



DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA

Ministry of Agriculture, Livestock, Land and Irrigation

BIDDING DOCUMENT FOR

**REHABILITATION, IMPROVEMENT &
MAINTENANCE WORKS OF GOVIJANA MANDIRAYA,
OFFICER'S QUARTERS SITUATED AT NARAHENPITA,
MATTEGODA & OTHER PREMISES OF THE MINISTRY OF
AGRICULTURE LIVESTOCK, LAND AND IRRIGATION
01.01.2026 - 31.12.2026**

Contract No. MOA/CON/NCB/2026/03

Employer,

Secretary
Ministry of Agriculture, Livestock, Land
and Irrigation,
No 80/5,
"Govijana Mandiraya",
Rajamalwatta Road, Battaramulla.

Engineer,

Director General (Engineering)
Ministry of Agriculture, Livestock, Land
and Irrigation
No 80/5,
"Govijana Mandiraya",
Rajamalwatta Road, Battaramulla.

CONTENT

Invitation for bids	01-03
Section1 : Instructions to Bidders (ITB)	04-05
Section 2 : Standard Forms (contract)	06-09
Section 3 : Conditions of Contract	10
Section 4 : Form of Bid and Qualification Information	11-14
Section 5 : Schedule	15-17
Section 6 : Specifications	18-19
Section 7 : Bill of Quantities	20-22
Section 8 : Drawings	23
Section 9 : Standard Forms (Bid)	24-27

INVITATION FOR BIDS (IFB)
TO SELECT A CONTRACTOR

MINISTRY OF AGRICULTURE, LIVESTOCK, LANDS AND IRRIGATION

The Chairman, Ministry Procurement Committee (MPC-minor), on behalf of the Ministry of Agriculture, Livestock, Land and Irrigation, hereby invites **sealed bids** for the work specified in the accompanying schedule. Bidders must be **eligible and qualified**. The total estimated allocation for this work is approximately **LKR 5,000,000 (excluding VAT)**.

Payment will be made on a **rate basis**, with a **maximum limit of LKR 200,000.00** payable for any single piece of work.

Item No	Contract No.	Nature of the Project	Construction period (days)	CIDA Registration
1	MOA/CO N/NCB/20 26/03	The scope of work involves the rehabilitation, improvement, and maintenance of the Ministry's buildings and premises, specifically citing Govijana Mandiraya, official residences at Narahenpita and Mattegoda, and Sada Nivasa – Narahenpita.	365 days	Compulsory

- The total duration for completing the works under the allocated annual budget is **365 days**, commencing from **January 1, 2026, to December 31, 2026**.
- The Head Office of the Ministry is located at **80/5, “Govijana Mandiraya”, Rajamalwatta Road, Battaramulla**. Site locations covered under this scope include the Head Office, Narahenpita, Mattegoda, and other relevant premises affiliated with the Ministry of Agriculture, Livestock, Land and Irrigation, as prescribed by specific maintenance, improvement, or rehabilitation requirements.
- The work primarily comprises maintenance, including the supply of all necessary materials, for **plumbing, sewerage, electrical, civil, mechanical, and road infrastructure**.
- The selection of the successful bidder will be conducted through the **National Competitive Bidding (NCB) Procedure**.
- To be eligible for contract award, the successful bidder **must not be blacklisted** and must possess **valid CIDA registration**.

7. Interested bidders may obtain further information from the **Senior Assistant Secretary (Admin Procurement)** at the address provided below, during working days, between **09:00 hrs and 15:00 hrs**.

Ministry of Agriculture Livestock, Land and Irrigation,
No.80/5
“Govijana Mandiraya”,
Rajamalwatta Road,
Battaramulla.
Tel : 011- 2887406, 011-2034329

08. The bid shall remain valid for 77 days (up to 19.01.2026) from the date of bid opening.

09. Bid security Declaration shall be submitted as per the format given under Section 9

10. Eligibility and Qualification Criteria

10.1 Registration and Legal Compliance

- The bidder must be a **legally registered business entity** (eg., under the **Companies Act** or **Shop and Office Employees Act**).
- The bidder must demonstrate **tax compliance**, including valid **TIN** and **VAT registration**, and evidence of **EPF/ETF contributions** where applicable.

10.2. Experience and Track Record

- The bidder shall provide **positive references** or **performance evaluations** from previous clients to demonstrate satisfactory completion of similar work.
- The bidder must also have successfully completed at least two (03) maintenance projects of a similar nature within the last three (03) years. Evidence should be submitted.

