



**MINISTRY OF HEALTH**

**STATE PHARMACEUTICALS MANUFACTURING CORPORATION  
(SPMC)**

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

**PROCUREMENT OF WORKS  
(One-Envelope Bidding Process)**

**CONTRACT NO – SPMC/PD/08/2024**

**SELECTION OF CONTRACTOR  
FOR**

**DESIGN, SUPPLY, INSTALLATION, TESTING AND COMMISSIONING  
OF 02 NOS. OF BRAND-NEW SAMPLING BOOTHS FOR  
PENICILLIN ZONE AND GD ZONE AT  
STATE PHARMACEUTICALS MANUFACTURING CORPORATION**

# BIDDING DOCUMENT

**DESIGN, SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF 02 NOS. OF  
BRAND-NEW SAMPLING BOOTHS FOR PENICILLIN ZONE AND GD ZONE AT  
STATE PHARMACEUTICALS MANUFACTURING CORPORATION (SPMC)**

**(Bid Ref : SPMC/PD/08/2024)**

Issued to	
Bid No.	
Fee Receipt No. and Date	
Name of the Issuing officer	
Signature of the Issuing Officer	
Date and Time of Issue	

# **VOLUME 1**

Section 1 : Instruction to Bidders

Section 2 : Standard Forms (Contract)

Section 3 : Conditions of Contract

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## **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] 200 ..... [year], between ..... [name and address of Employer] (hereinafter called and referred to as “the Employer”), of the one part, and ..... [name and address of Contractor] (hereinafter called and referred to as “the Contractor”), of the other part:

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

**The Employer and the Contractor 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 8 : Drawings

Section 9 : Standard Forms (Bid)

## Invitation for Bids (IFB)

### STATE PHARMACEUTICALS MANUFACTURING CORPORATION

**DESIGN, SUPPLY, INSTALLATION, TESTING AND COMMISSIONING OF 02 NOS. OF BRAND-NEW SAMPLING BOOTHS FOR PENICILLIN ZONE AND GD ZONE AT STATE PHARMACEUTICALS MANUFACTURING CORPORATION (SPMC) NO: 11, SIR JOHN KOTELAWALA MAWATHA, KANDAWALA ESTATES, RATMALANA**

#### CONTRACT (BID) NUMBER : SPMC/PD/08/2024

- The Chairman – Procurement Committee on behalf of the State Pharmaceuticals Manufacturing Corporation invites sealed bids from eligible and qualified bidders for Design, Supply, Installation, Testing and Commissioning of 02 nos. of brand new Sampling Booths for Penicillin zone and GD zone as described below and estimated to cost LKR. 5,000,000.00

*The Works consists of Design, Supply, Installation, Testing and Commissioning of 02 nos. of brand new Sampling Booths for Penicillin zone and GD zone as per the specification and BOQ.*

*The construction period is 30 days.*

- Bidding will be conducted through National Competitive Bidding Procedure.
- To be eligible for contract award, the successful bidder shall not have been blacklisted and with a valid business registration in Sri Lanka.
- 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

- 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 **21.10.2024 to 08.11.2024 from 0900 hrs to 1500 hrs of working days.**
- 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 **21.10.2024** until **08.11.2024** from 0900 hrs to 1500 hrs. upon payment of a non refundable fee of **Rs. 1000.00**. The method of payment will be in cash.
- 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 11.11.2024**. Late bids will be rejected. Bids will be opened soon after closing in the presence of the bidders' representatives who choose to attend.
- Pre Bid meeting will be held at 1030 hrs on 30.10.2024 at **State Pharmaceuticals Manufacturing Corporation, No 11, Sir John Kotelawala Mawatha, Kandawala Estate, Ratmalana**. Bids shall be valid upto **(60 Days)**
- All bids shall be accompanied by a Bid-Security of LKR 100,000. Bid Security shall be valid up to 11.01.2025 **(60 days)\***

10. Possess a valid certificate issued by the Registrar of Public Contract in accordance with Section 8 of Public Contracts Act No 03 of 1987.

