



# **Chief Secretariat Southern Province**

## **Bidding Document for Supply, Installation and Maintenance of Air Conditioners**

**Procurement No: SP/CS/NCB/2024/04**

**Issued to: .....**

**Date : .....**

**Invoice No : .....**

.....

**Accountant (Supply)**

## **Instruction to Bidders (ITB)**

### **Bid No: SP/CS/NCB/2024/04**

#### **01. Scope of Procurement**

Sealed bids are invited by The Chairman of procurement committee, Chief Secretariat, Southern province for supply, installation and maintenance of 06 Air Conditioners on under mentioned conditions.

#### **02. Qualifications and experience**

- (i) Bids should be submitted either by a manufacturer or by supplier, bidder should have an established service provider in Sri Lanka.
- (ii) The Bidder should have minimum 03 years' experience, of selling & servicing of goods specified above.
- (iii) Annual turnover should be 10 million or more for 2023, and it should be proved by audited financial reports.
- (iv) The Bidder should have a capacity for providing an uninterrupted technical service and Back-up solutions for the entire warranty period.

#### **03. Validity Period of the Bid**

Quotation shall remain valid for a period not less than **90** days after the deadline specified for submission of bid. The Procurement Committee Chief Secretary's Office, Southern Province will award the contract to the bidder whose bid has been determined to be substantially responsive lowest evaluated bidder.

#### **04. The Factors taken into Account in Pricing the Bid**

- (i) Unit price offered shall include all, sale and other taxes already paid or payable. However VAT shall be indicated separately.
- (ii) The price quoted shall be fixed for the duration of contract and shall not be subjected to adjustment on any account.
- (iii) The prices shall be quoted in Sri Lanka Rupees (LKR) Only.
- (iv) The Price of bid should be included in the sheet of price scheduled only the **annexure 01**.

## **05. Delivery of Goods**

The accepted bidder should have adequate stock for supplying 06 Air Conditioners within **06 weeks** after receiving the valid purchasing order. These machines should be delivered and to be installed in the Chief Secretariat, Southern Province. The delivery cost should be beared by the supplier.

However, if the supplier fails to deliver the relevant items within the agreed period, a late fee of 0.025% of the total cost, will be charged per day of delay.

## **06. Service and Warranty**

Bidder should submit minimum two year warranty for all equipment installed and ten years warranty for the Compressor. If repair takes more than 03 business days, replacement machine with same configurations should be provided. Maximum service level of 03 business days for hardware problems and maximum response time should be 01 business day.

The accepted bidder should sign a Service Agreement to provide services after the warranty period.

## **07. Requirement of Bid Security**

Bids should be accompanied with a bid security as per the specimen form attached – (**Annexure 04**) of **Rs. 75,000/-** for procurement valid up to **06<sup>th</sup> November 2024** obtained from a bank recognizes by the government written to in favour of Chief Secretary – Chief Secretariat, Southern Province or the bidder shall deposit Rs. 75,000/- in cash to the cash counter of Chief Secretariat, S.H. Dahanayaka mawatha, Galle written to in favour of Chief Secretary - Chief Secretariat, Southern Province and the cash receipt should be enclosed to the bid paper.

## **08. Ineligible Bidders**

Bidders will be considered as ineligible under the following situations.

- (i) The bidders who have not provided goods according to the agreement signed with the Chief Secretary Southern province in the past five years.
- (ii) Did not response during the warranty period.
- (iii) Failure service, after the warranty period.

## **09. Other Conditions**

- (i) Alternative bid documents and options are not accepted.
- (ii) The bidder whose bid is accepted will be notified of the award of contract prior to the expiration of the bid validity period. The terms of the accepted offer shall be

- incorporated in the purchasing order.
- (iii) The accepted bidder should make an Agreement with the chief secretary Southern Province supplying goods accompanied with 10% performance bond of the total estimated value of the goods. (Specimen forms attached – Annex 6-7)
  - (iv) The purchaser reserves the right to accept or reject any quotation, and to cancel the process and reject all quotations at any time prior to acceptance, without thereby incurring any liability to bidders.

## 10. Submission and Opening of Bids

- (i) You are requested to submit your quotation to the following address, under a sealed cover on or before **02.30 p.m. on 09<sup>th</sup> August 2024**. Late quotations and quotations sent by email will not be accepted. Envelope containing the quotation should be written "**Bid No: SP/CS/NCB/2024/04 Supply, Installation and Maintenance of Air Conditioners**" on top left hand corner of the Envelop. The bids shall be enclosed the **Original** and the **Copy** in separately sealed envelopes and shall then be enclosed in one single envelop.

