

DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA

**MINISTRY OF INTERNAL & HOME AFFAIRS AND PROVINCIAL
COUNCILS AND LOCAL GOVERNMENT**

BIDDING DOCUMENT

FOR

**IMPROVERMENT OF THE DISTRICT SECRETARIAT BUILDING
COMPLEX - MONARAGALA**

CONTRACT NO.: MO/DS/ENG-A/02/06

DISTRIC SECRETARIAT- MONARAGALA

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Invitation for Bids
District Secretariat- Monaragala
IMPROVERMENT OF THE DISTRICT SECRETARIAT BUILDING COMPLEX -
MONARAGALA

1. The Chairman, Procurement Committee, on behalf of **District Secretariat- Monaragala** invites sealed bids from eligible and qualified bidders for the **Improvement of the District Secretariat building complex - Monaragala** described in section - 4 and total estimate cost is **6.80 million** Rupees.
2. Bidding will be conducted through Limited National Competitive Bidding Procedure.
3. To be eligible for contract award, the successful Bidder shall not have been blacklisted and shall be registered in the field of Building Construction for **Grade C8, C7, C6 and C5** with the Construction Industry Development Authority (CIDA) and valid until the date of closing of Bids. Further registration should be valid at the date of award.
4. For the works above 5 million Rupees, the bidder should be registered under the Public Contract Act No. 03 of 1987 and certificate of registration submitted with the bid. Bids without the certificate of registration or confirmation document for registration will be rejected.
5. Interested Bidders may obtain further information from the **Chief Accountant, District Secretariat, Monaragala (055-2276067)** and inspect the bidding documents at the same office between **09.00 hrs. and 14.30 hrs.** on working days from **01st September 2026 to 15th September 2026.**
6. Bids shall be addressed to the **District Secretary, District Secretariat, Monaragala** and shall be delivered to with a duplicate to **District Secretary, District Secretariat, Monaragala** to reach at or before **14.30 hrs.** on **16th September 2026.** Submission of late bids will be rejected.
7. Bids will be opened immediately after closing of the submission of Bids **at 14.30 hrs. on 16th September 2026 at the Mini Auditorium** of the **District Secretariat, Monaragala** in the presence of the Bidder's representatives who is interested to attend.
8. All Bids shall be accompanied by a Bid Security in favor of the **District Secretary, District Secretariat, Monaragala** and which shall be accompanied by an unconditional on demand. Bank guarantee equivalent in value of **Rs.100,000.00**, which is obtained from a Commercial Bank approved by the Central Bank of Sri Lanka in accordance with the approved format included in **Section 9, Standard Forms.** Bids shall be valid up **to 02nd December 2026** and the Bid security should be valid up to **30th December 2026.**
9. A Pre Bid meeting will be held on **07th September 2026** in the office of District Secretary - Monaragala at **10.30 hrs.** Interested Bidders may attend the pre bid meeting at their own expenses.
10. The Employer will not be responsible for any costs or expenses incurred by Bidders in connection with the preparation or delivery of Bids, including costs and expenses related to site visits.
11. The Department Procurement Committee reserves full right in either accepting or rejecting any Bid received and the decision of the Department Procurement Committee in this regard shall be the final.

The Chairman,
Department Procurement Committee,
District Secretariat,
Monaragala.

Project Location Map

Section -1
INSTRUCTIONS TO BIDDERS (ITB)

Instruction to bidders (ITB)

Instructions to bidders that will be applicable for this bidding document is that given in Section- 1 of the Standard Bidding Document for Procurement of Works, CIDA Publication No. ICTAD/SBD/03, Second Edition -January 2007, published by the Construction Industry Development Authority (CIDA). And Addendum No.1 issued October 2009 to the above document by CIDA.

Notes:

Instructions to Bidders shall be read in conjunction with the Section 5 – Schedule given in Volume2, which shall take precedence over Instruction to Bidders.

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)

FORM NO-1: LETTER OF ACCEPTANCE

[Letter head paper of the Employer]

_____ [Date]

To: _____
[Contractor's Name & Address]

This is to notify you that your bid dated _____ for **Improvement of the District Secretariat building complex - Monaragala**, Contract No.: **MO/DS/ENG-A/02/06** for the Contract price of _____ as corrected in accordance with Instructions to Bidders is hereby accepted.

