instructions on the nameplate are legible and facing outward F-4.6Check the last professional service date on the tag F-4.7Initial and date the back of the tag F-4.8Report on expired service tags and missing, damaged or used extinguishers immediately			√			

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F-5	**Documentation and records** F-5.1 Maintain detailed logs of all inspections, tests, and maintenance activities F-5.2 Ensure all maintenance activities comply with local regulations and codes F-5.3 Review emergency procedures with maintenance staff and relevant personnel.				√		
F-6	**Training and awareness** F-6.1 Provide regular training to staff on fire safety protocols and system operation F-6.2 Conduct fire drills and awareness programs to ensure occupants know how to respond in case of a fire.					√	

Building Maintenance System							
Sr. No.	**Item Description**	**Frequency**					**Bidders' Response**
		Daily	**Weekly**	**Monthly**	**Quarterly**	**Annually**	**Yes/No**
B-1	Schedule maintenance with relevant Service provider				√		
B-2	Conduct regular system tests to ensure that the system is functioning properly		√				
B-3	ensure optimal performance and compatibility with other systems, keep all firmware and software up-to-date				√		
B-4	Check for new updates and schedule regular updates as required				√		
B-5	Study the Operator's log entries of the daily operations of each item					√	
B-6	Inspect notification of any nonoperational warnings and rectify as appropriate	√					
B-7	Co-ordinate with service provider to maintain the system properly			√			

……
(Official Seal & Signature of Authorized Person)

……..
Date

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Appendix B - Key Personnel

Sr. No.	Job category	Minimum Qualification Required
1	B.Sc. Engineer	Associate Member in IESL including minimum 03 years' experience in similar service. Engineer must be registered at Engineers Council of Sri Lanka (ECSL)
2	Mechanical Superintendent	Shall have minimum NVQ level 4/ HNDE/ NDT or above in Mechanical Engineering and at least 02 years' experience as a maintenance supervisor in a government department/reputed private institute
3	Electrical Superintendent	Shall have minimum NVQ level 4 HNDE/ NDT or above in Electrical Engineering and at least 02 years' experience as a maintenance supervisor in a government department/reputed private institute
4	Electrical Technician	At least 03 years' experience as an Electrical Technician in a government department/reputed private institute in similar place and NVQ level 03 or above in Electrical Engineering
5	Mechanical Technician	At least 03 years' experience as an Mechanical Technician in a government department/reputed private institute in similar place and NVQ level 03 or above in Mechanical Engineering
6	Air Condition Technician	At least 03 years' experience as a Air Condition Technician in a government department/reputed private institute in similar place and NVQ level 03 or above
7	Plumbing Technician	At least 03 years' experience as a Plumbing Technician in a government department/reputed private institute in similar place and NVQ level 03 or above in pipe laying or equivalent
8	Un-skilled labour	At least one year experience in building maintenance

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Appendix C - Services and Facilities Provided by the Employer

1. Office and rest room with required furniture
2. Store room for storing of equipment and materials
3. Electricity, Water Supply and Telephones Facility (Intercom Telephone)

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Section VII. Contract Data

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.1 (c)	The Contract name is **"Selecting of Building Maintenance Contractor for New Building – Year 2027** The Contract Number Bid Number is MOF/NCB/20/92/2026
1.1 (e)	The Employer is "Secretary Ministry of Finance, Planning and Economic Development"
1.1 (h)	The Service Provider is:- _____
1.3	The language is English
1.4	The addresses are: Employer: Secretary, Ministry of Finance, Planning and Economic Development Attention: Chief Accountant, Ministry of Finance, Planning and Economic Development, The Secretariat, Lotus Road, Colombo 01 Tele: 011-2484535 Facsimile: 2421253 Service Provider: ..... Attention: ..... Facsimile: .....
1.5	New Building, Ministry of Finance, Planning and Economic Development, The Secretariat, Lotus Road, Colombo 01

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1.6	The Authorized Representatives are: For the Employer: Secretary, Ministry of Finance, Planning and Economic Development For the Service Provider: ……
2.1	The date on which this Contract shall come into effect is 01.01.2027
2.2.1	The Starting Date for the commencement of Services is 01.01.2027
2.3	The Intended Completion Date is 31.12.2027
3.8	The liquidated damages rate is 0.1% per day
	The maximum amount of liquidated damages for the whole contract is 10% of the Contract Price.
5.1	"not applicable"
6.1 (a)	The amount is ……
6.4	Payments shall be made as follows: (i) Payment: Monthly Payments (ii) By submitting monthly maintenance report which shall be certified by the Engineer, Ministry of Finance, Planning and Economic Development. (iii) By obtaining attendance report from finger print/face reader machines (iv) Payment shall be made within 28 days of receipt of the invoice and relevant documents specified in Clause 6.4
9.1	Successful service provider shall provide an insurance coverage for following as single insurance coverage. The Service Provider shall provide the insurance coverage to the

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	Employer no later than the date specified in the Letter of Acceptance. The Insurance shall be valid beyond 28 days from the Completion Date of the Contract. a. damages of client's properties Rs. 500,000.00 per event b. The minimum cover for personal injury or death for third party and employment in the work is Rs. 200,000.00 per event c. The minimum cover for damages to any property (Other Building, Plants, Vehicles etc.) in the employer's premises is Rs. 100,000.00 per event The service provider is responsible to obtain sufficient insurance covers for his work, plants materials and other third party damage, including Contractor's workmen.
3.9	Performance Security shall be required equivalent to 5% of contract value and valid till 28 days beyond the intended completion date of the contract (31.12.2027) Performance security shall be in the form of a Bank guarantee issued by a commercial bank operated in Sri Lanka approved by the Central Bank of Sri Lanka or deposit 5% of the contract value to favour of the **Secretary, Ministry of Finance, Planning and Economic Development**

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