**The Chairman,  
Procurement Committee,  
Chief Secretariat,  
S.H. Dahanayake Mawatha,  
Galle.**

- (ii) Quotation should be sent by registered post or be deposited in the tender box kept at the Supply Branch in the Chief Secretariat, Southern Province.
- (iii) Quotation will be opened on **09<sup>th</sup> August 2024 at 02.30 p.m.** after closing the bid time in the presence of bidders and /or authorized representatives, who wish to be present at the opening.

## 11. Evaluation Criteria

Accepted bids shall be evaluated by the Technical Evaluation Committee appointed for this purpose. The following factors and methodology will be used for evaluation.

The Purchaser will evaluate and compare the bids determined to be substantially responsive. i.e. which:

- (a) Bid Submission Form dully signed
- (b) Price schedule
- (c) Bid Security
- (d) Manufacturers Authorization certificate
- (e) Past performances, financial capacity & experience in the field
- (f) Compliance with the specifications without any material deviation.
- (g) Are properly filled and signed; and
- (h) Compliance to the terms and conditions

- (i) Delivery period – Bidder should supply the order within 06 weeks from the date of notification of contract award/ placing of Purchase Order.
- (j) Warranty period
- (k) After sales service & Post Warranty and Maintenance cost during the defect liability period.
- (l) Completeness of the bid
- (m) Compliance to the eligibility criteria

**12. The bidders are advised to furnish the following documents by using attached specimen forms and given instructions in this letter.**

- I. Price Schedule (Specimen form attached– (**Annexure 1**)
- II. List of Goods and Delivery Schedule– (**Annexure 1.1**)
- III. Specification for Air Conditioner (Specimen form attached– (**Annexure 2**)
- IV. Bid Submission (Specimen form attached – (**Annexure 3**)
- V. Format for Bid Security Guarantee (Specimen form attached– (**Annexure 4**)
- VI. Manufacture’s Authorization (Specimen form attached– (**Annexure 5**)
- VII. Copy of the agreement- (**Annexure 6**)
- VIII. Company Profile and technical literature of the quoted **Air Conditioners**

- **Forms submitted other than those mentioned herein will be rejected.**

**13. The Bidder shall submit the following additional documents.**

- I. A copy of Certificate of Company Registration.
- II. Evidence to prove sales experience minimum 05 years of the offered brand, for Air Conditioners.
- III. Customer list with their contact details of last 05 purchases of the offered brand.
- IV. Evidence for VAT Registration for taxable items should be attached.
- V. Copies of Audited Financial Statements for last 3 years.
- VI. Descriptive technical brochures /Literature for equipment.
- VII. A Copy of Manufacture Authorization Certification for each items.
- VIII. List of service centres in Southern Province with contact details or other documentary evidence to prove service coverage in Sothern Province.

**The Chairman,**  
Procurement Committee,  
Chief Secretariat,  
Southern Province.

**Contact details**

Address : Chief Secretariat, S.H. Dahanayake Mawatha, Galle.  
Telephone : 091-94944016/ 091-4946368  
Fax number : 091-2242697/ 091-2246299

E-mail address: [chiefsec1@sltnet.lk](mailto:chiefsec1@sltnet.lk)

**Supply, Installation and Maintenance of Air Conditioners**  
**Price Schedule**

Name of Bidders: .....

Address: .....

1	2	3	4	5	6	7
Item	Description	Brand & Model	Qty	Unit Price (in Rupees)	VAT Rs.	Total Price (with VAT) Rs.
01	Air Conditioner (BTU 12000 Wall Mounted Inverter)		01			
02	Air Conditioner (BTU 18000 Wall Mounted Inverter)		01			
03	Air Conditioner (BTU 24000 Wall Mounted Inverter)		01			
04	Air Conditioner (BTU 36000 Ceiling Mounted Inverter)		03			
PCB Coating Price						
Total						

Note: In case of discrepancy between unit price and total, unit price shall prevail.

**Total Price (in Words):** .....

Name : .....

In capacity of : .....

Signed : .....

Duly Authorized to sign the Bid on behalf of: .....

Date : .....

Company Seal : .....

## List of Goods and Delivery Schedule

Item No	Description of Goods	Qty	Place of Delivery	Delivery Date (weeks)	Bidder's Offered Delivery Date (To be provided by the bidder) (weeks)
01	Air Conditioner	06	Chief Secretariat – Southern Province	Within 6 weeks from Contract Awarded date	

Name : .....

