



MINISTRY OF HEALTH

**STATE PHARMACEUTICALS MANUFACTURING CORPORATION
NO: 11, SIR JOHN KOTELAWALA MAWATHA, KANDAWALA ESTATES,
RATMALANA – SRI LANKA.**

PROCUREMENT OF WORKS

(One-Envelope Bidding Process)

**Selection of Contractor
For**

**SUPPLY, INSTALLATION AND MAINTAIN OF ACCESS
CONTROL DOOR LOCKS SYSTEM FOR STATE
PHARMACEUTICALS MANUFACTURING CORPORATION**

VOLUME 1

Section 1 : Instruction to Bidders

Section 2 : Standard Forms (Contract)

Section 3 : Conditions of Contract

Table of Contents

VOLUME 1	1
Section 1- Instruction to Bidders	3
Section 2. Standard Forms(Contract).....	4
Section 3. Condition of Contract	10
 VOLUME 2	
Invitation for Bids	12
Section 4 - Form of Bid and Qualification Information	14
Section 5- Schedule.....	15
Section 6 - Specifications	18
Section 7 - Bills of Quantities	28
Section 9- Standard Forms (Bid)	30

SECTION 1: INTRODUCTION TO BIDDERS

This Bidding Document follows the Standard Bidding Document for the Procurement of works published by the Construction Industry Development Authority, Ministry of Urban Development and Housing, "Savsiripaya", 123, Wijerama Mawatha, Colombo 07, "Standard Bidding Document Procurement of Works for Minor Contracts — CIDA/SBD/03 (Minor Contract) Second Edition January 2007". This Publication will not be issued with the Bidding Document and Bidder is advised to purchase it from the Construction Industry Development Authority, Ministry of Urban Development and Housing, "Savsiripaya", 123, Wijerama Mawatha, Colombo 07, and refer the Clauses and Sections which are not provided in this bidding/tender document, and comply with them.

Section 1 will not be issued with the Bidding Document and Bidder is advised to refer the "Standard Bidding Document Procurement of Works for Minor Contracts — CIDA/SBD/03 (Minor Contract) Second Edition January 2007". This Publication will not be issued with the Bidding Document and Bidder is advised to purchase it from the Construction Industry Development Authority, Ministry of Urban Development and Housing, "Savsiripaya", 123, Wijerama Mawatha, Colombo 07.

Instructions to bidders shall be read in conjunction with Bidding Data under Section 2 (Volume 2). Matters governing in the performance of the Contractor, payments under the Contract, or matters affecting the risks, rights and obligations of the parties under the Contract are included under Section 3 — Conditions of Contract (Volume 1) and Contract Data under Section 4 (Volume 2). However, a few such information is reproduced in this section to facilitate the Bidders to price their Bids.

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

SECTION 2: STANDARD FORMS (CONTRACT)

Section 2 will not be issued with the Bidding Document and Bidder is advised to refer the "Standard Bidding Document Procurement of Works for Minor Contracts — CIDA/SBD/03 (Minor Contract) Second Edition – January 2007". This Publication will not be issued with the Bidding Document and Bidder is advised to purchase it from the Construction Industry Development Authority, Ministry of Urban Development and Housing, "Savsiripaya", 123, Wijerama Mawatha, Colombo 07.

The Bidder shall submit the completed Form of Bid Security in compliance with the requirement of the Bidding Documents.

The successful bidder will be required to sign the Form of Agreement, after the award of Contract. Any corrections or modifications to the accepted bid resulting from arithmetic corrections, acceptable deviations, or quantity variations in accordance with the requirements of bidding documents should be incorporated into the Agreement.

The Form of Performance Security, Form of Advance Payment Security and Form of Retention Money Guarantee should not be completed by the Bidders at the time of preparation of bids. The successful bidder will be required to provide these securities in compliance with the requirements herein or as acceptable to the Employer.

FORM OF LETTER OF ACCEPTANCE

[Letter heading paper of the procuring entity]

..... [date]

To:

[name and address of the Contractor]

This is to notify you that your bid dated ----- [insert date] for the construction and remedying defects of the ----- [name of the Contract and identification number] for the Contract price of ----- [name of currency]-----[amount in figures and words] as corrected in accordance with Instructions to Bidders and/ or modified by a Memorandum of Understanding , is hereby accepted.

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

The Start Date shall be: (fill the date as per Clause 6.1 of Conditions of Contract).

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

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

Authorized Signature :

Name and title of Signatory :

Name of Agency :

FORM OF AGREEMENT

This AGREEMENT made the [day] of [month] 202 [year], between [name and address of Employer] (hereinafter called and referred to as “the Employer”), of the one part, and [name and address of Contractor] (hereinafter called and referred to as “the Contractor”), of the other part:

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

The Employer and the Contractor agree as follows::

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Contract hereinafter referred to.
2. In consideration of the payments to be made by the Employer to the Contractor as indicated in this Agreement, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy any defects therein in conformity in all respects with the provisions of the Contract.
3. The Employer hereby covenants to pay the Contractor in consideration of the execute and complete the Works and remedy any defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

In Witness whereof the parties hereto have caused this Agreement to be executed the day and year aforementioned, in accordance with laws of Sri Lanka.

