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**Ministry of Public Security & Parliamentary Affairs
DEPARTMENT OF IMMIGRATION AND EMIGRATION**

INVITATION FOR BIDS (IFB)

***Procurement for Supply, Delivery and Laying of Floor Carpets on C & D Wings
(Public Area) of the 1st and 2nd Floors of the Department of Immigration &
Emigration at “Suhurupaya” Building.***

Contract No: DIE/PRO/02/2026/33

1. The Chairman, Department Procurement Committee, Department of Immigration and Emigration invites sealed bids from eligible and qualified bidders for ***Supply, Delivery and Laying of Floor Carpets on C & D Wings (Public Area) of the 1st and 2nd Floors of the Department of Immigration & Emigration at “Suhurupaya” Building.***
2. Bidding will be conducted through National Competitive Bidding.(NCB)
3. A complete set of Bidding Document in English language can be purchased by interested bidders on submission of a written application to the Deputy Controller (Procurement), Procurement Division, Department of Immigration and Emigration, Wing B, 05th Floor, “Suhurupaya”, Sri Subhuthipura Road, Battaramulla, during **working days between 9.00 a.m. and 3.00 p.m. from 25.09.2026 to 09.10.2026** upon the payment of a non-refundable fee of LKR Five Thousand (5,000/=). The method of payment will be cash.
4. The interested and eligible bidders may obtain further information via 0112 - 101559 during **working days, from 9.00 a.m.to 3.00 p.m.** The Bidding documents can be inspected free of charge from **25.09.2026 to 09.10.2026** also through the department’s web site (**www.immigration.gov.lk**).
5. Duly completed bids prepared as "Original" and "Duplicate" should be enclosed in separate envelopes and thereafter, these should be inserted in a single envelop and clearly marked with the relevant name of the Contract and the IFB Number on the top left-hand corner of this sealed envelope to the following address and sent by Registered post or shall be deposited in the tender box placed at the indicated address in Para 3, **on or before 09.10.2026 at 2.00p.m.**The bid shall be valid up to ninety one (91) days from the deadline of bids submission or any extended date stipulated by the purchaser. Late bids will be rejected. Bids will be opened soon after closing of bids, in the presence of the bidders or their representatives who choose to attend.
6. All bids must be accompanied by a Bid Security of LKR Three Hundred Thousand (Rs. 300,000.00) remain valid for one hundred and nineteen days from the bid closing date (valid until.....2026)
7. A **Pre-bid meeting will be held on 02.10.2026 at 2:00 p.m.** at the Procurement division of the Department of Immigration and Emigration, 05thFloor, “Suhurupaya”, Sri Subhuthipura Road, Battaramulla. Interested bidders may visit the site at the same time.

**Chairman,
Department Procurement Committee,
Department of Immigration and
Emigration,
05thFloor, “Suhurupaya”,
Sri Subhuthipura
Road, Battaramulla.**

SECTION - 4

FORM OF BID

AND

QUALIFICATION INFORMATION

Form of Bid

Name of Contract: ***Procurement for Procurement for Supply, Delivery and Laying of Floor Carpets on C & D Wings (Public Area) of the 1st and 2nd Floors of the Department of Immigration & Emigration at “Suhurupaya” Building.***

Contract No: DIE/PRO/02/2026/33

To: Controller General

***Department of Immigration and Emigration
5th floor, “Suhurupaya”
Sri Subhuthipura rd,
Battharamulla***

Gentleman,

1. Having examined the Standard Bidding Document - Procurement of Works [ICTAD/SBD/01- Second Edition, January 2007 including Addendum 01 issued in October 2009], Specifications, Drawings and Bills of Quantities and Addenda for the execution of the above-named Works, we the undersigned, offer to execute and complete such Works and remedy any defect therein in conformity with the aforesaid Conditions of Contract, Specifications, Drawings, Bills of Quantities and Addenda for the sum of Sri Lankan Rupees
.....
(LKR.....) or such other sums as may be ascertained in accordance with the said Conditions.
2. We acknowledge that the Contract Data forms part of our Bid.
3. We undertake, if our Bid is accepted, to commence the Works as stipulated in the Contract Data, and to complete the whole of the Works comprised in the Contract within the time stated in the Contract Data.
4. We agree to abide by this Bid for the period of **91 Calendar 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 accept / we do not accept the Adjudicator.
7. We understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this day of 20... in the capacity of duly authorized to sign tenders for and on behalf of

(IN BLOCK CAPITALS)

Signature :

Name :

Designation :

Address :

Witness details

.....

Signature of the Witness

Date :

Name and Address of the Witness

.....

.....

.....

.....

Witness details

.....

Signature of the Witness

Date :

Name and Address of the Witness

.....

.....

.....

.....