In capacity of : .....

Signed : .....

Duly Authorized to sign the Bid on behalf of: .....

Date : .....

Company Seal : .....



### **Specification for 12,000 BTU Branded Inverter Air Conditioner**

Description	Requirement	Bidder's Response
<b>General</b>		
System	<b>Inverter</b> Split type air conditioner consisting of indoor unit and remote condensing unit	
Capacity	12,000 BTU	
Input	Lower than 1350 W	
Rated Current	Lower than 6.5 A	
EER (W/W)	3 – 4	
EER (Btu/h. W)		
Indoor noise level	Lower than 40 dB(A)	
Outdoor noise level	Lower than 60 dB(A)	
Refrigerant type (Latest, Eco friendly and energy efficiently)	<b>R-32</b>	
Gas/ Liquid Piping	Free of Charge (Not less than 5 m)	
Drain Piping	Free of Charge (Not less than 5 m)	
Room Condition	Should can control temperature and also humidity (24 C, 50% RH)	

<b>Indoor Unit</b>		
Unit	Modern and compact design	
Gross Weight	Less than 15 kg	
Mounting	Wall mounted type	
Ai Filter	Re-Usable and easy cleaning type	
Air Flow	3D Air Flow	
Air Flow Direction	Should be adjustable in <b>four</b> directions (Vertical and Horizontal) ( <b>Compulsory</b> ) ( <b>by remote</b> )	
Temperature Control System	Highly sensitive electronic control system consisting of wireless remote controller	
Self-Diagnosis	Clearly displayed failure codes allow for quicker troubleshooting and easier maintenance. (Ex: - EC)	

<b>Outdoor Unit</b>		
Cover of the Unit	Sturdy, durable and resistant to the weather condition	
Paint	Corrosion protective paint should be applied to the outdoor unit. It should resist to sea mist.	
	Price for Marine paint	
Condenser	Gold fins technology is Compulsory (It should resist to the sea mist)	
Compressor	High efficiency inverter type compressor	

Cover for valve	Should have valve protection cover	
Starting Current	Should not exceed 30 A. And should not interrupt other existing electrical supply	
Weight and mounting	Should be light weight and able to mounted outside the building	

Other		
Safety System for Unit	Recommended safety switches or system (Time delay, under voltage and over voltage cut-off relay) should be supplied, unless they are already built in to the unit	
Installation	Tender should do pipe line to the unit. Pipe line should be insulated with proper material to eliminate losses of refrigeration cool capacity. <b>Supplier should insulate full length of copper tube correctly.</b>	
Service Availability	The supplier should provide details of services to be provide within and after guarantee period and list of customers to be mentioned above model	
Number of free services and period of free service	Number of free services: -  Period: - (At least 3 free service for 1 year)	
Warranty	All equipment installation should be guaranteed against the premature failure and/ or unsatisfactory workmanship minimum up to 2 years and compressor should guarantee up to 10 years.	
Manufacture Authorization	Bidder should submit the Manufacturing Authorization with the bid document. (Compulsory)	
Conditions for free service  (If any condition that want to mention clearly)		
Conditions for warranty period (If any condition that want to mention clearly)		
Supplier should mention advantages and other features of the quoted model.		
Without service agreement, do you agree to give warranty for the		

Compressor (Yes / No)	
<b>Supplier should submit original manufacture's brochure and specification</b>	
<b>Supplier should be a local agent in Sri Lanka (Compulsory requirement)</b>	
<b>Quoted machine should be a branded machine</b>	
<b>Cost for marine paint of condenser (With outdoor cover and without outdoor cover) Separately required</b>	
<b>Supplier should have at least 5 year experience for quoted brand and should submit reference (Compulsory)</b>	

<b>Service Agreements for five (05) years</b>			
Number of Services in 1 <sup>st</sup> year	Bidder should fill the all details about the services. (Compulsory) (please mention FOC if it is free)		
Number of Services per year (After 1 <sup>st</sup> year)			
<b>Cost for one service</b>		Cost for one unit for one service	Cost for all units for one service
Cost for one (01) service in 1 <sup>st</sup> year			
Cost for one (01) service in 2 <sup>nd</sup> year			
Cost for one (01) service in 3 <sup>rd</sup> year			
Cost for one (01) service in 4 <sup>th</sup> year			
Cost for one (01) service in 5 <sup>th</sup> year			