.....
Authorized signature of Contractor

.....
Authorized signature of Employer

COMMON SEAL

COMMON SEAL

In the presence of:

Witnesses :

1. Name and NIC No.
Signature
Address
2. Name and NIC No.
Signature
Address

**FORM OF PERFORMANCE SECURITY
(Unconditional)**

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

Beneficiary: ----- [Name
and Address of Employer]

Date: -----

PERFORMANCE GUARANTEE No.: -----

We have been informed that ----- [name of Contractor] (hereinafter called "the Contractor") has entered into Contract No. ----- [reference number of the contract] dated ----- with you, for the ----- [insert "construction"] of ----- [name of contract and brief description of Works] (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 in figures] (-----) [amount in words], upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the -----day of -----, 20---- [insert date, 28 days beyond the Intended Completion Date] and any demand for payment under it must be received by us at this office on or before that date.

[signature(s)]

FORM OF ADVANCE PAYMENT SECURITY

----- [Name and address of Agency, and Address of Issuing Branch or Office]

Beneficiary: ----- [Name and Address of Employer]

Date: -----

ADVANCE PAYMENT GUARANTEE No.: -----

We have been informed that ----- [name of Contractor] (hereinafter called "the Contractor") has entered into Contract No. ----- [reference number of the contract] dated ----- with you, for the ----- construction of ----- [name of contract and brief description] (hereinafter called "the Contract").

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

At the request of the Contractor, we ----- [name of issuing agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- [amount in figures] (-----) [amount in words] upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation in repayment of the advance payment under the Contract.

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

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

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

[signature(s)]

FORM OF RETENTION MONEY GUARANTEE

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

Beneficiary: ----- [Name and Address of Employer]

Date: -----

RETENTION MONEY GUARANTEE No.: -----

We have been informed that ----- [name of Contractor] (hereinafter called "the Contractor") has entered into Contract No. ----- [reference number of the contract] dated ----- with you, for the execution of ----- [name of contract and brief description of Works] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, when the works have being taken over and the first half of the Retention Money has been certified for payment, payment of the second half of the Retention Money may be made against a Retention Money guarantee.

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 in figures] (-----) [amount in words] upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation under the Contract because the Contractor has not attended to the defects in accordance with the Contract..

This guarantee shall expire, at the latest, ----- [insert 28 days after the end of the defects liability period]. Consequently, any demand for payment under this guarantee must be received by us at this office on or before that date.

[signature(s)]

SECTION 3: CONDITIONS OF CONTRACT

Section 3 will not be issued with the Bidding Document and Bidder is advised to refer the "Standard Bidding Document Procurement of Works for Minor Contracts — CIDA/SBD/03 (Minor Contract) Second Edition – January 2007". This Publication will not be issued with the Bidding Document and Bidder is advised to purchase it from the Construction Industry Development Authority, Ministry of Urban Development and Housing, "Savsiripaya", 123, Wijerama Mawatha, Colombo 07.

Conditions of Contract shall be read in conjunction with Section 4 — For of Bid and Qualification Information in Volume 2, which shall take precedence over the Conditions of Contract.

VOLUME 2

Invitation for Bids

Section 4 : Form of Bids and Qualification Information

Section 5 : Schedule

Section 6 : Specification

Section 7 : Bill of Quantities

Section 9 : Standard Forms (Bid)

Invitation for Bids (IFB)

SUPPLY, INSTALLATION AND MAINTAIN OF ACCESS CONTROL DOOR LOCKS SYSTEM FOR

STATE PHARMACEUTICALS MANUFACTURING CORPORATION

NO: 11, SIR JOHN KOTELAWALA MAWATHA, KANDAWALA ESTATES, RATMALANA

CONTRACT (BID) NUMBER : SPMC/MM/21/2024

1. The Chairman – Procurement Committee on behalf of the State Pharmaceuticals Manufacturing Corporation invites sealed bids from eligible and qualified bidders for Supply, Installation And Maintain of Access Control Door Locks System as described below and estimated to cost LKR. 3,000,000.00

The Works consists of supply, installation and maintain of access control door locks system as per the specification and BOQ.

The contract period is 14 days.

2. Bidding will be conducted through National Competitive Bidding Procedure. (NCB)
3. To be eligible for contract award, the successful bidder shall not have been blacklisted and with a valid business registration in Sri Lanka.
4. Qualification requirements to qualify for contract award shall be:

Average annual volume of work performed in last year	Financial report (2023,2022,2021) shall be submitted
Details of similar type of projects completed last years	Detail report shall be submitted

5. Interested bidders may obtain further information from the **Chairman Procurement Committee, State Pharmaceuticals Manufacturing Corporation, No 11, Sir John Kotelawala Mawatha, Kandawala Estate, Ratmalana** and inspect the bidding documents at the same address from **14.10.2024 to 05.11.2024 from 0900 hrs to 1500 hrs of working days** .
6. A complete set of Bidding Documents in English language may be purchased by interested bidders on the submission of a written application to the **Chairman Procurement Committee, State Pharmaceuticals Manufacturing Corporation, No 11, Sir John Kotelawala Mawatha, Kandawala Estate, Ratmalana** from **14.10.2024** until **05.11.2024** from 0900 hrs to 1500 hrs. upon payment of a nonrefundable fee of **Rs. 3,500.00**. The method of payment will be in cash.
7. Bids shall be delivered to the address below or shall be deposited in the tender box placed in the below address on or before **1400 hrs on 06.11.2024** Late bids will be rejected. Bids will be opened soon after closing in the presence of the bidders' representatives who choose to attend.
8. Pre Bid meeting will be held at 1030 hrs on 25.10.2024 at **State Pharmaceuticals Manufacturing Corporation, No 11, Sir John Kotelawala Mawatha, Kandawala Estate, Ratmalana**.
9. All bids shall be accompanied by a Bid-Security of LKR 50,000. Bid Security shall be valid up to **04.01.2025(60 days)***

The address referred to above is:

Chairman Procurement Committee
State Pharmaceuticals Manufacturing Corporation
No 11, Sir John Kotelawala Mawatha, Kandawala Estate
Ratmalana.