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](mailto:chairman@spmc.gov.lk)

## Section 4 : Form of Bids and Qualification Information

### FORM OF BID

Name of Contract: **Design, Supply, Installation, Testing and Commissioning of 02 nos. of brand new Sampling Booths for Penicillin zone and GD zone at 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
<b>Backlisted Contractors</b>			
<b>Have you been declared as a defaulted contractor by NPA or any other Agency?</b>			Yes/No
<b>IF yes provide details</b>			
<b>VAT Registration Number</b>			
<b>Construction Program</b>	(attach as annex)		
<b>Legal status</b>	Public company/Private Company/Partnership/Sole proprietor		
	Eligibility Requirement		Bidder's Qualification
<b>Qualification and experience of key staff</b>	Category, Experience and Qualifications <i>(Insert requirement)*</i>	Required Nos.*	Proposed by bidder (Name, experience and Qualifications)
	1		
	2		
	3		
<b>List Other information required</b>			

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: Design, Supply, Installation, Testing and Commissioning of 02 nos. of brand new Sampling Booths for Penicillin zone and GD zone at SPMC</p> <p>Located at State Pharmaceuticals Manufacturing Corporation,</p> <p>Contract Name : Design, Supply, Installation, Testing and Commissioning of 02 nos. of brand new Sampling Booths for Penicillin zone and GD zone at SPMC</p> <p>Contract Number SPMC/PD/08/2024</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"> <li>• for an amount LKR100,000.</li> <li>• issued by an agency acceptable to Employer using the form for bid security (unconditional guarantee) included in Section 9, Standard Forms.</li> <li>• remain valid till 60 days</li> </ul>
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>

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<b>ITB Clause</b>	<b>Conditions of Contract Clause</b>	<b>Item</b>	<b>Data</b>
	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 6.1 Introduction

Purpose: This document outlines the requirements for a sampling booth to be used in a pharmaceutical manufacturing facility for tablet and capsule production.

Scope: The booth will facilitate safe and sterile sampling of raw materials and finished products while preventing contamination.

### Section 6.2 Background Information

Provide a brief overview of the pharmaceutical facility, its operations, and the importance of maintaining stringent quality control during the sampling process.

### Section 6.3 Civil Work of the Site

The contractor /bidder shall visit the site and well understand the space limitation and other constrains for sampling booth installation. Other space or additional area is not possible due to any concern. Therefore, the bidder or contractor shall select equipment and accessories to be aligned with given space for the sampling booth installation space shall be constructed while meeting operational and maintenance clearance of each equipment and accessory. Contractor /bidder shall meet the premises architect painting colour similar to existing building colour and interior etc. When constructing or modifying the area of building where sampling booth is going to install.

### Section 6.4 Sampling Booth

Sampling booth or dispensing booth is type laminar flow filtration cabin that is used in dispensing, sampling and weighing of powders used in pharmaceutical Industry. It is customized design to suite the area with unique designed air duct effectively controls the noise. Design, Build, Commission and validation of Downflow containment booths. It is basically used for sampling of raw materials, Basic Compounds, Active Compounds, which works on the principle of laminar air flow with **HEPA & Pre-Filters**. (ensure minimum incorporation of fine dust into the plenum)

Sampling and Dispensing booth is a microprocessor unit with frontal access and uniform down flow design. It is a class 100 clean level unit with cross contamination inhibition.

### Section 6.5 Features

1. Direct -driven dual outlet design blower motor with special sealed bearings and unique suspension statically and dynamically balanced.
2. Fluorescent illuminators ensure easy viewing
3. Ultra -quiet noise level make sure safe handling of toxic powders.
4. Differential pressure gauge to monitor real time of the filters.
5. Intelligent control mode and alarm system.
6. Adjustable exhaust air volume.
7. Anti-corrosive structural unit.
8. Automatic air velocity frequency changing system for working stability.
9. Modular design and panel for easy on-site installation.
10. Removable pre- filter(s) panels enable access and service from inside the booth.

## Section 6.6 Working Principle

During the sampling operation, a low amount of dust particles is generated in the sampling booth where these dust particles are primarily filtered by washable synthetic prefilters and then high efficiency HEPA filters with the help of forced air to clean 90% air of the chamber. The remaining 10% of clean air was removed from the weighing booth directly which is why negative pressure was created inside the booth.

## Section 6.6 Specifications for the Sampling Booth

### General Requirements

Type: **Reverse laminar flow sampling booth.**

Internal: Sufficient to accommodate standard sampling procedures.

### Construction Material:

Stainless steel (grade 304 or 316) for all structural components.

Non-porous, easy-to-clean surfaces.

### **Design Features**

#### **Airflow:**

Vertical laminar airflow with a minimum velocity as specified in the schedule compliance data  
Adjustable airflow settings for different applications.