The adjudicator shall be appointed by the Construction Industry Development Authority (CIDA).

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

The Start Date of Construction work shall be _____

The Date of completion of construction work shall be _____

Contract Period is _____

On demand performance security drawn in favor of **District Secretary, District Secretariat, Monaragala** issued by a reputed Bank approved by the Sri Lanka Central Bank.

4.1 The amount of Performance Security is _____

4.2 The validity period of Performance Security is _____

4.3 Depositing _____ in cash at _____

Bidder should submit following documents to the _____ on or before _____ to sign the agreement.

- a. The original copy of Performance Security mentioned in No. 03.
 - b. CIDA Registration Book (Three Photocopies Certified by the Bidder)
 - c. VAT Registration Certificate (Three Photocopies Certified by the Bidder).
 - d. National Identity Card (Three Photocopy Certified by the Bidder)
 - e. Business Registration Certificate (Three Photocopies Certified by the Bidder)
 - f. If the business is a joint venture, copy of such registration certificate along with the letter of consent by the business partners (certified by a JP) to sign the agreement (Three Photocopies Certified by the Bidder)
 - g. Time Frame of the construction from the Beginning to the End.
 - h. Expected Monthly cash flow according to construction Time Frame period. (Expected monthly payment.)
- 06 The Bidder is liable to get an advance payment of 30% of the Civil Cost of Agreement by forwarding an Advance Security drawn in favor of the **District Secretary, District Secretariat, Monaragala** issued by a Bank approved by Sri Lanka Central Bank.
- 07 The awarded Bid will be cancelled if you fail to sign the agreement on or before _____ without any notice. The Refundable Deposit or the Bid Security will be forfeited by the _____ and your name will be black listed.
- 08 You should inform in writing, the _____ with copy to the _____ regarding commencement of construction work.

The ----- will make arrangements to nominate a Technical Officer to assist and guide to you. Daily work of construction should be noted in the Log book and Measurement book at Site. Certified copy of log notes and measurement sheet should be attached to the bills at the time of interim payment.

- 9 The submission of monthly payment for the work completed is the responsibility of the contractor and such bills should be forward to ----- through the -----
- 10 Although the date of commencement is stated as ----- the bidder has the permission to mobilize at the site and carry out the primary works of construction as per the instruction given by the -----
- 11 Please be informed you that the construction works should be completed with agreed quality and scheduled time.

Yours faithfully,

District Secretary,
District Secretariat - Monaragala

FORM NO-2: FORM OF AGREEMENT

This **AGREEMENT** made on the ----- [day] of ----- [month] 2026, between The **District Secretary, District Secretariat – Monaragala** (hereinafter called “the Employer”) and ----- [name and address of Contractor] (hereinafter called “the Contractor”), of the other part.

WHEREAS the Employer desires the Contractor execute the **Improvement of the District Secretariat building complex - Monaragala , - Contract No.: MO/DS/ENG-A/02/06** (hereinafter called “the Works”) and the Employer has accepted the Bid by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

The Employer and the Contractor agree 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 to form and be read and construed as part of this Agreement.
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 execution 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 thereto 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
District Secretary,
District Secretariat – Monaragala.

COMMON SEAL

COMMON SEAL

In the Presence of:

In the Presence of:

Witnesses;

Witnesses;

Name and NIC No.
.....

Name and NIC No.
.....

Signature.....

Signature.....

Address
.....

Address
.....

FORM NO. 03: PERFORMANCE GUARANTEE
(Unconditional)

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

Beneficiary: District Secretary, District Secretariat – Monaragala

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, 2026 [insert date, 28 days beyond the Time for Completion] and any demand for payment under it must be received by us at this office on or before that date.