Qualification Information

(To be completed by the bidder and submitted with all proofed documents, with the Bid)

	Eligibility Requirement
CIDA Registration	
Registration number	(attach certified copies of relevant pages from the registration book)
Grade	C6 or Above and SP3
Specialty	Buildings and FW&C (Floor)
Expiry Date	
Blacklisted Contractors	
Have you ever been declared as a defaulted contractor by NPA or any other Agency? (Yes/No)	
IF yes provide details	
VAT Registration Number	(attach certified document)
Construction Program	
Legal status	<p>Attach certified copies of Memorandum of Articles/Association and details of Company Registration/Incorporation of the Company/Business Registration for sole proprietor or partnership.</p> <p>Authorization to sign/Commit the Bid – (Attach power of Attorney or Board Resolutions)</p>
Past Performances	Experience in work of a similar nature and size
Value of similar works completed in last 10 years (indicate only the three last projects)	<p>1. Value Year</p> <p>2. Value Year</p> <p>3. Value Year</p> <p>(attach certified copies of Certificate of Completion which should include project cost, time duration taken to complete the project, number of stories and date of completion ,etc. issued by the client as annex)</p>

Qualification and experience of key staff – Site & Head Office (Permanent, Contract basis & Consultants)	(Attached originals or certified copies of CV's) Technical: 1. 2. 3.
	Managerial: 1. 2. 3.
Details of credit facilities	(Attached recent documents)
Details of work in hand attested in the form of an affidavit	(Give the details together with value of balance work in each contract)
Documentary proof to establish the availability of working capital for work in hand	
Other Information requested under ITB Clause 4.1:	

- ❖ If any of the columns in this form are insufficient for the particulars required, such particulars may be given in a separate schedule.

Signature of the Bidder

BIDDING DATA

AND

CONTRACT DATA

Note:-

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

BIDDING DATA

ITB clause	Conditions of Contract Clause	Item	Data
1	1.1.8	Employer is:	Controller General Department of Immigration and Emigration 5 th floor, “Suhurupaya”, Sri Subhuthipura rd., Battaramulla
	1.1.10	Engineer is:	Director Engineering, Ministry of Public Security and Parliamentary Affairs
		Engineer’s Representative	Technical Officer, Home Affairs Division, Ministry of Internal and Home Affairs and Provincial Councils and Local Government
1 &13	1.1.21	Summary of Works	
		Located at	Department of Immigration and Emigration, “Suhurupaya”, Battaramulla
		Contract Name:	<i>“Procurement for Supply, Delivery and Laying of Floor Carpets for C& D Wings (Public Area) of the 1st and 2nd Floors of the “Suhurupaya” Building</i>
		Contract No :	DIE/PRO/02/2026/33
1	1.1.14	Intended Completion Date	Intended Completion Date is five weekends from the date of award.
	1.3	Non-refundable fee	Rs. 5000.00
2	2.1	Source of funds	The source of fund is Government of Sri Lanka
4	4.2	Eligibility	i. Shall be registered (valid registration) with the Constructions Industrial Development Authority (CIDA), under the Grade C6 (Buildings) or Above and SP3 (Floor) ii. Bidders shall be with Min 05 years experience in similar type projects. (proof shall be attached) iii. Bid shall be registered under the Public Contract Act No. 3 of 1987 at the time of bid submission and the certificate should be submitted with the Bidding Document. (If not, the bid offer shall be treated as a non- responsive bid).
	4.3	Qualification (Shall submit all proof documents)	i. CIDA Registration ii. Company Registration iii. VAT Registration number iv. Constructions Programme v. Legal Status

			vi. Total monetary value of construction work performed for each of the last five years vii. Qualifications and experience of key Site Management and Technical Personnel proposed for the Contract viii. Bidder shall be a business with annual turn over min. Rs. 40Mn. Audited financial reports of the last five years (2020/21, 2021/22, 2022/23, 2023/24, 2024/25) shall be attached. ix. The Bidder shall have a valid ISO9001:2015 certification for similar products. Certified copies of the original certificates should be submitted. (If not, the bid offer shall be treated as a non-responsive bid)
	4.4	Qualifying criteria	i. Average of the annual volume of similar type work performed in the last five years shall be at least Sri Lankan Rupees 28 Million ii. Following technical and managerial staff : Supervisors – NDES/NDT/HNDT(Civil) or equivalent with over 5 years of experience Technical Officer- NCT (Civil) with a minimum of 5 years' experience Quantity Surveyor – NCT/NDT/HNDE with a minimum of 5 years' experience. iii. Liquid assets minimum Rs.33Million
9	9.1	Employer's address for the purpose of clarification is;	Name : Deputy Controller (Procurement) Address : Department of Immigration and Emigration ,5 th Floor, "Suhurupaya", Sri Subhuthipura rd, Battaramulla Phone: 0112101558/Fax : 0112879091
11	11.1	The language of the bidding document	The language of the bidding document shall be English
12		Documents Comprising the Bid	The Bid Submitted by the bidder shall comprise the followings: (A) Enclosed in the envelope marked as "ORIGINAL" (a) Duly filled and signed form of Bid and Qualification information; (b) Bid Security; (c) Section 05 – Bidding Data and Contract