Tel : 0094-011-2636967

Fax : 0094-011-2634771

E-mail : chairman@spmc.gov.lk

Section 4 : Form of Bids and Qualification Information

FORM OF BID

Name of Contract: **Supply, Installation and Maintain of Access Control Door Locks system for State Pharmaceuticals Manufacturing Corporation**

To: **State Pharmaceuticals Manufacturing Corporation, No 11, Sir John Kotelawala Mawatha, Kandawala Estate Ratmalana**

Gentleman,

1. Having examined the Standard Bidding Document - Procurement of Works - Minor Contracts [ICTAD/ SBD/ 03 - Second Edition, January 2007], Schedule, Specifications, Drawings and Bills of Quantities and addenda for the execution of the above-named Works, we/I the undersigned, offer to execute and complete such Works and remedy any defect therein in conformity with the aforesaid Conditions of Contract, Schedule, Specifications, Drawings, Bill of Quantities and Addenda for the sum of Sri Lankan Rupees (LKR) or such other sums as may be ascertained in accordance with the said Conditions.
2. We/I acknowledge that the Schedule forms part of our Bid.
3. We/I undertake, if our Bid is accepted, to commence the Works as stipulated in the Schedule, and to complete the whole of the Works comprised in the Contract within the time stated in the Schedule.
4. We/I agree to abide by this bid for the period stated in the Sub-Clause 15 of Instructions to Bidders 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/me.
6. We/I understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this day of 20.... in the capacity of duly authorized to sign

tenders for and on behalf of

(IN BLOCK CAPITALS)

Signature :

Name :

Designation :

Address :

Witness :

Qualification Information (SPECIMEN)

Note: Prior to issue of the bidding documents, the Employer should insert relevant data for all items marked with an asterisk (*).

(to be completed by the bidder and submitted with the Bid)

	Eligibility Requirement	Bidder's Qualification	
Backlisted Contractors			
Have you been declared as a defaulted contractor by NPA or any other Agency?		Yes/No	
IF yes provide details			
VAT Registration Number			
Construction Program	(attach as annex)		
Legal status	Public company/Private Company/Partnership/Sole proprietor		
	Eligibility Requirement	Bidder's Qualification	
Qualification and experience of key staff	Category, Experience and Qualifications <i>(Insert requirement)*</i>	Required Nos.*	Proposed by bidder (Name, experience and Qualifications)
	1		
	2		
	3		
List Other information required			

Signature of the Bidder :

Section 5 : Schedule

ITB Clause	Conditions of Contract Clause	Item	Data
1.	1.1.8	Employer is :	<p>Name : State Pharmaceuticals Manufacturing Corporation</p> <p>Address: No 11, Sir John Kotelawala Mawatha, Kandawala Estate Ratmalana</p>
	1.1.10	Engineer is:	<p>Name : Mr. P. D. Jayasundera DGM Engineering</p> <p>Address: State Pharmaceuticals Manufacturing Corporation, No 11, Sir John Kotelawala Mawatha, Kandawala Estate Ratmalana</p>
1 & 13	1.1.21	Summary of Works	<p>The Works consists of: supply, installation and maintain of access control door locks system for SPMC</p> <p>Located at State Pharmaceuticals Manufacturing Corporation,</p> <p>Contract Name : Supply, Installation and Maintain of Access Control Door Locks System for SPMC</p> <p>Contract Number SPMC/MM/21/2024</p>
1.	1.1.14	Intended Completion Date	Intended Completion Date is 30 Days from the Start Date
2.		Source of Funds	The source of funds is State Pharmaceuticals Manufacturing Corporation
3.		Eligibility	<p>The requirement is;</p> <p>* shall be included in the List of “Approved Societies” issued by the General Treasury.</p>
12.		Documents of the Bid	Any other information
13.	10.10	Price Adjustment	<p>The Contract [<i>specify “is” or “is not”</i>] subject to price adjustment in accordance with Sub-Clause 10.10 of the Conditions of Contract</p> <p>The price adjustment shall be computed in accordance with Option [<i>specify “A” or “B”</i>] under Sub-Clause 10.10.</p>

16		Bid Security / Bid Securing Declaration	<p><i>[Select one of the following options]</i></p> <p>Bid shall include a Bid Security:</p> <ul style="list-style-type: none"> • for an amount LKR50,000.00 • issued by an agency acceptable to Employer using the form for bid security (unconditional guarantee) included in Section 9, Standard Forms. • remain valid till 60 days
31.	4.4	Performance Security	<p>Amount of Performance Security required is 10 % of the Initial Contract Price.</p> <p>The form acceptable is</p>
	6.4	Late Completion	<p>The amount to be paid is 0.05% of Initial Contract Price per Day, subjected to maximum of 10 % of Initial Contract Price.</p>
	8.1	Notification of Defects	<p>The period for Defect Notification is 360 Days from Taking Over.</p>
	10.3	Retention	<p>The amount of retention is 10% of certified work done.</p> <p>The maximum amount of retention is 5 % of Initial Contract Price.</p>

ITB Clause	Conditions of Contract Clause	Item	Data
	10.12	Advance Payment	Upon the payment of the advance payment in full the Employer shall return the original of the advance payment guarantee to the Contractor.
33.	1.1.11	Adjudicator	<i>Fees and types of reimbursable expenses to be paid to the Adjudicator shall be on a case to case basis and shall be shared by the Contractor and the Employer.</i>
	14.0	Resolution of Disputes	

Section 6 : Specifications

SECTION 6.8 ACCESS CONTROL SYSTEM

This shall be read with ANNEXURE A: Access Control System setup locations, ANNEXURE B: Specifications for Access Control System, ANNEXURE C: Specifications for Door Locks, ANNEXURE D: Marks Criteria for Prequalification of Access Control System Bidders. If any discrepancy is among the documents, stronger specification will be valid, otherwise, the contractor shall get clarified with the Engineer through RFI (Request for Information) Application prior to bid submission. otherwise, the Engineer has the right to demand the requirement as per his will. and the contractor is not entitled to claim any variation of cost by any mean.

