11

**STANDARD BIDDING DOCUMENT**

**FORMS**

**PROCUREMENT OF SUPPLY OF Atterberg limit Apparatus (Casagrande)**

**National competitive Bidding**

**DAD/12/14/HG/2019**

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| Section II. Bidding Data Sheet (BDS)  The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.  *[Instructions for completing the Bid Data Sheet are provided, as needed, in the notes in italics mentioned for the relevant ITB Clauses.]* | |
| **ITB Clause Reference** | **A. General** |
| **ITB 1.1** | The Purchaser is[[1]](#footnote-1): Assistant Commissioner,  Department of Agrarian Development,  Vavuniya. |
| **ITB 1.2** | The name and identification number of the Contract are[[2]](#footnote-2):  Name: 01 Nos Motorized liquid limit devices (Casagrande) & Shrinkage limit set  No: DAD/12/14/HG/2019  The number, identification and names of the lots comprising this procurement are[[3]](#footnote-3): |
| **ITB 1.3** | The bidder as a private entity, Individuals or Firms in a Joint Venture, Consortium or Assoc*iation registered as a company with Registrar of Companies of Sri Lanka and functioning as authorized dealers for the supply of Atterberg limit devices.* |
| **ITB 1.41** | Foreign bidders ***are not allowed to participate in bidding.*** |
|  | **B. Contents of Bidding Documents** |
| **ITB 2.1** | For **Clarification of bid purposes** only, the Purchaser’s address is:  Attention[[4]](#footnote-4): Assistant Commissioner,  Address[[5]](#footnote-5): Department of Agrarian Development,  Railway Station view, Vavuniya.  Telephone: 024 2222362  Facsimile number: 024 2228069  Electronic mail address: dadvavuniya@gmail.com |
|  | **C. Preparation of Bids** |
| **ITB 3.1 (e)[[6]](#footnote-6)** | The Bidder shall submit the following documents with bids:  1. Bid Submission Form-Check signature of the authority.  2.Price schedule  3.List of goods and Delivery schedule  4.Declaration on technical specifications  5.Certified copy of Business Registration Certificate  6.Certified copy of VAT Certificate  7.Details of Maintenance facilities and after sales service  8.Evidence of similar bulk supplies |
| **ITB 3.2[[7]](#footnote-7)** | Period of time the Goods are expected to be functioning (for the purpose of spare parts): **10 years** |
| ITB 3.3 (b) | Manufacture’s authorization as per the form included in section IV N/A |
| **ITB 3.4 (b)** | After sales service is : "Required”  Equipment calibration facilities with supplier is required. |
|  | **D. Submission and Opening of Bids** |
| **ITB 4.1** | The bidder shall prepare one Original of the document comprising the bids as descr*ibed in ITB clause 11and clearly make it “ORIGINAL” the bidder should forward the original document which is provided by the purchaser. In addition bidder should submit copy of the bid clearly make it “COPY”* |
| **ITB 4.2** | The inner and outer envelopes shall bear the following identification marks(Bid for supply of 01 Nos of Motorized Liquid limit devices in Quality Control Laboratory in Vavuniya District)  Ref .No: DAD/12/14/HG/2019  Opening on 10th of December 2019 at 10.30 am. |
| **ITB 4.3** | For bid submission purposes, the Purchaser’s address is:  Attention[[8]](#footnote-8): R.Vijayakumar  Chairman- Departmental Procurement Committee  Address[[9]](#footnote-9): Department of Agrarian Development,  Railway Station view, Vavuniya.  The deadline for the submission of bids is:  Date: 10/12/2019 Time: *10.30 am* |
| **ITB 4.4** | The bid opening shall take place at:  Address: Department of Agrarian Development,  Railway Station view, Vavuniya.    Date: 10.12.2019  Time: 10.30 am |
|  | **E. Evaluation and Comparison of Bids** |
| **ITB 5.1** | Domestic preference *“shall not”* be a bid evaluation factor. |
| **ITB 5.2** | The bid price as quoted in accordance with ITB cause 14  Price adjustment for correction of arithmetic errors in accordance with ITB sub clause 31.3  Discount price shall be taken  The adjustments shall be determined using the following criteria, from amongst those set out in Section III, Evaluation and Qualification Criteria[[10]](#footnote-10):   1. Deviation in Delivery schedule[[11]](#footnote-11):   Not a major factor   1. Deviation in payment schedule: No 2. *The cost of major replacement components, mandatory spare parts, and services: Required cost and spare parts cost will be considered.* 3. *The availability in the purchaser’s country of spare parts and after-sales service for the offered in the bid: Available of spare parts and after sale service will be considered in the evaluation.* 4. *Compliance to the required technical specifications: Required technical Specification Will be the main criteria for the evaluation*   *VAT will be excluded and not take into amount for price evaluation*  *The following factors should be considered for the evaluation.*  *1) The technical requirement the required specification of the goods will be considered as factor of evaluation.*  *2)Characteristic of specified item*  *3)Price*  *4)Delivery and installation*  *5)Sample*  *6)Demonstration*  *The purchase reserve the right to accept or reject any BID and to annual bidding procure and reject all bids at any time prior to contract award, thereby incurring in liability to bidder* |
|  | **Award of Contract** |
| **ITB 6.1[[12]](#footnote-12)** | Prior to expiration of the period of bid validity, the purchaser shall inform the successful bidder in writing, that its bid has been accepted |
| **ITB 6.2** | The purchaser shall send the successful bidder to agreement and special condition of contract within fourteen (14) days of receipt of agreement, the successful bidder shall sign the agreement and return it to the purchaser. |