<b>Questioner</b>		
This questioner shall be filled by the contractor and submit with manufacture's printed technical literature. If any information given in the questioner is found differ at the final handing over, contractor should be responsible for improvement to meet indicated specifications.	Brand Name of the Air Conditioner	
	Model No	
	Country of Origin	
	Country of Manufacturer	
	Name of Manufacture Company	
	Actual Cooling Capacity	
	Condition of Unit (Brand New)	
	Type of Indoor Unit	
	Safety Systems	
	Warranty period (Details of the warranty)	For Unit: - For Compressor: -
	Unit Price (Without VAT)	
	Installation Price (Without VAT)	
	Other Cost (Without VAT)	
	Total Price (Without VAT)	

The Bidder shall fill the bidder's Response column, Bidder's failure to provide information requested in the bidder's Response column may be a reason for the rejection of the bid.

Name : .....

In capacity of : .....

Signed : .....

Duly Authorized to sign the Bid on behalf of: .....

Date : .....

Company Seal : .....

### **Specification for 18,000 BTU Branded Inverter Air Conditioner**

Description	Requirement	Bidder's Comment
<b>General</b>		
System	<b>Inverter</b> Split type air conditioner consisting of indoor unit and remote condensing unit	
Capacity	18,000 BTU	
Input	Lower than 2000 W	
Rated Current	Lower than 8.5 A	
EER (W/W)	3 – 4	
EER (Btu/h. W)		
Indoor noise level	Lower than 40 dB(A)	
Outdoor noise level	Lower than 60 dB(A)	
Refrigerant type (Latest, Eco friendly and energy efficiently)	<b>R-32</b>	
Gas/ Liquid Piping	Free of Charge (Not less than 5 m)	
Extra Copper Piping rate	Per meter	
Drain Piping	Free of Charge (Not less than 5 m)	
Extra Piping rate	Per meter	
Room Condition	Should can control temperature and also humidity (24 C, 50% RH)	

<b>Indoor Unit</b>		
Unit	Modern and compact design	
Gross Weight	Less than 15.5 kg	
Mounting	Wall mounted type	
Ai Filter	Re-Usable and easy cleaning type	
Air Flow	3D Air Flow	
Air Flow Direction	Should be adjustable in four directions (Vertical and Horizontal) <b>(Compulsory) (by remote)</b>	
Temperature Control System	Highly sensitive electronic control system consisting of wireless remote controller	
Self-Diagnosis	Clearly displayed failure codes allow for quicker troubleshooting and easier maintenance. (Ex: - EC)	

<b>Outdoor Unit</b>		
Cover of the Unit	Sturdy, durable and resistant to the weather condition	
Paint	Corrosion protective paint should be applied to the outdoor unit. It should resist to sea mist.	
	Cost for Marine paint	
Condenser	Gold fins technology is Compulsory (It should resist to the sea mist)	
Compressor	High efficiency inverter type compressor	
Cover for valve	Should have valve protection	

	cover	
Starting Current	Should not exceed 50 A. And should not interrupt other existing electrical supply	
Weight and mounting	Should be light weight and able to mounted outside the building	

Other		
Safety System for Unit	Recommended safety switches or system (Time delay, under voltage and over voltage cut-off relay) should be supplied, unless they are already built in to the unit	
Installation	Tender should do pipe line to the unit. Pipe line should be insulated with proper material to eliminate losses of refrigeration cool capacity. <b>Supplier should insulate full length of copper tube correctly.</b>	
Service Availability	The supplier should provide details of services to be provide within and after guarantee period and list of customers to be mentioned above model	
Number of free services and period of free service	Number of free services: -  Period: - (At least 3 free service for 1 year)	
Warranty	All equipment installation should be guaranteed against the premature failure and/ or unsatisfactory workmanship minimum up to 2 years and compressor should guarantee up to 10 years. (Minimum Requirement)	
Manufacture Authorization	Bidder should submit the Manufacturing Authorization with the bid document. (Compulsory)	
Conditions for free service  (If any condition that want to mention clearly)		
Conditions for warranty period (If any condition that want to mention clearly)		
Supplier should mention advantages and other features of the quoted model.		
Without service agreement, do you agree to give warranty for the Compressor (Yes / No)		