[signature(s)]

FORM NO. 04: GUARANTEE FOR MOBILISATION ADVANCE PAYMENT

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

Beneficiary: District Secretary, District Secretariat, Monaragala

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 Time of Completion]*

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

[signature(s)]

FORM NO. 05: FORM OF RETENTION MONEY GUARANTEE

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

Beneficiary: District Secretary, District Secretariat, Monaragala

Date: -----

RETENTION MONEY GUARANTEE No.: -----

We have been informed that ----- [name of Contractor] (hereinafter called "the contractor") has entered into **Contract No: MO/DS/ENG-A/02/06** dated ----- with you, for the execution of **Improvement of the District Secretariat building complex - Monaragala** (hereinafter called "the contract")

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

As the request of the Contractor, we ----- [Name of Agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total amount of ----- [amount in figures] ----- [amount in words] upon receipt by us of your first demand in writing accompanied by a written statement that the Contractor is in breach of its obligation under the Contract because the Contractor has not attend 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)]

FORM NO. 06: FORM FOR AFFIDAVIT FOR THE CURRENT COMMITMENTS

**District Secretary,
District Secretariat – Monaragala.**

In accordance with the Clause 4.1 of the Instructions to Bidders, I (We) declare that the outstanding Contract Commitments of (*Name of the Bidder (s)*) are as follows. I (We) further declare that all the outstanding contract commitments are listed below.

Name of the Contract	Name of the Client	Initial Contract Amount /(Rs.)	Outstanding Work /(Rs.)
Total Outstanding Work /(Rs.)			

(Add additional tables for Joint Venture Partners.)

Signature of the Bidder

Section -3
CONDITIONS OF CONTRACT

CONDITIONS OF CONTRACT

Conditions of Contract that will be applicable for this Contract is that given in Section- 3 of the Standard Bidding Document for Procurement of Works, CIDA Publication No. ICTAD/SBD/03, Second Edition – January 2007, published by the **Construction Industry Development Authority** (CIDA).

Conditions of contract shall be read in conjunction with Contract Data

Section -4
FORM OF BID AND QUALIFICATION INFORMATION

Form of Bid

IMPROVERMENT OF THE DISTRICT SECRETARIAT BUILDING COMPLEX - MONARAGALA

To: The Chairman,
Department Procurement Committee,
District secretariat,
Monaragala

Gentlemen,

1. Having examined the Conditions of Contract given in the Standard Bidding Document-Procurement of Works (ICTAD/SBD/03-Second edition, January 2007) along with the Contract Data, Specifications, Drawings and Bill of Quantities and addenda for the execution of the above-named Works, we the undersigned, offer to execute and complete such Works and remedy any defect therein in conformity with the aforesaid Conditions of Contract, Specifications, Drawings, Bill of Quantities and addenda for the sum of Sri Lankan Rupees -----

------(SL Rs*. -----)
or such other sums as may be ascertained in accordance with the said Conditions.
2. We acknowledge that the Bidding Data forms part of our Bid.
3. We undertake, if our Bid is accepted, to commence the Works as stipulated in the Contract Data, and to complete the whole of the Works comprised in the Contract within the time stated in the Contract Data.
4. We agree to abide by this Bid for the period of **77** days from the time of closing of the Bids or any extended period to which we may agree and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Unless and until a formal Agreement is prepared and executed, this Bid together with your written acceptance thereof shall constitute a binding contract between us.
6. We accept / we do not accept the adjudicator.
7. We understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this ----- day of ----- 2026 in the capacity of ----- duly authorized
to sign tenders for and on behalf of -----

(IN BLOCK CAPITALS)

Name : -----

Signature : -----

Address : -----

Witness : 1. Name: ----- Signature: -----

2. Name: ----- Signature: -----

****The amount inserted here should not include the VAT component.***

Qualification Information

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

	Eligibility Requirement	Bidders Qualification
CIDA Registration		
Registration Number		
Grade	C8, C7, C6 and C5	
Specialty	Building Construction	
Expiry Date		
Blacklisted Contractors		
Have you been declared as a defaulted contractor by NPA or any other Agency?		
If yes provide details		
VAT Registration Number		
Construction Program		
Legal status	Public Company/ Private Company/Partnership/ Sole Proprietor	
	Eligibility Requirement	Bidders Qualification
Qualification and experience of key staff	Category, Experience and Qualification	Proposed by bidder (Name, Experience and Qualifications)
	1.Technical Officer, 2 Year Experience, NCT Civil	
	2.Supervisor, 2 Year Experience in relevant field	
List other information required		