10.3. Financial Stability

- The bidder must submit **audited financial statements for the most recent three years**. Evidence must be submitted with the bid. The bidder must **not be blacklisted** or involved in any form of **fraud or on-going legal disputes**. self declaration letter shall be submitted.

10.4 Insurance and Liability Coverage

If contract is awarded,

- All workers must be covered under appropriate **occupational health and safety insurance**.
- The supplier shall assume full **liability for worker misconduct, absenteeism**, and any **legal claims** arising during the execution of work.

11. A complete set of Procurement documents, in English, may be purchased by interested bidders from the **Senior Assistant Secretary (Admin and Procurement)** of the Ministry of Agriculture, Livestock, Land and Irrigation. A non-refundable bidding fee of **LKR 1,500.00 (One Thousand Five Hundred Rupees)** must be paid in cash per set of documents.
12. Pre-bid meeting will be held on 24.10.2025 at 2.00 pm at the auditorium 1st floor, Ministry of Agriculture, Livestock, Land and Irrigation.
13. Sealed Bids in duplicate must be delivered and reached to the address below on or before 2.00pm on 04.11.2025. The original of the bid should be enclosed in a cover & marked "**original**". Duplicate of the bid should be enclosed in a separate cover and marked "**Duplicate**". Both the original and the Duplicate of the bid should be enclosed in one cover and top left hand corner shall be marked "**Invitation for bids Security Services-2026**". The name & address of the submitting the bid should appear in the cover.

The chairman of the Ministry procurement committee
C/o, Ministry of Agriculture, Livestock, Land and Irrigation
No.80/5,
"Govijana Mandiraya",
Rajamalwatta Road
Battaramulla. Sri Lanka

Alternatively, the sealed Bid may be **deposited in the designated Bidding Box** located at the office of the Senior Assistant Secretary (Admin & Procurement), Ministry of Agriculture, Livestock, Land and Irrigation (Agriculture Division), Admin & Procurement Division, 1st Floor, No. 80/5, "Govijana Mandiraya", Rajamalwatta Road, Battaramulla, Sri Lanka.

14. **Late bids will be rejected.** Bids will be closed at **14:00 hrs on November 4, 2025**, and opened immediately thereafter at the **1st Floor, Procurement Division** of the Ministry of Agriculture, Livestock, Land and Irrigation. Bidders or their authorized representatives are invited to attend the opening.

The chairman
Ministry procurement committee (minor)
Ministry of Agriculture, Livestock, Land and Irrigation,
No.80/5, "Govijana Mandiraya",
Rajamalwatta Lane,
Battaramulla.

Tel : 011-2887406

Fax : 011- 2887406

SECTION – 1
INSTRUCTIONS TO BIDDERS (ITB)

Bidding Document of Works, minor Contracts, CIDA/ SBD / 03 second Edition, -January 2007 published by Construction Industry Development Authority (CIDA) is applicable in respect of this contract. Any changes to these clauses in the instruction to Bidders & conditions of Contracts are indicated in Bidding data and contract data in section 2 and respectively.

CIDA/SBD/02 Second Edition - January 2007 is not provided with this Bidding document, and it is available for purchasing at CIDA, Wijerama Mawatha, Colombo 7.

SECTION – 2

STANDARD FORMS (CONTRACT)

- LETTER OF ACCEPTANCE
- AGREEMENT
- PERFORMANCE SECURITY

FORM OF LETTER OF ACCEPTANCE

[Letter head paper of the Employer]

..... *[Date]*

[LETTER HEADING PAPER OF THE PROCURING ENTITY]

To:

[Name and address of the Contractor]

This is to notify you that your bid dated ----- *[Insert date]* 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 precede with the execution of the said Works in accordance with the Contract documents.

The Start Date shall be: *(Fill the date as per Conditions of Contract).*

The amount of Performance Security is:..... *(Fill the date as per Conditions of Contract).*

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

Authorized Signature :

Name and title of Signatory:

Name of Agency :

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 here to 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 GUARANTEE (Unconditional)

NUMBER :

DATE:

SUM GUARANTEED:

To: The Secretary, Ministry of Agriculture, Livestock, Land and Irrigation (Hereinafter called and referred to as “the Employer”) No.80/5, Govijana Mandiraya, Rajamalwatta Road, Battaramulla.