1. GENERAL

This specification sets out the minimum requirement for the Access Control Door Lock System as specified in the bid document (Bills of Quantities, etc.).

The general description is only for guidance of the tenderers and any error or omission shall not constitute a ground for claim by them. The onus for investigation or ensuring the actual extent and nature of the work rests solely with the tenderers. Any doubt as to the extent and nature of the work shall be clarified with the Superintending Officer (SO) before submission of the tenders as no claim arising out of lack of clarity or availability of information will be entertained.

Whether or not be specifically provided for, described herein, all items or parts or installation materials required for the proper operation of the Access Control Door Lock System in accordance with the specified requirements shall be furnished by the Contractor.

The Contractor shall read the Specifications in close conjunction with the Tender Documents. All Access Control Door Lock System components and installation work shall be arranged to conform to the building/service requirements as indicated in the Specification.

The Access Control Door Lock System shall be fully integrated and installed, and commissioned as a complete operational package to the complete satisfaction of the Superintending Officer.

The Contractor shall be responsible for field verification of site conditions and for gathering all necessary field data for all items to be provided in this Contract.

2. SCOPE OF WORK

The upgraded Access Control Door Lock System shall be complete in all aspects and shall include but not be limited to the following:

- (a) The Access Control Door Lock System hardware complete with Access Control Device, Door Lock Mechanism, Power Supply, Power Failure Backup (UPS) and all other necessary interfaces, accessories for the complete operation of the system.
- (b) All data communication cables, network, equipment/components, and accessories necessary to provide a complete operational and error-free system for the entire Access Control Door Lock System.

- (c) Supply, delivery, installation, calibration and testing of all necessary parts/ items as specified in this specification and/or indicated in the Tender Drawings.
- (d) One complete lot of software if required and necessary for the operation of the entire Access Control Door Lock System.
- (e) Testing and commissioning of the entire Access Control Door Lock System with additional system requirements as specified in Tender Document (Bills of Quantities, etc.).
- (f) Submission of maintenance manuals, operation instructions etc. for all equipment and services installed under this contract. All the documents supplied must be in English.
- (g) Training of the Owners' personnel is necessary to provide such a way that they can use, monitor and rectify any issue.
- (h) Maintenance and servicing during the warranty period.
- (i) **Maintenance and Service After the Warranty Period. Supplier must provide 5 years cost breakdown for the Maintenance and service of the devices and related items of the system.**
- (j) All other materials, works, and accessories required and necessary to ensure complete system operation to the entire satisfaction of the Superintending Officer.
- (k) The Contractor shall verify and ensure that the physical sizes of all devices and panels offered are suitable for the spaces, etc. allocated for the accommodation of such devices and panels. The Access Control Door Lock System Sub-Contractor shall state clearly in the Tender submission if any modification to space or openings are necessary.

3. ESSENTIAL CONFIGURATIONS AND FEATURES FOR ACCESS CONTROL DOOR LOCK SYSTEM

This section lists out the use, monitor and maintenance requirement of the Access Control Door Lock System. It deals in general terms with completely new Access Control Devices, Door Locks and System Software Requirement and other sections in the specification, where appropriate.

The Access Control Door Lock System and services provided by the Contractor shall include but not be limited to the following:

- 3.1 All components of the Access Control Door Lock System supplied must be 100% compatible to each other and must be from the same vendor. Also, it must be compatible/ fit with the existing doors/points of the customer.**
- 3.2 The technical specifications must be complied as specified and must not write “yes, no, comply”. Write specifications as in offered system, item or device. Additional information provided will be an added advantage to elaborate the system and the bidder.**
- 3.3 The proposed Access Control Door Lock System will consist of the following:**
Access Control Door Lock System for handle and regulate access of particular areas, log and monitor by means of individual device or central system. Software for monitoring

and recording operations. System integration unit consisting of a computer as a work station, system hardware and wiring, complete in all respect to perform expected Access Control Door Lock System tasks as per the requirement but not limited to the following.:

- **07 Nos. of Access control devices with minimum of 300 user logging capacity.**
- **26 Nos. of Access control devices with minimum of 100 user logging capacity.**
- **Door Locks 33 Units**
- **POE or Individual Power Supplies with Un Interrupted Power Supply/s for Backup Mains Power Supply.**
- **Branded computer as a work station/ server.**
- **Software for Access Control System.**

3.4 Supply, install, test and commission the devices/ items specified in the tender specification in respect of proper operation of the Access Control Door Lock System.