			<p>Data;</p> <p>(d) Section 06 - Specifications;</p> <p>(e) Section 07 - Priced Bill of Quantities*;</p> <p>(f) Section 08 - Drawings;</p> <p>Bidder shall complete the schedules attached in section 05</p> <p>(B) Enclosed in the envelope marked as "COPY"</p> <p>(a) Duly filled and signed form of Bid and Qualification information;</p> <p>(b) Section 07 - Priced Bill of Quantities*;</p> <p>*Priced Bill of Quantities shall be submitted with the product details supported by the manufacturer's quality certificate</p>
13	13.3	VAT Component	VAT component shall not be included in the rates. The amount written in the Form of Bid shall be without VAT. However VAT component shall be shown separately at the end of the BOQ Summary.
	13.4	Price Adjustment	Price adjustments are not allowed
14	14.1	Currencies of Bid	Bidders are not allowed to bid in foreign currency.
15	15.1	Bid Validity	The Bid shall be valid up to 91 days (days from closing date of the Bid)
16	16.1	Bid Security format	Bid shall include a Bid Security using the form include in Section 9
	16.2	Bid Security	<p>Bid Security shall be:</p> <ul style="list-style-type: none"> • For an amount of Rs. 250,000.00 • Valid until 05.02.2027 (119 days from closing date of the Bid) • Issued by a reputed commercial bank operating in Sri Lanka registered under the CBSL using the form for bid security (Unconditional Guarantee) included in Section 9, Standard Forms (Bid)
19	19.2(a)	The Employer's address for the purpose of Bid submission is:	<p>Chairman,</p> <p>Department Procurement Committee,</p> <p>Department of Immigration and Emigration,</p> <p>5th Floor, "Suhurupaya",</p> <p>Sri Subhuthipura Road, Battaramulla.</p>

	19.2 (b) and 19.3	Outer envelope shall be marked as:	<p>“Supply, Delivery and laying of Floor Carpets for C & D Wings (Public Area) of the 1st and 2nd Floors of the Department of Immigration & Emigration”.</p> <p>Contact No: DIE/PRO/02/2026/33</p>
20	20.1	The Deadline for submission of Bids	The deadline for submission of Bids shall be on or before 2.00 p.m, 09.10.2026
34	34	Performance Security	<p>The amount of Performance Security is 5% of the Initial Contract Price</p> <p>Issued by a commercial bank operating in Sri Lanka, approved by the Central Bank of Sri Lanka</p>
36		Adjudicator	<p>The Adjudicator proposed by the Employer is Construction Industry Development Authority (CIDA)</p> <p>Fees and types of reimbursable expenses to be paid to the Adjudicator shall be on a case to case basis and shall be shared equally by the Contractor and the Employer</p>

CONTRACT DATA

(Please note that the Clause no s. given hereunder are that of Conditions of Contract. The Information given under Contract Data will supersede Conditions of Contract).

Conditions of Contract Clause reference	
(1.0)	The Employer is Name : Controller General, Address: Department of Immigration and Emigration 5 th Floor, “Suhurupaya”, Sri Subhuthipura rd, Battaramulla
(1.1)	The Engineer is Address: Director (Engineering), Ministry of Public Security and Parliamentary Affairs Engineer’s Representative : Technical Officer Ministry of Home Affairs
(1.1)	The Works consists of : Floor clearing and Supply, Delivery and Laying of Floor Carpets for C & D Wings (Public Area) of the 1 st and 2 nd Floors of the Department of Immigration & Emigration.
(1.1)	The site is located at: Department of Immigration & Emigration, C & D Wings (Public Area) of the 1 st and 2 nd Floors of the Suhurupaya Building”.
(1.3)	The Start Date shall be 07 Days from the issue of the Letter of Acceptance.
(2.3)	The following documents also form part of Contract : 1. Agreement 2. Letter of Acceptance 3. Memorandum of understanding (if any) 4. Contractor’s Bid 5. Contract Data 6. Conditions of Contract 7. Specifications 8. Drawings 9. Bill of Quantities 10. Method statement with work program 11. Non-collusion affidavit