Signature of the Bidder:

Section -5
SCHEDULE

ITB Clause	Condition of Contract Clause	Item	Data
1	1.1.8	Employer is:	Name: District Secretary. Address: District Secretary, District Secretariat, Monaragala.
	1.1.10	Engineer is:	Name: Chief Engineer. Address: Chief Engineer, District Secretariat, Monaragala
1 & 13	1.1.21	Summary of Works	The work consists of Earth works, Brick works, Aluminum works, Concrete works and Painting works Located at: Monaragala Contact Name: IMPROVERMENT OF THE DISTRICT SECRETARIAT BUILDING COMPLEX -MONARAGALA Contact Number: MO/DS/ENG-A/02/06
1	1.1.14	Intended Completion Date	Intended Completion Date is 75 days from the Start Date
2		Source of Funds	The Source of Funds is Government of Sri Lanka (GOSL)
3		Eligibility	The bidder shall be registered with the Construction Industry Development Authority (CIDA) in Grade C8, C7, C6 and C5 for Building Construction.

ITB Clause	Condition of Contract Clause	Item	Data
12		Documents of the Bid	"Bidder shall provide in Section 5, form of Schedule pertaining to the following: a. ICTAD registration particulars • Registration number • Grade • Specialty • Expiry Date b. VAT registration details c. Construction Programme with critical path and cash flow forecast. d. Legal status of the bidder (sole proprietor, Partnership, Company etc.) e. Authentication for signatory (written Power of Attorney) f. Experience in works of a similar nature and size for each of the last ten years g. Major items of construction equipment proposed to carry out the Contract h. Qualification and experience of key site management and technical personnel proposed for the Contract; i. A description and value of work, which the bidder proposes to sub-contract, together with the name and address of the proposed sub-contractors. j. Authority to seek references from the bidder's bankers; The bidder shall submit an affidavit that he has declared all his other contractual commitments – specimen attached in Form No.06

ITB Clause	Condition of Contract Clause	Item	Data
16		Bid Security	Bid shall include a Bid Security - For an amount Rs 100,000.00 - Issued by an agency acceptable to Employer using the form for bid security (unconditional guarantee) included in section 9, Standard Forms. - Remain valid till 30th December 2026. <i>[Insert date 28 days beyond the validity period of the bids]</i>
31	4.4	Performance Security	For contractors who submit acceptable work experience credentials, the Performance Bond required is 5% of Initial Contract Price. For contractors who do not submit acceptable work experience credentials, the Performance Bond will be increased up to 10% of Initial Contract Price. The form acceptable is Unconditional Guarantee
	6.4	Late Completion	The amount to be paid is 0.05% of Initial Contract Price per Day, subjected to maximum of 10% of Initial Contract Price.
	8.1	Notification of Defects	The period for Defect Notification is 183 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.
	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	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

A set of precise and clear specification is a pre-requisite for bidders to respond realistically and competently to the requirements of the Employer without qualifying or conditioning their bids. The specifications must be drafted to permit the widest possible competition and, at the same time, present a clear statement of the required standard of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of economy, efficiency, and fairness in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation facilitated. The specifications should require that all goods and materials to be incorporated in the works be new, unused, of the most recent or current models, and incorporate all recent improvements in design and materials unless provided otherwise in the contract.

For drafting specifications, the Employees are advised to use the following standard specifications published by Construction Industry Development Authority (CIDA)

- SCA/4 Building Works (Vol 1)
- SCA/4/II Building Works (Vol 2)
- SCA/5 Roads and Bridges
- SCA/8 Electrical and mechanical Works
- ICTAD/DEV/17 Site Investigation for Building Works & sample bill of quantities
- Any other specification approved by the Government.