..... Whereas..... *[Name and address of Contractor]*
(Hereinafter called and referred to as “the Contractor”) has undertaken, in pursuance of Contract No.
Dated to execute *[Name of Contract]* (Hereinafter called and referred to as “the Contract”);

AND WHEREAS it has been stipulated by the Employer in the said Contract that the Contractor shall furnish the Employer with a Guarantee issued by a recognized organization for the sum specified therein as security for compliance with its obligations in accordance with the Contract;

AND WHEREAS we have agreed to give the Contractor such a Guarantee;

NOW THEREFORE we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of Rupees..... *[Amount of guarantee]*
..... *[Amount in words]*, such sum being payable in the type and proportions of currencies in which the Contract Price is payable, and we undertake to pay the Employer, upon the Employer’s first written demand and without cavil or objection, any sum or sums within the said amount as aforesaid without the Employer’s needing to prove or to show grounds or reasons for the Employer’s demand for the sum specified therein.

We hereby waive the necessity of the Employer’s demanding the said debt from the contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Works to be performed there under or of any of the Contract documents which may be made between the Employer and the Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice or any such change, addition or modification.

This guarantee shall be valid until the date of issue of the Performance Certificate.

Signature and the Seal of the Guarantor:

Name of the Bank:

Address :

Date:

Witness:

SECTION – 3

CONDITIONS OF CONTRACT

Instruction to Bidders shall be read in conjunction with the section 5 – Schedule given in Volume 2, which shall take precedence over instructions to Bidders.

SECTION – 4

- FORM OF BID
- QUALIFICATION INFORMATION

Specimen

FORM OF BID

Name of Contract: Rehabilitation, Improvement & Maintenance works of Premises under the Ministry of Agriculture, Livestock, Land and Irrigation, (Govijana Mandiraya, Officer's quarters at Narahenpita and Mattegoda, Sada Nivasa –Narahenpita) and other premises under the Ministry of Livestock, Lands and Irrigation.

To: Secretary,
Ministry of Agriculture, Livestock, Land and Irrigation,
No.80/5,
Govijana Mandiraya,
Rajamalwatta Road,
Battaramulla.

Gentleman,

1. Having examined the Standard Bidding Document - Procurement of Works - Minor Contracts [CIDA/ 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
.....
..... (without vat) (LKR.....) or such other sums as may be ascertained in accordance with the said Conditions.
2. We acknowledge that the Schedule forms part of our Bid.
3. We 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 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 understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this day of 202.... in the capacity of duly authorized to sign

Tenders for and on behalf of.....

(IN BLOCK CAPITALS)

Signature :

Address :

Witness :

Specimen

Qualification Information

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

	Eligibility Requirement	Bidder's Qualification
CIDA Registration		
Registration number		
Grade		
Specialty	Building construction & Maintenance	
Expiry Date		
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 (Insert requirement) *	Required Nos. *	Proposed by bidder (Name, experience and Qualifications)
	1 Civil Engineer	01	
	2 Technical officer/supervisor	03	
	3 Accountant	01	
List Other information required			

Signature of the Bidder :

SECTION 5
SCHEDULE

Schedule

ITB Clause	Conditions of Contract Clause	Item	Data
1.	1.1.8	Employer is :	Name: The Secretary Address: Ministry of Agriculture Livestock, Land and Irrigation, , No.80/5, Govijana Mandiraya, Rajamalwatta Road, Battaramulla.
	1.1.10	Engineer is:	Name : Director General (Engineering) Address: No.80/5, Govijana Mandiraya, Rajamalwatta Road, Battaramulla.
1 &13	1.1.21	Summary of Works	The Works consists of: Maintenance works of Plumbing, Electrical, Civil, Mechanical & material & supply of goods. Located at : Govijana Mandiraya, Battaramulla. Contract Name: Rehabilitation, Improvement & Maintenance works of premises under the Ministry of Agriculture, Livestock, Land and Irrigation, (Govijana Mandiraya, Officer's quarters at Narahenpita and Mattegoda, Sada Nivasa –Narahenpita) and other premises under the Ministry Of Agriculture, Livestock, Land and Irrigation. Job brief : Consist of maintenance works under the Civil works, Electrical works, Plumbing works, Man hall clearing, Drain clearing, Supplying goods material & other special with Road maintenance work. Contract Number: MOA/CON/NCB/2026/03
1.	1.1.14	Intended Completion Date	Intended Completion Date is 365 Days from the Start Date
2.		Source of Funds	The source of funds is GOSL
3.		Eligibility	The requirement is;