(9.1)	<p>Schedule of Key Personnel: Minimum persons with qualifications and experience to be find.</p> <p>Supervisors – NDES/NDT/HNDT(Civil) or equivalent with over 5 years of experience</p> <p>Technical Officer- NCT (Civil) with a minimum of 5 years' experience</p> <p>Quantity Surveyor – NCT/NDT/HNDE with a minimum of 5 years' experience.</p>
(13)	<p>The minimum insurance covers shall be :</p> <p>(a) • The minimum cover for insurance of the Works and of Plant and Materials is 110% of the Initial Contract Price</p> <p> • The maximum deductible for insurance of the Works and of Plant and Materials is 5% of the Initial Contract Price</p> <p>(b) • The minimum cover for loss or damage to Equipment is the replacement cost</p> <p> • The maximum deductible for insurance of Equipment is 5% of minimum cover for equipment.</p> <p>(c) • The minimum cover for insurance of other property (other than the Site) is 5% of the Initial Contract Price</p> <p>(d) • The minimum cover for insurance of personal injury or death, for third party and employees of the Employer and other persons engaged by the Employer in the Works is Rs. One Million (Rs. 1,000,000.00) per event.</p>
(13.2)	<p>(a) The minimum cover for insurance of personal injury or death,</p> <p>• For the contractor's workmen is Rs. Five Hundred Thousand (Rs. 500,000.00) per event.</p> <p>Contractor's employees other than workmen is One million (Rs.1,000,000.00) per event</p>
(17.1)	The Intended Completion Date for the whole of Works shall be 4 weekends (consecutive) from the start date.
(21)	Site possession date will be 7 days after the award of the contract
(27.1)	The Contractor shall submit a program for the Works within 07 Days of delivery of the Letter of Acceptance. (Work can be executed in public holidays, weekends & Friday Nights Only)
(35.1)	The Defects Liability Period is 365 Days .
(39.2)	Engineer may order variations up to a total cumulative of not exceeding 5% of the initial contract price.
(46.1)	Not Applicable.
(47.1)	The Contract Price is subject to price adjustment

(48.1)	<p>The retention from each payment shall be Ten percent (10%) of the certified work done.</p> <p>The limit of retention shall be five percent (5%) of the Initial Contract Price</p>
(49.1)	The liquidated damages for the whole of the Works shall be 0.025% of the contract value per Day.
(50.1)	The maximum amount of liquidated damages for the whole of the Works shall be Ten percent (10%) of the Initial Contract Price.
(51.1)	The Advance Payment guarantee should be Unconditional on Demand and shall only be from a reputed commercial Bank operating in Sri Lanka, registered under the Central Bank of Sri Lanka.
(52.1)	The Performance Security shall be Five percent (5%) of the Initial Contract Price and only from a reputed commercial Bank operating in Sri Lanka, registered under the Central Bank of Sri Lanka. Validity period of the Performance Security shall be 28 days more than the end of the defects liability period.
(60.1)	The percentage to apply to the value of the work not completed, representing the Employer's additional cost for completing the Works, is 25%.
(63.7)	The attendance fee payable to the Contractor on nominated sub-contract work shall not exceed 8%.

ADDITIONAL CLAUSES

Value added

VAT Component shall not be included in the rates. The amount written in the Form of bid shall be without VAT.

Taxes (VAT).

If bidder is registered for VAT, the bidder shall indicate the amount of VAT claimed separately at the end of the Bill of Quantities , in addition to the net value of the Bid, along with VAT registration number. The amount written on the form of Bid shall be without VAT. Any Bidder who does not declare his VAT registration number will be liable for rejection of his Bid.

If any Bidder is not registered for VAT, he shall indicate the net value of the Bid. Under this category Bidder shall obtain a letter from the Commissioner of Inland Revenue Department, certifying the company has not been registered for VAT, Shall be attached to the Bid. Any Bidder who does not comply with this requirement will be liable for rejection of his Bid.

The Same VAT percentage will be applicable to any extra works and variation.

SECTION - 6
SPECIFICATIONS

SPECIFICATIONS

1. All material and constructions should conform to relevant standards specified in documents of Institute for Construction Training and Development (ICTAD) unless specified otherwise in the Contract Documents.
2. Use of all materials and constructions are subject to the satisfaction of the Employer/Architect/Engineer.
3. The works under the contract agreement shall be executed in accordance with specifications given in the following publications issued by the Institute for Construction Training and Development (ICTAD), Savsiripaya, 123, Wijerama Mawatha, Colombo 07 as applicable. The Specifications given in this Document, if any, shall take precedence over the ICTAD documents wherever relevant.
 - i. Building Construction Works.
Publication No. SCA/4 (Vol.01)
Specification for Building Work Vol. (1) , Sri Lanka.
3rd Edition (Revised) July 2004
 - ii. Building Construction Works.
Publication No. SCA/4 (Vol. 11)
Specification for Building Work Vol. (11) , Sri Lanka.
2nd Edition (Revised) October 2001
 - iii. Water Supply, Sewerage and Storm Water Drainage Works.
Publication No. SCA/3/2
Specification for Water Supply, Sewerage and Storm Water Drainage Works, Sri Lanka.
2nd Edition (Revised) April 2002
 - iv. Electrical & Mechanical Works.
Publication No. SCA/8
Specification for Electrical & Mechanical Works associated with Building and Civil Engineering, Sri Lanka.
2nd Edition (Revised) August 2000

Eligible Bidders are expected to be fully acquainted with the above documents and hence these will not be issued to the Bidders with this Document.

Bidders may purchase same if necessary, from Construction Industry Development Authority (CIDA), 123, “Savsiripaya”, Wijerama Mawatha, Colombo 07.