<b>Supplier should submit original manufacture's brochure and specification</b>
<b>Supplier should be a local agent in Sri Lanka (Compulsory requirement)</b>
<b>Supplier must give all requested details for reference.</b>
<b>Supplier should supply a branded air conditioner.</b>
<b>Quoted brand air conditioners should supply more than 5 years by the supplier.</b>
<b>Cost for marine paint of condenser (With outdoor cover and without outdoor cover) Separately required</b>
<b>Supplier need to submit previous clients' details including contact numbers. Committee will consider past details about the suppliers.</b>

Service Agreements for five (05) years			
Number of Services in 1 <sup>st</sup> year	Bidder should fill the all details about the services. (Compulsory) (please mention FOC if it is free)		
Number of Services per year (After 1 <sup>st</sup> year)			
<b>Cost for one service</b>		Cost for one unit for one service	Cost for all units for one service
Cost for one (01) service in 1 <sup>st</sup> year			
Cost for one (01) service in 2 <sup>nd</sup> year			
Cost for one (01) service in 3 <sup>rd</sup> year			
Cost for one (01) service in 4 <sup>th</sup> year			
Cost for one (01) service in 5 <sup>th</sup> year			

Questioner		
This questioner shall be filled by the contractor and submit with manufacture's printed technical literature. If any information given in the questioner is found differ at the final handing over, contractor should be responsible for improvement to meet indicated specifications.	Brand Name of the Air Conditioner	
	Model No	
	Country of Origin	
	Country of Manufacturer	
	Name of Manufacture Company	
	Actual Cooling Capacity	
	Condition of Unit (Brand New)	
	Type of Indoor Unit	
	Safety Systems	
	Warranty period (Details of the warranty)	For Unit: - For Compressor: -
	Unit Price (Without Tax)	
	Installation Price (Without Tax)	
	Other Cost (Without Tax)	
	Total Price (Without Tax)	

The Bidder shall fill the bidder's Response column, Bidder's failure to provide information requested in the bidder's Response column may be a reason for the rejection of the bid.

Name : .....

In capacity of : .....

Signed : .....

Duly Authorized to sign the Bid on behalf of: .....

Date : .....

Company Seal : .....

### **Specification for 24,000 BTU Branded Inverter Air Conditioner**

Description	Requirement	Bidder's Comment
<b>General</b>		
System	<b>Inverter</b> Split type air conditioner consisting of indoor unit and remote condensing unit	
Capacity	24,000 BTU	
Input	Lower than 2400 W	
Rated Current	Lower than 10 A	
EER (W/W)	3 – 4	
EER (Btu/h. W)		
Indoor noise level	Lower than 40 dB(A)	
Outdoor noise level	Lower than 60 dB(A)	
Refrigerant type (Latest, Eco friendly and energy efficiently)	<b>R-32</b>	
Gas/ Liquid Piping	Free of Charge (Not less than 5 m)	
Extra Copper Piping rate	Per meter	
Drain Piping	Free of Charge (Not less than 5 m)	
Extra Piping rate	Per meter	
Room Condition	Should can control temperature and also humidity (24 C, 50% RH)	

<b>Indoor Unit</b>		
Unit	Modern and compact design	
Gross Weight	Less than 20 kg	
Mounting	Wall mounted type	
Ai Filter	Re-Usable and easy cleaning type	
Air Flow	3D Air Flow	
Air Flow Direction	Should be adjustable in <b>four</b> directions (Vertical and Horizontal) <b>(Compulsory) (by remote)</b>	
Temperature Control System	Highly sensitive electronic control system consisting of wireless remote controller	
Self-Diagnosis	Clearly displayed failure codes allow for quicker troubleshooting and easier maintenance. (Ex: - EC)	

<b>Outdoor Unit</b>		
Cover of the Unit	Sturdy, durable and resistant to the weather condition	
Paint	Corrosion protective paint should be applied to the outdoor unit. It should resist to sea mist.	
	Cost for Marine paint	
Condenser	Gold/Blue fins technology is Compulsory (It should resist to the sea mist)	
Compressor	High efficiency inverter type compressor	
Cover for valve	Should have valve protection cover	
Starting Current	Should not exceed 55 A. And	

	should not interrupt other existing electrical supply	
Weight and mounting	Should be light weight and able to mounted outside the building	