#### **Filtration:**

Dual HEPA filters (Class H14) installed at the top for 99.99% efficiency at filtering particles  $\geq 0.3$  microns.

Pre-filters to extend HEPA filter life.

#### **Lighting:**

LED lighting installed to provide a minimum of 500 lux illumination.

Easy access for maintenance and cleaning.

#### **Accessibility**

Entry:

**Front access through a clear tempered glass /acrylic panel/ Low maintenance and Long-life PVC antistatic dustproof curtains.**

Ergonomic design for user convenience.

#### **Work Surface:**

Non-porous and smooth work surface with rounded edges.

Integrated spill containment features.

#### **Control Systems**

User Interface:

Digital control panel with touchscreen for airflow monitoring, status indication, and alarm settings.

Alarms:

Visual (LED) and audible alarms for airflow deviations and filter saturation.

#### **Cleaning and Maintenance**

Access Panels:

Removable panels for easy access to fans and filters.

**Drainage:**

Integrated drainage system for liquid spills with easy access for cleaning.

**Safety Features****Emergency Stop:**

Clearly labeled and easily accessible emergency stop button.

**Ventilation:**

Exhaust system to ensure safe removal of airborne contaminants.

Compliance and Validation

**GMP Compliance:**

Must comply with current Good Manufacturing Practices.

**ISO Standards:**

Compliance with ISO 14644 standards for cleanrooms and controlled environments.

Documentation Requirements

**Technical Documentation:**

Detailed product specifications, engineering drawings, and installation manuals.

**Validation Protocols:**

Provide protocols for Design Qualification (DQ), Installation Qualification (IQ), Operational Qualification (OQ), and Performance Qualification (PQ).

Tender Submission Requirements

**Proposal Format:**

Outline the required format for vendor proposals, including pricing, delivery timelines, and technical specifications.

**Deadline:**

Specify submission deadline and any necessary forms or certifications.

**Evaluation Criteria:**

Criteria for evaluating proposals (e.g., adherence to specifications, pricing, delivery time).

**Terms and Conditions****Warranty:**

Minimum warranty period of at least 12 months for parts and labor.

**Payment Terms:**

Specify conditions for payment and any associated milestones.

**Delivery and Installation:**

Outline delivery timelines and requirements for installation and commissioning.

**Prefilters**

The Washable Box -type synthetic non-woven media filters are fitted on the bottom side of the machine. Rated airflow need to specified with an efficiency of 90% down to 10 microns. Test certificate of pre filter & air filters need to submit with the equipment.

**UV Lights**

UV light fitted on the top with the illumination light. Testing report of UV light is need to submit with lux level.

**Differential Pressure Gauge**

Magnehelic Gauge to measure the pressure drop inside the working area 0 to 500 MM WC with a least count of 1 MM WC, with spec. accuracy of 2% and calibration test report for a period of one year.

**HMI Display Unit**

Microprocessor based controller fitted on the front side of the machine with three to four power points. The controller helps the user maintain the light, UV light timer and blower speed. Blower capacity numbers need to supply according to the size of the dispensing booth.

**Section 6.5 Installation / Training / Warranty / Documentation****Installation**

The bidder is responsible for installation and commissioning of the machine

**At Site Training**

Comprehensive training on sampling machine for relevant staff of the SPMC employer shall be given in the site itself. This training shall be given after installation of the machine but prior to hand overing the project. All the cost shall be borne by the bidder.

**Warranty**

The equipment and accessories shall be with minimum of one-year comprehensive warranty from the project hand over letter. Spare part supply like HEPA Filter, Prefilter, Motor for 10 years.

**Maintenance**

Bidder shall provide the machine service and maintenance requirement plan during and after warranty period.

**Documentation**

Testing Certificate and validation reports and document shall be provided by the bidder after completion of the project. The document protocols are Design Qualification (DQ) / Installation Qualifications (IQ), Operation Qualifications (OQ) and Performance Qualifications (PQ)

**Miscellaneous**

SPMC shall be provided utility such as electricity, compressed air, water etc.

SPMC will not provided food & lodging and transportation for the installation staff (foreign & Local) any cost should be beard by the bidder.