SECTION - 7

**BILLS OF QUANTITIES
AND
PRICING PREAMBLES**

BLANK SHEET FOR SUPPLY, DELIVERY AND LAYING OF FLOOR CARPETS ON C & D WINGS (PUBLIC AREA) OF THE 1ST AND 2ND FLOORS OF THE DEPARTMENT OF IMMIGRATION & EMIGRATION AT “SUHURUPAYA” BUILDING

(to be filled by the bidder)

BOQ ITEM NO.	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	<u>NOTE:</u>				
	<i>1.This note outlines the scope of construction works permitted only on Saturday and Sunday, and establishes the mandatory "Clean & Clear" protocol to be completed on Sunday evening ensuring the site is fully restored to its previous condition and ready for Monday morning immigration processing with zero disruption.</i>				
	<i>2.Samples of all Items to be submitted to the chief Engineer or technical officer for approval before fixing in position.</i>				
	<i>3.Bidder shall visit the site before rating the BOQ and get an idea of the proposed work. the ministry not take any responsibility with the unrealistic bidding.</i>				
	<i>4. For the works to be carried out on site the more labour force is required.</i>				
A	Floor Clearing work				
A.1	Site clearance and floor preparation by dismantling and removing existing counters, separator panels, fixtures, and related items, including disposal of debris and stacking of reusable materials, complete as directed by the Engineer /Technical Officer.	Item			

A.2	Careful dismantling, removal, and stacking of existing 100 mm aluminium partition system, including aluminium frames, glass panels (where applicable), beading, rubber gaskets, and all associated fittings and accessories, without causing damage to reusable materials or adjacent finishes. Removed materials shall be neatly stacked at a location designated by the Engineer for reuse or disposal, complete as directed by the Engineer /Technical Officer.(1st floor D ,C Wings and 2nd floor D, C Wings)	Sq.m	560.00		
A.3	Careful lifting and removal of existing 600 mm × 600 mm vinyl tile carpet, including skirting, adhesives, and associated fixing materials from the designated area. The work shall include cleaning and scraping of the substrate to remove all adhesive residues and loose materials, ensuring the surface is left clean, sound, and ready for subsequent finishes. Removed materials shall be disposed of or stacked at a location designated by the Engineer, and the area shall be handed over in a clean and serviceable condition, complete as directed by the Engineer /Technical Officer.	Sq.m	2,660.00		
A.4	Careful disconnection of existing UPS power and network systems, including associated cables, outlets, and accessories, complete as directed by the Engineer/Technical Officer.	Item			
	Total Carried Summary on Floor Clearing Works(A1....A4)				
B	Installation of the new carpet				
	NOTE:				
	1. Flooring thickness shall be 2.0 mm minimum. 2. Flooring shall be supplied in roll form with a width of 1.83 m. 3. Joints shall be neatly to ensure watertight and hygienic joints. 4. Flooring shall be resistant to wear, chemicals, stains, fungi, bacteria, and moisture. 5. Surface shall have UV protective coating and antimicrobial treatment. 6. Reaction to Fire Condition Minimum Bf1-s1 7. Manufacturer's warranty shall be 10 years and installation warranty shall be 01 year .				

	<p>7. Manufacturer's technical data sheets, product certificates, and warranty documents shall be submitted for approval before installation.</p> <p>8. Rate shall include surface preparation, floor buffing, self-levelling compound (where required), adhesive, joint welding, labour, tools, waste, and all incidental works necessary for complete installation.</p>				
B1	Repair and make good damaged areas of existing self-leveling flooring using approved compatible self-leveling repair mortar or compatible proprietary repair compound, including surface preparation, primer/bonding agent, levelling, smooth finishing, and all necessary materials and labour, complete as directed by the Engineer.	Sq.m	450.00		
B2	Supply and installation of 2 mm thick, 1.83m homogeneous vinyl sheet flooring with UV-coated antimicrobial surface, heat-welded joints, approved adhesive, and all accessories, complete with surface preparation and self-levelling where required, in accordance with manufacturer's specifications and as directed by the Engineer /Technical Officer.	Sq.m	2,660.00		
B3	Supply and installation of 100 mm high, 2mm thick homogeneous vinyl skirting, colour matched to the vinyl floor finish, fixed to prepared wall surfaces using manufacturer-approved adhesive. Skirting shall be flexible, water-resistant, anti-bacterial, easy to clean, and resistant to impact and abrasion. All joints, corners, and terminations shall be neatly formed and finished to provide a continuous and hygienic finish, complete with all accessories and as directed by the Engineer.	m	680.00		
B4	Refixing the existing 100mm thick aluminium partition . (Rate shall be include for rivert, screw , rubber beading and other necessary accessories)	Sq.m	560.00		