12.		Documents of the Bid	Any other information
13.	10.10	Price Adjustment	N/A
16.	Bid security Declaration		Bid shall include a Bid-Securing Declaration using the form included in Section 9.
31.	4.4	Performance Security	Amount of Performance Security required is 5% of the Initial Contract Price. Performance Security shall be submitted within 14 days from the date of Contract awarding The form acceptable is commercial bank operating in Sri Lanka authorized by the central bank of Sri Lanka
	6.4	Late Completion	The amount to be paid is 0.05.% of Initial Contract Price per Day, subjected to maximum of 5% Initial Contract Price.
	8.1	Notification of Defects	The period for Defect Notification is 180 Days from Taking Over.
	10.3	Retention	The amount of retention is 10 % of certified work done. The maximum amount of retention is 5 % of Initial Contract Price.
ITB Clause	Conditions of Contract Clause		
	13.1 (c)	Insurance, always policy	Minimum amount for third party insurance is Rupees
	13.1	Insurance for Contractor's Personnel	Minimum amount for Insurance for Contractor's Personnel is Rupees
33.	1.1.11	Adjudicator	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.
	14.0	Resolution of Disputes	

SECTION 6
SPECIFICATIONS

SPECIFICATIONS

The work under this Contract shall be executed in accordance with the specification given in the following latest revised documents issued by the Construction Industry Development Authority (CIDA) 'Sawsiripaya' 123 Wijerama Mawatha Colombo - 07.

S. No.	Publication No.	Description
01	SCA/1	Irrigation and Land Drainage (vol I)
03	SCA/3/2	Water supply sewerage & storm water drainage
04	SCA/4/4II	Building Works (vol/I II)
05	SCA/5	Road & Bridges
06	SCA/8-	Electrical and Mechanical works

SECTION 7

BILL OF QUANTITIES

Specimen

**REHABILITATION IMPROVEMENT & MAINTENANCE WORKS OF PREMISES
UNDER THE MINISTRY OF AGRICULTURE LIVESTOCK, LAND AND IRRIGATION,
ATTACHED TO GOVIJANA MANDIRAYA OFFICE BUILDING, OFFICER'S QUARTERS
AT NARAHENPITA AND OTHER PREMISES UNDER THE MINISTRY**

Total Duration: 01.01.2026 – 31.12.2026

GRAND SUMMARY	
Description	Amount LKR
Total allocation	5,000,000.00
Bidders are required to quote a single uniform percentage , either: • Positive (+%) – indicating a markup above the standard BSR rates, or • Negative (-%) – indicating a discount below the standard BSR rates. This is more clearly expressed in the paragraph below for clarity**	
VAT Registration No	

** - This bidding process is intended to select the most suitable and cost-effective contractor to undertake the routine maintenance and minor repair works of the Govijana Mandiraya office complex and associated buildings under the purview of the Ministry of Agriculture.

Due to the frequent nature of minor repair needs and the inefficiencies of initiating separate procurement processes for each individual task, this method of evaluation based on a single overall percentage adjustment to the 2026 Western Provincial Council Approved Building Schedule of Rates (BSR) is considered the most practical and efficient.

This percentage will be applied across the approved BSR 2026 to represent the bidder's total price offer for all works falling within the maintenance scope

Formula:

$$\text{Percentage Deviation} = [(\text{Bidder's Offered Rate} - \text{BSR Rate}) / \text{BSR Rate}] \times 100$$

This method allows for:

- Fair comparison among all bidders on a unified and measurable scale,
- Simplified costing for ongoing small-scale repairs, and
- Streamlined procurement, avoiding the need to process individual procurement actions for each minor work item.

Evaluation Criteria

The bid evaluation will be based on:

- Competitiveness of the quoted percentage against the BSR 2026,
- Contractor's past experience, technical capacity, and reliability, and
- Compliance with administrative and contractual conditions.

The lowest responsive and responsible bidder, as determined by the most favorable percentage adjustment, will be selected to enter into a term-based maintenance contract.

This approach ensures cost-effectiveness, consistency, and responsiveness to the daily operational maintenance needs of the Ministry's facilities.