<b>Other</b>		
Safety System for Unit	Recommended safety switches or system (Time delay, under voltage and over voltage cut-off relay) should be supplied, unless they are already built in to the unit	
Installation	Tender should do pipe line to the unit. Pipe line should be insulated with proper material to eliminate losses of refrigeration cool capacity. <b>Supplier should insulate full length of copper tube correctly.</b>	
Service Availability	The supplier should provide details of services to be provide within and after guarantee period and list of customers to mentioned above model	
Number of free services and period of free service	Number of free services: -  Period: - (At least 3 free service for 1 year)	
Warranty	All equipment installation should be guaranteed against the premature failure and/ or unsatisfactory workmanship minimum up to 2 years and compressor should guarantee up to 10 years.	
Manufacture Authorization	Bidder should submit the Manufacturing Authorization with the bid document. (Compulsory)	
Conditions for free service  (If any condition that want to mention clearly)		
Conditions for warranty period (If any condition that want to mention clearly)		
Supplier should mention advantages and other features of the quoted model.		
Without service agreement, do you agree to give warranty for the Compressor (Yes / No)		
<b>Supplier should submit manufacture's brochure and specification (Compulsory)</b>		



<b>Supplier should be a local agent in Sri Lanka (Compulsory requirement)</b>
<b>Supplier must give all requested details for reference.</b>
<b>Supplier should supply a branded air conditioner.</b>
<b>Quoted brand air conditioners should supply more than 5 years by the supplier.</b>
<b>Cost for marine paint of condenser (With outdoor cover and without outdoor cover) Separately required</b>
<b>Supplier need to submit previous clients' details including contact numbers. Committee will consider past details about the suppliers.</b>

Service Agreements for five (05) years			
Number of Services in 1 <sup>st</sup> year	Bidder should fill the all details about the services. (Compulsory) (please mention FOC if it is free)		
Number of Services per year (After 1 <sup>st</sup> year)			
<b>Cost for one service</b>		Cost for one unit for one service	Cost for all units for one service
Cost for one (01) service in 1 <sup>st</sup> year			
Cost for one (01) service in 2 <sup>nd</sup> year			
Cost for one (01) service in 3 <sup>rd</sup> year			
Cost for one (01) service in 4 <sup>th</sup> year			
Cost for one (01) service in 5 <sup>th</sup> year			

Questioner		
This questioner shall be filled by the contractor and submit with manufacture's printed technical literature. If any information given in the questioner is found differ at the final handing over, contractor should be responsible for improvement to meet indicated specifications.	Brand Name of the Air Conditioner	
	Model No	
	Country of Origin	
	Country of Manufacturer	
	Name of Manufacture Company	
	Actual Cooling Capacity	
	Condition of Unit (Brand New)	
	Type of Indoor Unit	
	Safety Systems	
	Warranty period (Details of the warranty)	For Unit: - For Compressor: -
	Unit Price (Without Tax)	
	Installation Price (Without Tax)	
	Other Cost (Without Tax)	
	Total Price (Without Tax)	

The Bidder shall fill the bidder's Response column, Bidder's failure to provide information requested in the bidder's Response column may be a reason for the rejection of the bid.

Name : .....

In capacity of : .....

Signed : .....

Duly Authorized to sign the Bid on behalf of: .....

Date : .....

Company Seal : .....

### **Specification for 36,000 BTU Branded Inverter Air Conditioner**

Description	Requirement	Bidder's Comment
<b>General (For branded air conditioner)</b>		

System	<b>Inverter</b> Split type air conditioner consisting of indoor unit and remote condensing unit	
Capacity	36,000 BTU	
Input (Maximum)	Lower than 4,400 W	
Rated Current	To be specified (Less than 20 A)	
EER (W/W)	3 – 4	
EER (Btu/h. W)		
Indoor noise level	Lower than 40 dB(A)	
Outdoor noise level	Lower than 60 dB(A)	
Refrigerant type (Latest, Eco friendly and energy efficiently)	<b>R-32</b>	
Gas/ Liquid Piping	Free of Charge (Not less than 5 m)	
Drain Piping	Free of Charge (Not less than 5 m)	
Room Condition	Should can control temperature and also humidity (24 C, 50% RH)	

<b>Indoor Unit</b>		
Unit	Modern and compact design	
Gross Weight	To be specified	
Mounting	Ceiling mounted type	
Ai Filter	Re-Usable and easy cleaning type	
Air Flow	3D Air Flow	
Air Flow Direction	Should be adjustable in four directions (Vertical and Horizontal) (Compulsory) (by remote)	
Temperature Control System	Highly sensitive electronic control system consisting of wireless remote controller	
Self-Diagnosis	Clearly displayed failure codes allow for quicker troubleshooting and easier maintenance. (Ex: - EC)	