B5	Refixing and reconnection of existing UPS, Raw power including terminations, and accessories, complete with testing and commissioning as directed by the Engineer/Technical Officer. (1st floor D , C wings and 2nd Floor D,C wings)	Nr	430.00		
B6	Refixing and reconnection of existing network systems repatch , including associated cables, outlets, terminations, and accessories, complete with testing and commissioning as directed by the Engineer/Technical Officer. (1st floor D , C wings and 2nd Floor D,C wings)	Nr	196.00		
B7	Supply, fabricate, and install cable trunking junction base comprising 3 mm thick 8" × 8" MS plate with 1" × 1" MS box bar frame, including cutting, welding, grinding, fixing, anti-corrosive primer, enamel paint, and all necessary accessories, complete as directed by the Engineer.	Nr	100.00		
B8	Miscellaneous Works	P/Su m			100,000.00
	Total Carried Summary on Floor carpet works				

Note:

Bidder shall be responsible for any damage to the existing structures/equipment of the Employer. Such damages shall be refixed at bidder's cost.

Bidder's VAT registration number (if claimed):

Bidder's Signature:

Common seal:

Name and address:

Date:

SUPPLY, DELIVERY AND LAYING OF FLOOR CARPETS ON C & D WINGS (PUBLIC AREA) OF THE 1ST AND 2ND FLOORS OF THE DEPARTMENT OF IMMIGRATION & EMIGRATION AT “SUHURUPAYA” BUILDING

PRELIMINARIES (to be filled by the bidder)

	Mode Of Payment	Category
	Reimbursement of actual cost on submission of the relevant document acceptable to the Engineer plus 5% of the actual cost of obtaining the Insurance Policies and Securities.	A
	60% on completion of temporary buildings or structures. 30% in equal installments over the contract period and balance 10% on dismantling and removal on completion.	C
	In equal installments over the contract period.	E
	On the completion of works.	G

Note 3 : The above recommended percentages may be adjusted by the Employer/ Consultant to audit the particular project.

Serial No	Description	Mode of payment category	Unit	Amount
1	Allow for providing performance bond	A	Provisional sum	75,000.00
2	Allow for providing an Advanced Payment Security	A	Provisional sum	75,000.00
	Insurance and Securities			
3	Provisional sum for insurance of Works, Machinery & Equipment, Plant, Materials, third party persons & property and Employer's personnel & property at site as per the Contract	A	Provisional sum	60,000.00
4	Provisional sum for insurance against accidents and injury to Contractor's personnel as per the contract	A	Provisional sum	50,000.00
5	Provisional sum for Insurance cover for inquires and damages to Engineer's personnel	A	Provisional sum	50,000.00

6	Allow lump sum for constructing, maintaining dismantling and removal on completion of the Works, buildings to be used as workshops and stores for perishable materials.			C	Item	
7	Allow lump sum for employing suitably qualified and experienced technical personnel on full time basis for Construction Management Services at the site			E	Item	
	Category	Qualification	Monthly Salary (Rs)			
	Technical Officer (Full time)	NCT (Civil) (Min. 5 year exp.)				
8	Allow lump sum for providing all necessary safety measures to workmen at site confirming to the latest industrial safety regulations and as directed by the Engineer			E	Item	
	Security and Protection					
9	Allow lump sum for employing an adequate number of security personnel and security systems on full time basis throughout the period of construction, and providing for necessary security lighting and a warning system			E	Item	
	Safety Health and Environment					
11	Allow lump sum for providing all health facilities including,first aid facilities,maintain standard of health,hygiene and mosquito control of the site with the regular inspections and reporting as required			E	Item	
	TOTAL CARRIED TO SUMMARY ON PRELIMINARIES					

Bidder's VAT registration number (if claimed):

Bidder's Signature:

Common seal:

Name and address:

Date

**SUPPLY, DELIVERY AND LAYING OF FLOOR CARPETS ON C & D WINGS (PUBLIC AREA)
OF THE 1ST AND 2ND FLOORS OF THE DEPARTMENT OF IMMIGRATION & EMIGRATION
AT “SUHURUPAYA” BUILDING**

GRAND SUMMARY (to be filled by the bidder)

ITEM	DESCRIPTION	AMOUNT		
1.0	Total Carried Summary on Preliminaries works	RS.		
2.0	Total Carried Summary on Floor Clearing Works	RS.		
3.0	Total Carried Summary on Floor carpet works	RS.		
	SUB TOTAL			
	Less Provisional Sums	410,000.00		
	SUB TOTAL - I			
	Less Discount If Any			
	SUB TOTAL - II			
	Add Provisional Sums	410,000.00		
*	GRAND TOTAL (Carried to Form of Bid)			
Total tender sum in words (excluding VAT) :- Rupees.....				
Bidder's VAT Registration Number :-		VAT Amount :-Rs.		
	(If Claimed)			
				
	Signature	Common Seal :-		
	Date :-.....			
	Name & Address of Bidder :-			
				
				
				