Section -7
BILLS OF QUANTITIES

IMPROVERMENT OF THE DISTRICT SECRETARIAT BUILDING COMPLEX - MONARAGALA

SUMMARY OF THE BOQ

ITEM No	DESCRIPTION	AMOUNT
<u>IMPROVERMENT OF SECURITY ROOM</u>		
1	B - EXCAVATOR	
2	C - CONCRETER	
3	D - FORMWORK	
4	E - REINFORCEMENT	
5	F - BRICK / CEMENT BLOCK WORK	
6	G - MASONARY WORK	
7	H - PAVIOR	
8	K-ROOFER	
9	P - ALUMINIUM WORKER	
10	R - PLASTERER	
11	V - TINKER	
12	X - PAINTER AND DECORATOR	
<u>EXTERNAL PAINTING FOR OLD BUILDING</u>		
13	X - PAINTER AND DECORATOR	
<u>SUPPLYING & FIXING GI GATE</u>		
14	Z - MISCELLANEOUS WORK	
A	CIVIL COST	
B	AMOUNT OF PROVISIONAL SUM ITEMS	200,000.00
C	TOTAL CIVIL COST EXCLUDING PROVISIONAL SUM ITEMS, (C=A-B)	
D	DISCOUNT PERCENTAGE.....% FOR CIVIL COST UNDER ABOVE "C" (IF ANY)	
E	TOTAL AMOUNT AFTER DISCOUNT, (E=C-D)	
F	ADD PROVISIONAL SUM ITEMS (B)	200,000.00
G	TOTAL CIVIL COST(G=E+F)	
H	Vat 18% (G x 18%)	
I	Grand Total (G+H)	

Amount in words without vat (Item G)

.....
.....
.....

.....
Signature of the Bidder and Official frank

IMPROVEMENT OF THE DISTRICT SECRETARIAT BUILDING COMPLEX -
MONARAGALA

Bills of Quantities

Item No.	Description	Unit	Qty	Rate	Amount
	B - EXCAVATOR				
1	Excavation for Foundation in any material except rock requiring blasting, levelling and well rammed under foundation . Materials within the site as directed - Depth 0~1.5m (Bank volume).	m ³	4.61		
2	Filling under floors by spreading, watering and compacting with approved quality earth in 150mm layers by machinery as directed (earth available at site) - Compacted volume. (more than 50 m ³ .)	m ³	4.49		
	<i>Subtotal carried to summary</i>				
	C - CONCRETER				
3	Mixing, placing, vibrating and curing 1:2:4(20mm) concrete (Machine mixing).	m ³	1.02		
4	Mixing, placing, vibrating and curing 1:3:6(25mm) concrete (Machine mixing).	m ³	0.26		
	<i>Subtotal carried to summary</i>				
	D - FORMWORK				
5	Supplying, fabricating, fixing and removing formwork using 25mm thick local timber planks for Column Shafts .	m ²	5.49		
6	Supplying, fabricating, fixing and removing formwork using 25mm thick local timber planks for Beams .	m ²	7.42		
7	Supplying, fabricating, fixing and removing formwork using 25mm thick local timber planks for plinth on ground floor.	m ²	4.95		
	<i>Subtotal carried to summary</i>				
	E - REINFORCEMENT				
8	Supplying, cutting, bending, laying and binding (with 16 BWG binding wires) Mild Steel Reinforcement to slabs, beams, lintels, columns, stair cases, etc. (Diameter equal to 6mm).	kg	38.75		
9	Supplying, cutting, bending, laying and binding (with 16 BWG binding wires) Tor Steel Reinforcement to slabs, beams, lintels, columns, stair cases, etc.	kg	86.85		
	<i>Subtotal carried to summary</i>				
	F - BRICK / CEMENT BLOCK WORK				
10	150mm thick brick work in 1:5 cement and sand mortar (Size of the brick should be L=220mm, W=150mm, H=65~100mm).	m ²	11.12		
	<i>Subtotal carried to summary</i>				
	G - MASONRY WORK				
11	Random Rubble Masonry work for retaining walls in 1:5 cement, sand mortar using 150mm x 225 mm approved quality rubble.	m ³	5.26		
	<i>Subtotal carried to summary</i>				