**General Comments**

Penicillin zone - The proposed sampling booth area consist of split type A/C  
GD zone - The proposed sampling booth area consist of centralized A/C



## SCHEDULE OF TECHNICAL COMPLIANCE / DATA

The Bidder / Contractor shall complete the following schedule base on manufacturer specification sheets and submit any supplementary information (**Manufacturer's general catalogue for equipment shall not be acceptable and equipment performance sheet for the equipment of this project shall be provided.**) which may be considered necessary to convey a complete description of the equipment offered.

The schedule is meant to be minimum requirement and standard that will be accepted for the execution of the works.

The Tender/Contractor is reminded that notwithstanding whatever is submitted in this schedule all equipment and installation must comply with the requirements of the specification.

**Special Notes:** (The inability to follow the special notes will be subjected to completely rejecting the tender)

1. Each and every space, in the offer column, shall be filled (even not specified).
2. A manufacturer's general equipment catalogue is not acceptable, and the selection sheet for this project's equipment that takes the performance requirements into account must be given.
3. Each parameter shall be filled with respective value in the unit as shown.
4. **Specified Ref has given for each parameter/particular, and that Ref must be marked on the equipment selection sheet.**
5. Offered Ref shall be given, to refer the specific Ref.
6. Specified or better values for the parameters shall be offered.
7. Equipment / material shall be shipped / airfreighted from the manufacturing country itself, and not allowed to bring from the other location/s (regional agent, stores, intermediary) due to any reason.

**SCHEDULE OF TECHNICAL COMPLIANCE / DATA**

<b>Sampling Booth</b>				
<b>Parameter /Particular</b>	<b>Specified</b>		<b>Offered</b>	
	<b>Data</b>	<b>Ref</b>	<b>Data</b>	<b>Ref</b>
<b>Make/Manufacture</b>				
Country of Origin	required	SB01		
Country of manufacturing	required	SB02		
Model Number	required	SB03		
<b>Quantity (nos.)</b>	<b>02</b>			
Installed Locations	Qty 01 required to install at Raw Material storage of GD Zone			
Available area of GD Zone	Internal dimension in mm: (W)1800 x(D) 1800x (H) 2000			
Installed Locations	Qty 01 required to install at Raw Material storage of Penicillin Zone			
Available area of Penicillin Zone	Internal dimension in mm: (W)1800 x(D) 1800x (H) 2000			
External Dimension	WxDxH in mm	SB04		
Internal Dimension	WxDxH in mm	SB05		
Working Area Size	WxDxH in mm	SB06		
Air Velocity	90 +/- 20 Cfm (average)	SB07		
<b>Filtration Elements</b>				
Main Filters	HEPA Filter – H14 with integral metal guards filter frame gaskets; fully compliance with EN 1822 and IEST -RP	SB08		
Prefilter	Washable non-woven polyester fibers	SB09		
Filter Efficiency	HEPA: 99.97% at 0.3 micron	SB10		
Pre-filter	Arrestance 91% at 10 microns	SB11		
Bag Filter	65% /95% efficiency	SB12		
Exhaust Filter type	H13 HEPA filter with integral metal guards filter frame gaskets; fully compliance with EN 1822 and IEST - RP	SB13		
Exhaust Filter type	99.97% at 0.3 micron	SB14		
Body Construction	16-18-gauge SS 304	SB15		
Light Intensity	500 lux minimum	SB16		
Power Supply	230 V AC, single phase 50 Hz	SB17		

Electrical Socket	Minimum 02 nos. of electrical sockets inside the booth	SB18		
Noise Level	Typically, < 70 dBA at initial blower speed of individual blower	SB19		
Blower Cum Motor	Direct Drive Centrifugal Blower	SB20		
Clean Level	ISO 5 (class 100), Class A	SB21		
Pressure Gauge	Magnhelic	SB22		
Power Consumption	In watts	SB23		
Supply Air volume	required	SB24		
Exhaust Air volume	required	SB25		
UV lamp	required	SB26		
Standards Compliance	Air Cleanliness: ISO 14644.1	SB27		
	Filter performance: IEST-RP – CC034.1 or other	SB28		
Warranty	required	SB29		
Test Port	DOP Test	SB30		
Documents	DQ/IQ/OQ/PQ	SB31		
Test Certificate	Filters	SB32		
HMI Display	Required	SB33		
Manuals	Required	SB34		
Provide list of similar sampling booth machines at least one installation along with contact details for reference for year 2022,2023 and 2024 (local installation will be considered as a advantage)	Required	SB35		