4. SYSTEM DESCRIPTION

4.1 The Access Control Door Lock System shall comprise of the items listed in above 3.3

4.2 IP Based Complete Access Control Door Lock System with minimum of 300 and 100 User Capacity

- (a) The Access Control Door Lock System must provide all the specifications mentioned in this tender document.
- (b) Access control devices and related system hardware components will be installed at the locations specified as per the ANNEXURE C: Access Control System setup locations. Contractor must inspect the place and give his concerns to the customer to provide necessary infrastructure facility in all aspects.
- (c) All the software shall be the latest Windows based. The Contractor shall provide a complete operator workstation software package, including any hardware or software keys, original installation disks and licenses for all included software. device drivers and peripherals.

5. TESTING AND COMMISSIONING

This section of the specification sets out the requirements for commissioning tests and performance tests of the system. All costs incurred to fulfil this section of the specification shall be borne by the Contractor.

The Contractor shall be responsible for the complete and thorough testing and commissioning of the system and devices installed and to bring the entire Access Control Door Lock System into safe reliable and satisfactory operation.

All test plans and procedures shall be designed to fully test the system to demonstrate and verify the compliance of the system components and system performance to the requirements of this specification. The Contractor shall be responsible for all arrangement and costs associated with the testing of the system, including simulation of all conditions of the system. End of the commissioning;

- **Contractor must provide the Engineering software, software program, relevant passwords, Drawings and Technical manual to the customer with the handover certificate.**
- **The contractor must provide continuous technical support to the customer (the SPMC) whenever the user requested within first Two (02) years (during the warranty period).**
- **The contractor must attend to the breakdowns in the system within 24 hours and provide technical support to the employer during the warranty period.**

Should a defect be detected during one of the tests. the nature of the defect shall be explained in detail. The SO or its representative shall decide if defect must be rectified before testing can continue. If the defect must be rectified SO or its representative shall decide what portion of the tests shall be re-run. The SO or its representative shall have all tests re-run if he deems so necessary.

The Contractor shall be responsible for any and all costs of re-run of tests, and modification deemed necessary by the SO or its representative during the tests to meet the specifications. All changes or modifications shall be approved before implementation.

All result of each test shall be recorded and submitted to the SO in a comprehensive test report.

The test report shall contain as a minimum, the following

information:

- a. Functions that were tested.
- b. All test results and necessary analysis of test results.
- c. A record of all adjustments. engineering or program changes found necessary during the test.
- d. Suggested corrective action to improve the test results. if any.
- e. Suggested test plans for re-running of the whole or part of the test, if found necessary.

6. OPERATION & MAINTENANCE MANUAL

The operation manual must be in English and shall comprise a concise set of procedures which the Access Control Door Lock System user/ maintenance person may require in particular operation. The minimum detailed technical description of the internal operations/settings of the various functions of the System shall be provided. Cross reference to the appropriate manuals for detailed technical description shall be provided.

The manual shall list and explain the specific procedures to be followed for both hardware and software operations. instruction shall be as basic and detailed as necessary. Instruction must be provided for operational aspects of the system. including normal use, switching on and off power starting and shutting of the System. power failure restart, checking of performance, maintenance, etc.

The Maintenance manual shall include both preventive maintenance and corrective maintenance. For preventive maintenance, the manufacturer's recommended procedures and checks, necessary for proper preventive maintenance shall be indicated. These procedures and checks shall be specified for pre-operation. daily, weekly, monthly, quarterly, semi-annual, and as required as necessary to ensure reliable equipment operations. Specifications including defined tolerances for all applicable measures and adjustments or both shall be listed. For corrective maintenance, information necessary for isolation and repair of failure and malfunctions shall be included. Accuracies, limits and tolerances for all electrical, physical, and other applicable measurements shall also be described.

A detailed list of all parts shall be provided.

7. MAINTENANCE AND SERVICING

7.1 This section of specification sets out the Contractor's responsibility for the maintenance and servicing of the Access Control Door Lock System during the term of warranty and free defects liability period as well as after the warranty period.

- (a) The liability period shall commence after the successful handover of the entire Access Control Door Lock System to the customer.
- (b) It is the responsibility of the contractor to maintain the Access Control Door Lock System in first-class operating condition. The contractor shall engage the Access Control Door Lock System contract to provide maintenance services for the Access Control Door Lock System.
- (c) During the warranty period, the contractor shall carry out two free servicing for a year to the system at approximately six-monthly intervals in accordance with the maintenance responsibilities outlined hereinafter. Allowance shall be made in the tender for any cost incurred in complying with this requirement.
- (d) The contractor shall replace all faulty or damaged parts of the Access Control Door Lock System with new ones and replenish all consumable material during the warranty period at no expense to the Employer. This clause shall override any standard warranty condition of the contractor or his supplier of system. Allowance shall be made here for any cost incurred in complying with this requirement.
- (e) The contractor shall prepare a detailed inspection and service report form showing the functions to be carried out and the intervals between each function to enable records of servicing to be maintained. The functions shall include all maintenance requirements outlined hereinafter for each specific system plus any other special specific maintenance requirements recommended by the manufacturers of components/devices.
- (f) Routine maintenance and servicing to the Access Control Door Lock System is to be carried out during normal working hours unless it is otherwise specified elsewhere in this specification.
- (g) During the warranty period, the contractor shall attend to any complaint calls promptly within 24 hours at no expense to the customer.

- (h) After the attendance of complaint calls and completion of repair work, a copy of the fault report or service chit duly signed by the customer for information record.
- (i) The contractor shall be responsible for all damages caused to the employer's property through the act of negligence of their workmen except where it can be proven that it is not the fault of theirs.
- (j) The breakdown of components/devices and installation shall be deemed to have occurred when such device or installation will not perform the designed function or performance.
- (k) No components/device, except standby device shall be taken out for the service for maintenance during peak load period unless due to breakdown or another emergency or scheduled maintenance.
- (l) The contractor shall if so required remedy any defects or omissions discovered or appearing therein even though previously certified to be in good condition by the SO during completion of the works.