PREAMBLE GENERALLY

* Detail drawings & specifications with B.O.Q

01. a. This Bills of Quantities to be read in conjunction with the conditions of tender. The Conditions of Contract, the standard and special specifications and the contract drawings listed herein.

b. All rates and pricing shall include for completing each item in full to approval complete with materials, labour transport overhead and profit for the purpose if the description of the specification in the bills is adequate, it shall be interpreted that the description for the relevant item or type of work in the standard or special specification had been studied and the pricing made accordingly.

c. Where a provisional sum is allowed in the Bills of Quantities the architect may call for a separate or instruct the contractor to carry out the works and support his claim with the evidence of expenditure.

d. The quantities set out in the Bills of Quantities are the estimated quantities of work but they are not to be taken as the actual and correct quantities of the work to be executed by the contractor in fulfillment of his obligations under the contract. The engineer shall accept as otherwise stated ascertain and determine by measurement the value of work done in accordance with the contract.

e. If in the opinion of the contractor, the information furnished in the contract drawing listed herein is inadequate in order to price his tender he shall inspect the detail drawings in this office and obtain all information and satisfy himself of the actual interpretation in the Bills of Quantities.

f. Rates are to include for protection of the works as necessary during construction and for handing over the works in a clean and undamaged condition to the satisfaction of the client/ consultant at completion.

g. The attention of the tender is drawn to the use of CIDA Conditions of the Contract, the specification and any other particulars of the tender. It is the tenderer's responsibility to see that his prices include for complying with all the requirements of the conditions of contract and any other documents whether specifically of the conditions of contract and any other documents. Whether specifically referred to in the Bills of Quantities or not.

h. Any discrepancy in drawings specifications, Bills of Quantities or any other documents shall be brought to the notice of the consultant before tendering.

02. The rates for each item must allow for complying in all respects with the requirements as stated above and include for all the following.

a. Labour and all costs in connection.

b. Materials and goods including all cost in connection.

- c. Fitting and fixing materials and goods in position including hoisting to my height or lowering to any depth.
- d. Use of plant, equipment and tools and all costs in connection.
- e. Square cutting and waste of materials.
- f. Establish changes, overheads and profits, etc.
- g. Any necessary scaffolding (to any height) protection of public and private services.
- h. During the work and damage caused to existing works will be the contractor's responsibility.
- i. Where necessary formwork / shuttering / scaffolding, etc. to any height. (As specified B. O. Q.)
- j. Giving notice to authorities etc. payment of compliance with By – laws and regulations lawfully by local authorities.
- k. Erection of notice board.
- l. Charts, schedules and the like, showing time progress organization of trades and similar matters.
- m. Allow for mobilizing plant and equipment on site, maintenance of same during construction period and demobilizing on completion.

03. All PVC pipes and fittings should be form to accepted standard specifications, to accepted standard specifications, to Architect's approval. (appliances, wash basin, low- level closet with cistern etc.

04. All iron mongeries (locks.....etc.) conform to accepted standard specifications and consultant's approvals.

05. As far as possible all items/ materials to be used in the building project should conform to accepted standard specifications.

06. Rates are to include providing for carefully covering up and protection the works or any adjoining property exposed by these works from inclement weather.

07. SPECIAL NOTE

- i. Tenderness shall visit the site prior to quoting and ascertain site conditions, access to site, extents of construction area, working space and storage area, taking note to maintain adequate access to pedestrian traffic, within premises.

No extra payment may be claimed during construction consequent to omission of price inclusive through lack of prior study of site.

- ii. Extent and nature of the work to be done.

- iii. Transport facilities etc.
 - iv. All dimensions given are approximate.
 - v. The works shall conform to drawings and specifications given herein.
8. Quantities given here are approximate payment will be made as per actual work done to NBT measurements – SLS 573 – Method of Measurement of Building works/ as specified Bills of Quantities.
 9. Any item or items are liable to be deleted from this order. (Tended B.O.Q.) as and when found to be so necessary by the Consultant / Client.
 10. Where the work “allow” (item) occurs the cost of the items shall be at the risk of Contractor.

GENERAL RULES AND RATES SHALL INCLUDE

11. All levels and dimensions shown on the drawing shall be checked on site.

Rates shall include for providing every necessary for the proper execution of the works, irrespective of whether such is mentioned or not in the drawings and specifications.