<b>Outdoor Unit</b>		
Cover of the Unit	Sturdy, durable and resistant to the weather condition	
Paint	Corrosion protective paint should be applied to the outdoor unit. It should resist to sea mist.	
	Price for Marine paint	
Condenser	Gold, blue fins technology is Compulsory (It should resist to the sea mist)	
Compressor	High efficiency inverter type compressor	
Cover for valve	Should have valve protection cover	
Starting Current	Should not interrupt other existing electrical supply	
Weight and mounting	Should be light weight and able to mounted outside the building	

<b>Other</b>		
Safety System for Unit	Recommended safety switches or system (Time delay, under voltage and over voltage cut-off relay) should be supplied, unless they are already built in to the unit	
Installation	Tender should do pipe line to the unit. Pipe line should be insulated with proper material to eliminate losses of refrigeration cool capacity. <b>Supplier should insulate full length of copper tube correctly.</b>	
Service Availability	The supplier should provide details of services to be provide within and after guarantee period and list of customers to mentioned above model	
Number of free services and period of free service	Number of free services: -  Period: - (At least 3 free service for 1 year)	
Warranty	All equipment installation should be guaranteed against the premature failure and/ or unsatisfactory workmanship minimum up to 1 year and compressor should guarantee up to 5 years.	
Manufacture Authorization	Bidder should submit the Manufacturing Authorization with the bid document. (Compulsory)	
Conditions for free service  (If any condition that want to mention clearly)		
Conditions for warranty period (If any condition that want to mention clearly)		
Supplier should mention advantages and other features of the quoted model.		
Without service agreement, do you agree to give warranty for the Compressor (Yes / No)		
<b>Supplier should submit manufacture's brochure and specification (Compulsory)</b>		
<b>Supplier should be a local agent in Sri Lanka (Compulsory requirement)</b>		
<b>Quoted machine should be a branded machine</b>		
<b>Cost for marine paint of condenser (With outdoor cover and without outdoor cover) Separately required</b>		
<b>Supplier should have at least 5-year experience for quoted brand and should submit reference (Compulsory)</b>		

<b>Service Agreements for five (05) years</b>			
Number of Services in 1 <sup>st</sup> year	Bidder should fill the all details about the services. (Compulsory) (please mention FOC if it is free)		
Number of Services per year (After 1 <sup>st</sup> year)			
<b>Cost for one service</b>		Cost for one unit for one service	Cost for all units for one service
Cost for one (01) service in 1 <sup>st</sup> year			
Cost for one (01) service in 2 <sup>nd</sup> year			
Cost for one (01) service in 3 <sup>rd</sup> year			
Cost for one (01) service in 4 <sup>th</sup> year			
Cost for one (01) service in 5 <sup>th</sup> year			

<b>Questioner</b>		
This questioner shall be filled by the contractor and submit with manufacture's printed technical literature. If any information given in the questioner is found differ at the final handing over, contractor should be responsible for improvement to meet indicated specifications.	Brand Name of the Air Conditioner	
	Model No	
	Country of Origin	
	Country of Manufacturer	
	Name of Manufacture Company	
	Actual Cooling Capacity	
	Condition of Unit (Brand New)	
	Type of Indoor Unit	
	Safety Systems	
	Warranty period (Details of the warranty)	For Unit: - For Compressor: -
	Unit Price (Without Tax)	
	Installation Price (Without Tax)	
	Other Cost (Without Tax)	
	Total Price (Without Tax)	

The Bidder shall fill the bidder's Response column, Bidder's failure to provide information requested in the bidder's Response column may be a reason for the rejection of the bid.

Name : .....

In capacity of : .....

Signed : .....

Duly Authorized to sign the Bid on behalf of: .....

Date : .....

Company Seal : .....

**Annexure - 3**

## **Bid Submission Form**

*[The Bidder shall fill in this Form in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions shall be accepted.]*

Date: .....

No.: .....

**To: Chief Secretary, Chief Secretariat, Southern Province**

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda No.: ..... *[insert the number and issuing date of each Addenda]*;
- (b) We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services; ***Supply, Installation and Maintenance of Air Conditioners***
- (c) The total price of our Bid without VAT, including any discounts offered is:  
.....  
.....*[insert the total bid price in words and figures]*;
- (d) The total price of our Bid including VAT, and any discounts offered is:  
.....  
.....*[insert the total bid price in words and figures]*;
- (e) Our bid shall be valid for the period of time specified in ITB from the date fixed for the bid submission deadline in accordance with ITB and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our bid is accepted, we commit to obtain a performance security in accordance with ITB for the due performance of the Contract;
- (g) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared blacklisted by the Department of Public Finance, National Procurement Agency and Southern Provincial Council.
- (h) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (i) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed:

.....