7.2 Maintenance Program

The contractor shall prepare and submit to the SO a preventive maintenance and servicing programme (SOP) to be carried out by him during the Warranty Period and after the Warranty Period if a Maintenance Contract is entered into with them. The programme shall contain all works necessary for the testing, checking, cleaning, adjustment, refurbishing, replacement of components, monitoring other electronics, etc., and the frequency in which such works shall be executed. Upon approval of the preventive maintenance program, the contractor shall incorporate such works in the Maintenance Records and Job Sheet as specified herein.

7.3 Spares

The contractor shall be responsible for the supply of all spare components and devices required for continuous operation of the System during the Warranty Period. A list of recommended spares for use during the Warranty Period shall be submitted at the time of tender and included in the tender price.

8. WARRANTY

- 8.1 The Access Control Door Lock System shall be free from defects in workmanship and material under normal use and service. If within 24 months from the date of completion the installed devices/items are found to be defective in operation, workmanship or materials, the contractor is to replace, repair or adjust the defect at his own cost and expense. Such rectification service shall be provided within 24 hours of notice from the Employer.
- 8.2 The warranty shall extend to material that is furnished and installed by the contractor.
- 8.3 Corrective software modifications made during warranty service periods shall be updated on all user documentation and on user and archived software disks.

9. QUALITY ASSURANCE

- 9.1 All devices, accessories, parts etc. shall be provided manufactures for the project to comply with Engineering Requirement. contractor should strictly adhere to comply these requirements.
- 9.2 The reference made here to certain manufacturer's products and items identified by registered trademarks, this has been done for the sole purpose of defining and establishing standards of quality and performance and not with the intention of restricting the procurement of materials or fittings to a particular manufacturer.

SECTION 6.9 TESTING, COMMISSIONING & HAND OVER

1. General

The contractor shall carry out all commissioning and testing necessary for the safe, reliable, and satisfactory operation of the system and devices/ components installed. The Works shall be commissioned and tested in accordance with manufacturer's instruction. The contractor shall furnish the following information for each system or process to the S.O. for review at least one month prior to testing or commissioning of system,

- (a) Test details and procedures. and the relevant data report forms to the Engineer for approval.
- (b) Operating instructions of devices to be used.
- (c) Complete schedule and program of all testing and commissioning activities.

The contractor shall provide all instruments and labor necessary to carry out all tests and commissioning. The contractor shall employ thoroughly competent and experienced personnel for the tests and commissioning.

Should any system or devices/ components fail to perform to the standards in this specification, the contractor shall adjust, modify and if necessary, replace the particular devices/ components without further payment in order that the required performances be obtained. Any damage or deterioration caused to the building or other services consequent on such modifications shall be made good and all cost borne by the Contractor.

The contractor shall notify the S.O. in writing of his program to test and commission equipment and systems at least seven (7) days before actual execution. A schedule indicating the dates and types of testing shall be submitted.

The contractor shall prepare and provide printed testing and commissioning record forms of approved format. The contractor shall submit a written report on the results of tests, etc. within seven (7) days of completion of such tests, irrespective of the test results.

2. Testing

All devices/ components shall be tested at the manufacturer's works or elsewhere as appropriate prior to shipment to site. Approval for shipment shall only be granted after submission of a certified report on the successful completion of the test. In all cases. "Type-test" certificates will be accepted.

After all device has been delivered and installed at site, a complete system operability test shall be carried out to verify the integrity of the entire system.

3. Commissioning

3.1. General

After testing is completed, each complete installation shall be commissioned. Particular attention shall be paid to: -

3.1.1. The maintenance of cleanliness of all the premises during construction/ installation and ensuring that the same areas are cleaned as part of commissioning.

3.1.2. The protection of electrical/electronic equipment from damp during construction and testing.

3.2. Cleaning

3.2.1. Devices/ parts and the walls shall be wiped clean, with all traces of oil, dust, dirt, or paint spots removed.

3.3. Performance Tests

3.3.1. After cleaning, testing and installing of new system as specified hereinafter. have been completed, the system shall be tested as a whole to see that all items perform as an integral part of the system, and that conditions are evenly monitored throughout the premises.

3.3.2. Corrections and adjustments shall be made as necessary to provide the conditions specified in the Specifications.

3.4. Test Data

The Contractor shall provide the S.O. with written schedules of readings taken during the testing operation indicating the actually required readings. the first reading taken.

4. Acceptance and Handing Over

All tests shall be carried out in the presence of the S.O. or his representative. Before the test is carried out, the Contractor shall satisfy himself that the entire system is operating satisfactorily. Any malfunction during the test shall be analyzed and corrections made by the Contractor. The S.O. shall have the authority to accept satisfactory completion of the test or to request for a repeat of the test.

Notwithstanding the above, after the successful written clearance from relevant authorities and the successful completion of the operability test for the entire system, the owner shall operate the entire system under conditions of full operation for a test-run period of four full working week. Any occurrence, will be considered as a critical malfunction, the S.O. may then at this discretion, request the contractor to repeat the two-week test.

The contractor shall also submit to the owner the required sets of Installation Manual, drawings, and test reports to the S.O. as a condition to the handing over of the system.

The system shall be considered successfully handed over to the owner only if the S.O. or his representative is completely satisfied with the system performance during the test period and all above conditions complied with.