## 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 &amp; Company Stamp

Date

**COMPLETION TIME**

Bidder is requested to fill in the time required to complete the whole contract works. The Bidder shall undertake that if their Bid is accepted, they shall be able to complete and handover the whole of the contract works fully commissioned and in good working order in accordance with this schedule, but time period shall be within given time duration in the Bid document: -

<b>Description of works</b>	<b>Time required (days including weekend &amp; holidays)</b>
Preparation & mobilization	
Delivery and installation should be completed within <b>03 months</b> of the tender awarding date.	
Installation works	
Overall completion time	

Signature &amp; Company Stamp

Date

**SPARE PARTS AND CONSUMABLES**

Bidder is requested to fill the required spare parts and consumables breakdown

This value will not be considered for the bid evaluation.

**List of Minimum required spare parts and consumables**

<b>Description</b>	<b>Required Quantity</b>	<b>OEM or Supplier details (contact details)</b>

Signature & Company Stamp

Date

## BREAKDOWN OF TENDER PRICES

The price shall include supply, delivery, installation, testing, commissioning and maintenance for a period as stipulated in the Bid documents. It shall also include complying with all statutory requirements of the local competent Authorities and Code of Practice.

This is a fixed price contract (No measure and pay) (lot/set is consider as one items and materials and equipment within that is not going to measure and pay, pay only for complete set/lot) and the rates shall not be adjusted for fluctuation in the basic market cost of materials, labour, foreign exchange, taxes and duties etc. during the contract period or recalculation should the actual quantities of work and materials differ from any estimates at the time of contracting, except in regard to variations ordered by the Employer. Should there be any discrepancies between the Drawings, BOQ, Specification and the scope of works described herein or site conditions, these discrepancies shall be brought to the attention of the Employer for decision prior to submit the offer. Should the Contractor fail to do so, it will be deemed that a pricing allowance has been made for all Drawing, BOQ, Specification representation and scope of works described herein. **If BOQ does not represent all the times referring to scope, drawings, specifications, and other requirements in the tender, to complete the project, necessary items shall be included in the given space in the BOQ and cost for same shall be included, otherwise, it is assumed that the offer is all inclusive and the project shall be completed as a whole without any cost or rate additions to the bid submission.** Should there be discrepancies between measured site dimensions and drawing dimensions, such discrepancies shall also be brought to the attention of the Employer, failing which no claims for additional cost or loss of profit shall be allowed. The Bidder is to satisfy himself by carrying out his own site measurements before submitting the Bid, failing which the Employer will not allow for any variations that may arise during the project.

Item	Description	Unit	Qty	Rate (Rs)	Amount (Rs.)
01	Preparation of site, civil construction and modification for the installation of sampling booth at GD Zone	Lot	01		
02	Preparation of site, civil construction and modification for the installation of sampling booth at Penicillin Zone	Lot	01		
03	Supply, Installation, commissioning and training of sampling booth (this include delivery up to the SPMC site locations (GD & Penicillin zone) <b>Note:</b> Exchange rate as per the Central Bank at the closing date of the Bid	Lot	02	Rs.	Rs.
				In foreign currency (USD)	In foreign currency (USD)



Item	Description	Unit	Qty	Rate (Rs)	Amount (Rs.)
04	Testing and validation and documentation (DQ/IQ/OQ/PQ)	Lot	01		
05	Total project cost (without VAT) Rs.				
06	Total project cost (with VAT) Rs.				
Technical Support, Maintenance Service, User Support, For Ten (05) Years After Defect Liability Period (Indicate The Breakdown Separately) (Rs.)					<u>1<sup>st</sup> Year after DLP</u>
					<u>2<sup>nd</sup> Year</u>
					<u>3<sup>rd</sup> Year</u>
					<u>4<sup>th</sup> Year</u>
					<u>5<sup>th</sup> Year</u>

### Payment Terms

Advance payment for machine	-	30% against the bank guaranty
After installation and commissioning	-	60 % payment
After 03 months in operation	-	7.5 %
After 12 months warranty period	-	2.5 %

## **Section 8 : Drawings**

**Annexure 1 - Proposed location at Penicillin zone**

**Annexure 2 - Proposed location at GD zone**

## **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 **Design, Supply, Installation, Testing and Commissioning of 02 nos. of brand new Sampling Booths for Penicillin zone and GD zone** 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: \_\_\_\_\_