Under this percentage-based evaluation method, only individual work assignments up to a value of Rs. 200,000.00 will be offered, with a total ceiling of Rs. 5,000,000.00 for the entire period from 1st January to 31st December 2026. Any work exceeding Rs. 200,000.00 will be procured through normal competitive bidding under standard procurement procedures.

Amount in Words.....

1. Note: 1. Maximum bill value for one work order Rs. 200,000.00
2. Successful bidder should be agreed to attend on call basis for day & night.
3. Successful bidder entitles to claim only for the completed work done assigned by the client.

VAT Registration No:.....

Bidders signature:.....

Common :.....

Witnesses :

SECTION 8

DRAWINGS

SECTION 9

STANDARD FORMS (BID)

- BID SECURITY DECLARATION

Annexure VI of Chapter 05
Format for Bid Security Declaration
(Procurement Manual Reference - 5.9 [Option – 2])

[If required, the Bidder shall fill in this form in accordance with the instructions indicated in brackets] Date: _____ [insert date by bidder]

Name of contract: Rehabilitation, Improvement & Maintenance works of premises under the Ministry of Agriculture, Livestock, Land and Irrigation, (Govijana Mandiraya, Officers' quarters at Narahenpita and Maththegoda, Sada Niwasa - Narahenpita) and other premises under the Ministry of Agriculture, Livestock, Land and Irrigation.

Contract Identification No: MOA/CON/NCB/2026/03

Invitation for Bid No.: MOA/CON/NCB/2026/03 To: Ministry of Agriculture Livestock, Land and Irrigation (Agriculture Section)

We, the undersigned, declare that:

1. We understand that, according to instructions to bidders (hereinafter "the ITB"), bids must be supported by a bid-securing declaration;
2. We accept that we shall be suspended from being eligible for contract award in any contract where bids have been invited by any of the Procuring Entity as defined in the Procurement Guidelines published by the National Procurement Commission, for the period of three (03) years starting on the latest date set for the closing of bids of this bid, if we:
 - (a) Withdraw our bid during the period of the 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. We understand this bid securing shall expire if we are 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; or
 - (ii) Twenty-eight days after the expiration of our bid.
4. We understand that if we are a JV, the Bid Securing Declaration must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed (of authorized representative) In the capacity of [Insert title]

Name :

Duly authorized to sign the bid for and on behalf of [Insert authorizing entity]

Dated on day of, 2026

Non-collusion Affidavit (Template)
(Relevant Reference to the Procurement Guidelines - 1.5)

The undersigned bidder or agent, hereby solemnly, sincerely, and truly declares and affirms/makes an oath and states as follows;

- a) That he/she has not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership representing him/her, entered into any combination, collusion, or similar agreement with any person in connection with the price to be bid;
- b) That he/she or anyone representing him/her has not taken any step whatsoever to prevent any person from bidding, nor to induce anyone to refrain from bidding; and
- c) That this bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to this bid.

He/she further states that no person, firm, or corporation has received or will receive, directly or indirectly, any rebate, fee, gift, commission, or thing of value in connection with the submission of this bid.

The bidder accepts full responsibility for ensuring the absence of collusion and hereby pledges to abide by fair and ethical competition practices throughout the procurement process and fully comply with the applicable Procurement Guidelines.

I hereby affirm, under the penalties for perjury, that all statements made by me in this affidavit are true and correct.

The foregoing Affidavit having been
duly read over and explained by me to
the Affirmant above named and he/she
having understood the contents therein
and admitted to be correct, affirmed
and set his/her signature hereto before
me) on this day of ... at ...

BEFORE ME,
JUSTICE OF THE PEACE/COMMISSIONER OF OATHS

CHECK LIST

List of documents attached with the Form of Bid

	Mandatory Requirement	Status	
		Yes	No
01.	Form of Bid (as per Annexure)		
02.	Price Schedule (As per Annexure)		
03.	Required Bid Security Guarantee (As per Annexure)		
04.	Copy of Business Registration		
05.	Copy of VAT Registration		
06	Positive references or performance evaluations from previous clients to demonstrate satisfactory completion of similar work.		
07	Experience maintenance projects of a similar nature within the last three (03) years.		
08	Financial Stability: The bidder must submit audited financial statements for the most recent three years or provide a valid bank guarantee as proof of financial capacity.		
09	Qualification Information		
13	Non- Collusion Affidavit (Annexure)		
14	Duplicate bid		

Name of the Company (bidder) : _____

Address : _____

Company Seal : _____

Authorized signature of the bidder : _____

Specimen