12. Rate shall including for providing / getting, give notice co-ordinate work comply by all requirements of preparation of plumbing/ sewer line/ waste water disposal....etc. all shop drawing, prepare and make all applications, to relevant statutory authority, local bodies, government departments, etc. in order to obtain the electricity power connections, water supply connection, sewer connection, storm water disposal connection. .etc.(connection payment made by client)
13. Rate shall include for providing / preparing and submitting the original and one copy of as built drawings of all services such as electrical water supply, sewerage and storm water system. AND GETTING ALL NECESSARY CERTIFICATES OF water supply, sewerage and storm water system... etc. with and including all test reports to conform to specifications and regulations.
14. Rate shall include for providing NET PROPER EXECUTION OF THE WORKS for the protection of the public and adjoining properties & premises any structure or materials like....etc. and requirements of any local or other authority and later shift and adopt from time to time necessary provide and maintain all necessary temporary shoring / scaffolding overhead shelter and protections to pedestrians and described by Architect.
15. Rate shall include for providing the Contractor shall after due examination of site and with relevant Local Authorities plans locate and trace the existing route of any service lines such as water mains, sewerage pipes lines, etc. serving the adjoining properties which may pass through the proposed construction site, shall be diverted rerouted or relocated with necessary Manholes etc, and the cost involved to be including in the tender.
16. The Contractor shall fill all voids and hollows left on removal of foundations service lines, drainage, drains, etc. with imported selected approved fill materials in making up levels to formation and making good area, and the cost involved to be included in the tender.

17. Rate shall include for providing to protect uphold and maintain adjoining properties / boundary wall / boundaries and any structure, all pipes, ducts sewers, service mains, overhead cables, etc. during the execution of the works. The Contactor is to make good any damage due to any cause within his control at his own expense or pay any costs etc.
18. BC satisfied themselves as to nature of the building, available accommodations for temporary purposes within or out of the site for execution of the works.
19. Any necessary temporary disconnections such as electricity, water, etc. connection with. Or diverting any necessary existing services.
20. Provide for carefully covering up and protecting the works or any adjoining property exposed by these works from inclement weather.
21. Provide for removing all rubbish from the site time to time.
22. Provide all necessary temporary scaffoldings for the proper executions and compaction.
23. Provide for taking reasonable precautions to prevent workmen from trespassing onto adjoining Owner's property or any part of the premises.
24. Provide and maintain all necessary temporary roads, hard sanding and Crossing on work site.
25. Provide all plant (Non mechanical / Mechanical) necessary for the proper execution of works.
26. Rate shall include for providing to demolish / removing (except rock) any material like foundation (reinforce cement con. / rubble foundation, etc.), manholes and any materials or structure above ground level surface and level site (entire premises) with cutting earth or any material, and prepare surface to level as per proposed building to setting out as per detail drawing to instructions.

“Procurement for Supply, Delivery and Laying of Floor Carpets on C& D Wings (Public Area) of the 1st and 2nd Floors of the “Suhurupaya” Building”

Contract No: **DIE/PRO/02/2026/33**

1. This Bills of Quantities contains pages numbered 18 to 25 consecutively. Please check to see that no page is missing nor any in duplicate and that all pages are carried to Summary at the end of this Bill of Quantities.

2. **General**

This Bills of Quantity has been prepared generally according to the standard method of measurements of building. SLS 573, 1999 (First Revision)

3. **Dimensions**

All dimensions stated in the respective item are to be verified at site before any work is commenced on these items.

4. **Contract – Specifications**

a. All items of work are to be strictly as shown in drawings and in accordance with and read in conjunction with the conditions of contract for works of building and Engineering Sri Lanka by Institute for Construction Training and Development Sri Lanka specification for building work.

This contract is based on a measure and pay basis.

5. **Unit**

Unit of quantities used in the Bills of Quantities are metric systems or units and measurements.

mm	:	millimeter
m	:	Linear meter.
kg	:	kilogram.
m ²	:	Square meter.
m ³	:	Cubic meter.
nr	:	number.
Rs	:	Rupees.
Cts	:	Cents.
Pro.Sum	:	Provisional sum.

SECTION - 8

DRAWINGS

SECTION - 9

STANDARD FORMS (BID)

BID SECURITY

FORM OF BID SECURITY

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

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

Beneficiary: Controller General,
 Department of Immigration and Emigration
 5th floor, "Suhurupaya", Sri Subhuthipura rd., Battaramulla

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

BID GUARANTEE No.: ----- [insert (by issuing agency) number]

We have been informed that ----- [insert (by issuing agency) name of the bidder] (hereinafter called "the bidder") has submitted to you its bid dated ----- [insert (by issuing agency) date] (hereinafter called "the Bid") for the execution of : ***"Procurement for Supply, Delivery and Laying of Floor Carpets on C & D Wings (Public Area) of the 1st and 2nd Floors of the Department of Immigration & Emigration at "Suhurupaya" Building)." Contract No : DIE/PRO/02/2026/33"*** under Invitation for Bids No. ----- [insert IFB number] ("the IFB").

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the bidder, we ----- [insert name of issuing agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- [insert amount in figures] ----- [insert amount in words]) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB"); or
- (c) having been notified of the acceptance of its Bid by the Employer during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

This Guarantee shall expire: (a) if the bidder is the successful bidder, upon our receipt of copies of the Contract signed by the bidder and of the Performance Security issued to you by the bidder; or (b) if the bidder is not the successful bidder, upon the earlier of (i) the successful bidder furnishing the performance security, otherwise it will remain in force up to ----- (insert date)

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

[signature(s) of authorized representative(s)]