	H - PAVIOR				
12	Supplying and laying G1000 polythene as damp proof membrane with 150mm laps after preparing surface as directed.	m ²	10.23		
13	75mm thick concrete floor in 1:3:6(25mm) cement concrete inclusive of 12mm thick cement rendering in 1:2 cement, sand mortar finished smooth with cement putty.	m ²	10.23		
	<i>Subtotal carried to summary</i>				
	K-ROOFER				
14	Supplying and roofing with 0.47mm thick colour coated Zink Aluminum metal roofing sheets on 62.5x62.5x6mm angle iron frame work with all specials. Rate shall include applying two coats of anticorrosive paint to all steel work. (Brand, Profile and Colour of the sheets should be approved by the engineer).	m ²	14.19		
	<i>Subtotal carried to summary</i>				
	P - ALUMINIUM WORKER				
15	Supplying, fabricating and fixing 70mm (1.3mm thick) aluminum sliding window using approved quality powder coated aluminum extrusions and 5mm thick glass as per detailed drawing no.01 including lock, roller screws, gaskets, wool felt, plastic guide, cap, beadings, etc	m ²	4.28		
16	Supplying, fabricating and fixing 100mm (1.6 +/- 0.1)mm thick aluminum single swing door using approved quality powder coated aluminum extrusions with 5mm thick fixed glass on top, mid rail and bottom 4mm thick cladding (double side) as per detailed drawing no.04 including, butthingses , gaskets, wool felt, beadings, flush bolt, threaded bar with nut roller, Heavy duty door handle with lock, etc. (Door closer not included)	m ²	1.90		
	<i>Subtotal carried to summary</i>				
	R - PLASTERER				
17	16mm thick rough plaster for walls in 1:5 cement sand mix finished using sponge.	m ²	7.35		
18	10mm thick rough plaster for concrete columns / beams in 1:3 cement sand mix finished using sponge.	m ²	11.12		
19	16mm thick smooth plaster for walls in 1:1:5 cement lime sand mix finished smooth with lime putty	m ²	7.35		
20	20mm thick plinth plaster in 1:3 cement sand mix finished smooth with coloured cement floating	m ²	8.25		
21	20mm thick cement rendering in 1:3 cement sand mortar finished smooth with coloured cement floating	m ²	3.88		
	<i>Subtotal carried to summary</i>				
	V - TINKER				
22	Supplying and fixing 0.47mm Zn/Al sheet 450mm wide flashing fixed with 150mm turned up along and top edge tucked well into wall in cement and lime mortar as directed	m	10.90		
	<i>Subtotal carried to summary</i>				

	X - PAINTER AND DECORATOR				
23	Applying one coat of approved quality wall primer and two coats of approved quality emulsion paint to new walls .	m ²	10.96		
24	Applying one coat of approved quality wall primer and two coats of approved quality weather shield paint to new walls .	m ²	9.88		
	<i>Subtotal carried to summary</i>				
	<u>EXTERNAL PAINTING FOR OLD BUILDING</u>				
	X - PAINTER AND DECORATOR				
25	Applying one coat of approved quality wall primer and two coats of approved quality weather shield paint to old walls with minor damages after patching up cracks, applying wall putty and sand papering, preparing surface as directed.	m ²	5,414.05		
26	Applying one coat of approved quality anti corrosive paint and two coats of approved quality enamel paint to steel work after preparing surface as directed.	m ²	39.48		
27	Supplying & Fixing Scaffolding work	Item	Allow	PS	200,000.00
	<i>Subtotal carried to summary</i>				
	Z - MISCELLANEOUS WORK				
28	Supplying, fabricating and fixing 50*25mm Box Bar gate (3.75m*.79m)	Item	Allow	LS	
	<i>Subtotal carried to summary</i>				

Section -8
STANDARD FORMS [BID]

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: District Secretary,
District Secretariat,
Monaragala.

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 **Improvement of the District Secretariat building complex - Monaragala** 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) and name(s) of authorized representative(s)]

CHECK LIST FOR BIDDERS

Bidders are advised to fill the following table:

ITEM	ITB Clause	Yes (tick)	REFERENCE
Form of Bid			
Address to the Employer?			
Completed?			
Signed?			
Bid Security (if required)			
Address to the Employer ?			
Format as required?			
Issuing Agency as specified?			
Amount as requested?			
Validity 28 days beyond the validity of Bid?			
Qualification Information			
All the relevant information completed?			
Signed?			
Addendum			
Contents of the addendum (if any) taken in to account?			
BID package			
All the documents given in ITB Clause 12 enclosed in the original and copy?			
ITB Clause 19 followed before Sealing the Bid Package?			