*[insert signature of person whose name and capacity are shown]*

In the capacity of:

.....  
*[insert legal capacity of person signing the Bid Submission Form]*

Name:

.....  
*[insert complete name of person signing the Bid Submission Form]*

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

.....  
*[insert complete name of Bidder]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

***Annexure - 4***

**Bid Guarantee**

*[This Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets] .....*  
*..... [insert issuing agency's name, and address of issuing branch or office]*

**Beneficiary: Chief Secretary, Chief Secretariat, Southern Province.**

**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; if a joint venture, list complete legal names of partners]* (hereinafter called "the Bidder") has submitted to you its bid dated .....*[insert (by issuing agency) date]*(hereinafter called "the Bid") for the supply of ..... *[insert name of Supplier]* 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 Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

This Guarantee shall expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, otherwise it will remain in force up to .....  
*(insert date)*

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

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

**Annexure - 5**

# Manufacturer's Authorization

*[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid, if so indicated in the BDS.]*

Date: .....

*[insert date (as day, month and year) of Bid Submission]*

No.....*[insert number of bidding process]*

To: ..... *[insert complete name of Purchaser]*

## WHEREAS

We ..... *[insert complete name of Manufacturer]*, who are official manufacturers of ..... *[insert type of goods manufactured]*, having factories at ..... *[insert full address of Manufacturer's factories]*, do hereby authorize ..... *[insert complete name of Bidder]* to submit a bid the purpose of which is to provide the following Goods, manufactured by us ..... *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with the Conditions of Contract, with respect to the Goods offered by the above firm.

Signed:.....

*[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: .....

*[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: .....

Duly authorized to sign this Authorization on behalf of: .....

*[insert complete name of Bidder]*

Dated on ..... day of .....,.....*[insert date of signing]*

## Agreement



This agreement made on the **01<sup>st</sup> October 2024** (date) between **Ranil Wickramasekara, Deputy Chief Secretary (Admin), Chief Secretariat – Southern Province, S.H. Dahanayake Mawatha, Galle** (here in after “the purchaser”) of the one part and **Mastiyage Don Chris Bevan Gunathilaka, Sales Manager – A/C Sales Department, Singhagiri (Pvt) Ltd, 515, T.B. Jayah Mawatha, Colombo 10** (name and address) (here in after “the Supplier”) of the other part.

WHEREAS the purchaser invited bids for **Supply, Installation and Maintenance of Air Conditioners** for **Chief Secretariat – Southern Province**, and has accepted a bid by the Contractor for the execution and completion of such works and the remedying of any defects therein.

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract hereinafter referred to, and they shall be deemed too from and be read and construed as part of this Agreement.
2. The following documents shall be deemed to form and be read and construed as part of the Agreement, vise:
  - (a) The purchaser’s Notification to the Supplier of Award of Contract,
  - (b) The Bid Submission sheet and the Price Schedules submitted by the Supplier
  - (c) The Special Condition of Contract ;
  - (d) The General Conditions of Contract;
  - (e) The Specification
  - (f) The schedule of supply

This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the contract documents, then the documents shall prevail in the order listed above.

3. In consideration of the payments to be made by the Purchaser to the Supplier as indicated in this Agreement, the supplier hereby covenants with the Purchaser to provide the Goods and Related Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods & Related Services and the remedying of defects therein, the Contract Price of such other sum as may become payable under the provision of the Contract at the times and in the manner prescribed by the Contract.
5. The job should be completed within thirty due days of signed the agreement, unless the Performance bond transfer in to money.

6. WITNESS where of the parties here to have caused this Agreement to be executed in accordance with the laws of Democratic Socialist Republic of Sri Lanka on the day, month and year indicated above.

**For the Purchaser:**

Signature : .....  
Name : Ranil Wickramasekara  
Designation : Deputy Chief Secretary (Admin), Southern Province  
Address : S. H. Dahanayake Mawatha, Galle.

**For the Supplier:**

Signature : .....  
Name : Chris Bevan  
Designation : Sales Manager – A/C Sales Department  
Address : Singhagiri (Pvt) Ltd, 515, T.B. Jayah Mawatha, Colombo 10

In the presence of

In the presence of

**Witness**

Name :  
Signature :  
Address :  
Date :

**Witness**

Name :  
Signature :  
Address :  
Date :