5. Operation & Maintenance Manual

The contractor shall prepare two (2) copies of an operating manual. in a ring binder; each for the Employer and the S.O., describing the operation and maintenance or the whole system and including: -

- (a) Description of the as-installed system;
- (b) Operating instructions for all devices/ components;
- (c) Schedule of the as-installed devices/ components;
- (d) List of vendors including names, addresses and telephone numbers;
- (e) Contact list for maintenance and breakdown services;
- (f) Testing and commissioning data and results;
- (g) List of spares recommended;
- (h) Schedule of recommended maintenance.

Practical completion will be certified after the receipt of the above operating manual by the S.O

SECTION 6.10 TRAINING AND MAINTENANCE

1. Training

- 1.1 Upon commissioning and final handover of the installation, the Contractor shall submit within 2 weeks to the S.O., 2 copies of operating instructions, maintenance, and service manuals. part lists and all final drawings and diagrams. indexed and bound together in hard cover ring binder.
- 1.2 The Contractor shall conduct a training programme for designated Employer's personnel. These courses shall be carried out during normal office hours and not be less than I-week duration. The date of commencement of training shall be a date mutually agreed upon and. in any case. shall be within two weeks of handover of installation.
- 1.3 The training programme shall cover all operating and maintenance aspects of the system, inclusive of detailed explanation and demonstration of each and every piece of components/modules and an overview of the system network.
- 1.4 The training programme shall consist of both handouts and classroom training at the job site or at location agreed upon by the Employer.
- 1.5 All instruction manuals, tools, transportation, etc. associated with the training programme shall be provided by the contractor. Such cost shall be included in the tender price.
- 1.6 The contractor is required to submit comprehensive details of the training programme.

2. Maintenance

- 2.1. The complete system shall be warranted for a period of two years after the final official handover date of the installation.
- 2.2. The maintenance provided during this period shall be fully comprehensive and shall include but not limited to all equipment, labour. parts and emergency calls providing on site response within 24 hours.

- 2.3. The maintenance shall also include a minimum of semi-annual (06 months) preventive maintenance visits by qualified personnel of the contractor who are thoroughly similar with the type of equipment and system provided for this project.
- 2.4. Notwithstanding the list of maintenance shown below, the contractor shall submit to the SO. within one week of date of handover the details of preventive maintenance schedule.
- 2.5. The maintenance and servicing works shall include (a) checking for all visual inspection. recording of all necessary information; (b) servicing including all adjustments, cleaning, sequence testing and verification of alarm and fail-safe safety devices; and rectification which includes dismantling, replacement, re-installation. adjustments, testing works.
- 2.6. As a minimum requirement, the contractor shall carry out the inspection, maintenance, and service of complete system at the time of such inspections shall perform when and where necessary the normal services listed below: -
- 2.7. Semi-Annual inspection and Service of Access Control Door Lock System
 - Visual inspect devices and associated components, and listen for unusual noise for evidence of unusual conditions.
 - Clean devices and control panels
 - Check alarms
 - Check all hardware and software.
 - Go to each menu in the software and check their function
 - Check memory capacity condition
 - Check safety controls
 - Providing written report to the Employer, outlining services carried out, adjustment made, rectification carried out and if the deficiency is of a major nature, arrange with the Employer for necessary steps to rectify the deficiency.
- 2.8. Six Monthly and Annual Inspection Prior to the Expiry of the Warranty Period for the System
 - Clean and adjust all devices and associated electrical/ electronic equipment at intervals not exceeding six months.
 - Check and ensure tightness of all item's fastenings and cable terminations within switchboards.
 - Vacuum clean all relevant parts/ components.
- 2.9. After every inspection and service, the contractor shall submit a written report to the Employer with a carbon copy to the S.O.

Section 7 : Bills of Quantities

PRICING PREAMBLES

1. The Specifications and Drawings shall be read in conjunction with the Bill of Quantities.
2. The Bidder shall not use these Bills of Quantities as a construction programme or for the purposes of ordering materials or arranging sub-contracts. The references for these activities shall be the drawings, specification and instructions issued by the Engineer.
3. The costs complying with all conditions, obligations and liabilities described in the Conditions of Contract, Specifications and Bills of Quantities shall be included in rates stated by the Bidder in Bill of Quantities, unless separately measured. Ex. Submitting warranties /guarantees.
4. If the Bidder fails to price any item in Bill of Quantities, then the cost of the work under such item shall be held to be spread over and included in the prices given against other items of work.
5. Prices also deemed to include (but not limiting to such):
 - (a) Bidders Price for each item of work shall include for cost for builders work such as, making and closing holes, openings & block outs, drilling, boring, anchoring, chasing covering up etc., including restoring all finishes and the like to the entire satisfaction of the Engineer. In the tender documents, if any materials/ fittings are described by using a trade name, it is only for the purpose of indicating the minimum level of quality and standard required
 - (b) The Cost of design/design modifications shall not be priced separately and shall be included with the proposed rates/amounts
 - (c) Charges in connection with importation of materials such as insurance, taxes, freight, handling, clearing, and delivery to site and unloading and storage of same until use.
 - (d) Co-ordinating with other trades;
 - (e) Submission of Shop drawings, Detail drawings and any other details as per the Contract.
 - (f) Any other work which is but not listed above and which is to be carried out by the contractor as per the conditions set out in the contract.
6. The Bidder is requested to visit the site and acquaint themselves with all existing conditions, the nature and extent of work to be carried out under this contract ascertaining the conditions governing access to the site, the extent of work and accordingly include for in their prices

DEVIATION LIST

Bidder is required to state below any deviations from the specified requirements, or any additional features of the Plant and Equipment offered and quoted by him. Should there be no departures from the Specifications and Drawings or if no additional features are offered, state "NONE". If there is no indication, it is assumed that the Bid fully complies with the Specifications.

Signature & Company Stamp

Date

Section 9 : Standard Forms (Bid)

Bidders shall submit the complete Form of Bid Security as appropriate in compliance with the requirement of Bidding Document

Bidder Shall not complete the forms of agreement at the time of preparation of bids

The successful bidder will be required to sign the forms of agreement after award of contract

Any corrections or modifications to the accepted bid resulting from arithmetic corrections, acceptable deviations, or quantity variation in accordance with the requirement of the bidding document should be incorporated in to the agreement

The form of Performance Security, Form of Advance payment Security and Forms of Retention Money Guaranty Should not be completed by the bidders at the time of submission of bids

The successful bidder will be required to provided these securities in compliance with the requirements herein or as acceptable to the employer

FORM OF BID SECURITY

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

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

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

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

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

We have been informed that ----- *[insert (by issuing agency) name of the bidder]* (hereinafter called "the bidder") has submitted to you its bid dated ----- *[insert (by issuing agency) date]* (hereinafter called "the Bid") for the execution of *[insert name of Contract]* under Invitation for Bids No. ----- *[insert IFB number]* ("the IFB").

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

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

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

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

FORM OF BID SECURING DECLARATION

*[If required, the **Bidder** shall fill in this form in accordance with the instructions indicated in brackets;
* delete as appropriate]*

Name of contract ----- *[insert name by PE]*

Contract Identification No.: -----*[insert number by PE]*

Invitation for Bid No.: ----- *[insert number by PE]*

To: ----- *[insert the name of
the Employer preferably PE to fill before issuing the bidding document]*

I/We, the undersigned, declare that:

1. I/We understand that, according to instructions to bidders (hereinafter “the ITB”), bids must be supported by a bid-securing declaration;
2. I/We* accept that we shall be suspended from being eligible for contract award in any contract where bids have being invited by any of the Procuring Entity as defined in the Procurement Guidelines published by National Procurement Agency of Sri Lanka, for the period of time of *three years* starting on *the latest date set for closing of bids of this bid*, if I/We:
 - (a) withdraw our Bid during the period of bid validity period specified; or
 - (b) do not accept the correction of errors in accordance with the Instructions to Bidders of the Bidding Documents; or
 - (c) having been notified of the acceptance of our Bid by you, during the period of bid validity, (i) fail or refuse to execute the Contract Form, if required, or (ii) fail or refuse to furnish the performance security, in accordance with the ITB.
3. I/We* understand that if we are not the successful bidder this bid securing declaration shall expire, upon the earlier of (i) the successful bidder furnishing the performance security; or (ii) twenty-eight days after the expiration of our bid.

Signed *[insert signature(s) of authorized representative]*

In the Capacity of *[insert title]*

Name *[insert printed or typed name]*

Dated on *[insert day]* day of *[insert month]*, *[insert year]*

Form FIN-1: Financial Proposal Submission Form

[Location, Date]

To:

Chairmen,
State Pharmaceutical Manufacturing Corporation,

Dear Sir:

We, the undersigned, offer to provide the **Supply, Installation and Maintain of Access Control Door Locks system** for State Pharmaceutical Manufacturing Company in accordance with your Request for Proposal dated [Insert Date].

Our attached Financial Proposal is for the sum of [Insert amount(s) in words and

Figures.....

.....)]. This amount is exclusive of the local taxes, which shall be added to the above amount at the point of invoicing).

Amount of VAT according to the current rate is stated in the price schedule as requested.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference of the Data Sheet.

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Form FIN-2: Price Schedule				
Supply, Installation and Maintain of Access Control Door Locks System for State Pharmaceutical Manufacturing Corporation.				
Item No.	Description	Cost in bid currency (without tax)		Remarks
		In Figures	In words	
01	Cost of Supply Access Control Machines 07 Units - Minimum of 300 Users or above			
02	Cost of Supply Access Control Machines 26 Units - Minimum of 100 Users or above			
03	Cost of POE Switches			
04	Cost of a Branded PC			
05	Cost of POE UPS/s			
06	Cost of Door Locks			
07	Cost of other Accessories (Please, Provide Detailed Break Down)			
08	Cost for Supply, laying & termination of cable, size of the cable applicable standards comply for max load Amp as per the wiring regulation and AMF control cable. (Note = cable cost per 1m measure and pay basis)			
09	Cost for Supply and Installation of laying cable conduits/ casings (Note = cable conduits/ casings cost per 1m measure and pay basis)			
10	Cost of Installation ,Testing, Commissioning of Access Control Door Lock System			
11	TOTAL AMOUNT AS PER BOQ Without VAT			
	Technical Support, Maintenance Service, User Support, For Ten (05) Years After Defect Liability Period (Indicate The Breakdown Separately)			1 st Year after DLP
				2 nd Year
				3 rd Year
				4 th Year
				5 th Year
VAT Registration No. of Bidder:				
VAT amount in figures (at current rate) for item No. 01		02	03.....	
I/WE Agree To Abide By The Condition Stipulated In Your Bid No.				
Signature of the Bidder		Signature of Witness 1	Signature of Witness 2	
Name & Address of the Bidder		Name & Address of Witness 1	Name & Address of Witness 2	
Date:		Telephone:		
Fax:.....		E mail:.....		