SECTION III: Schedule of requirements

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| Line Item  No | Description of goods | Qty | Unit | Final Destination | Transportation and any other services | Delivery Date | |
| Latest Delivery Date | Bidder’s offered Delivery date[to be provided by the bidder] |
| 01 | Motorized Liquid limit devices (Casagrande) | 1 | Nos | Assistant Commissioner,  Dept. Agrarian Development,  Railway station view ,  Vavuniya. |  | The delivery date is 07 days from the order. |  |
| 02 | Shrinkage limit set | 1 | Nos | Assistant Commissioner,  Dept. Agrarian Development,  Railway station view ,  Vavuniya. |  | The delivery date is 07 days from the order. |  |

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| |  |  |  |  |  | | --- | --- | --- | --- | --- | | No. | Component Description | Required Specification | Bidder’s Response(Please specify specification of your offer) | If deviate please comments of your offer | | 1 | Items | Motorized liquid limit Devices |  |  | | 2 | Make | Specify |  |  | | 3 | Model | Specify |  |  | | 4 | Grooving tools, | Yes |  |  | | 5 | Glass plate | 500x500x10 mm |  |  | | 6 | Flexible spatula | 100 mm long (2Nos) |  |  | | 7 | Wash bottle | 500 ml cap. |  |  | | 8 | Porcelain dish | 120 mm dia |  |  | | 9 | Warranty | Specify |  |  | | 10 | Delivery | Dep. Of Agrarian Development Vavuniya |  |  |   Section IV: Technical specification for Motorized liquid limit Devices |

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| |  |  |  |  |  | | --- | --- | --- | --- | --- | | No. | Component Description | Required Specification | Bidder’s Response(Please specify specification of your offer) | If deviate please comments of your offer | | 1 | Item | Shrinkage limit set |  |  | | 2 | Make | Specify |  |  | | 3 | Model | Specify |  |  | | 3 | Shrinkage dish | 45 mm dia. x 12.7 mm high. (Q.ty 2) |  |  | | 4 | Crystallizing dish | 57 mm dia. x 31 mm deep |  |  | | 5 | Shrinkage prong plate. | Manufactured from transparent acrylic and fit with 3 metal prongs |  |  | | 6 | Evaporating dish | Yes |  |  | |  | Flexible spatula | Yes |  |  | |  | Graduated cylinder, | 25 ml |  |  | |  | All contained in a plastic case. | Yes |  |  | |  | All the above items can be purchased individually. | Yes |  |  | |  | Case dimensions: | 300x280x120 mm |  |  | | 8 | Warranty | Specify |  |  | | 9 | Delivery | Dep. Of Agrarian Development Vavuniya |  |  |   Section V: Technical specification for Shrinkage limit set |

SECTIONV:

**Quotation submission form**

[The vendor shall fill in this form in accordance with the instructions indicated No alteration to its format shall be committed and no substitution will be accepted]

Date:……

To: **Asst. Commissioner,**

**Dept. of Agrarian Development**

**Vavuniya.**

We, the undersigned, declare that

1)We have examined and have known reservation to the document issued.

2) We offer to supply in conformity with the documents issued and in accordance with the delivery schedule specified in the schedule of requirements the following goods……………………………………………………………………

[insert a brief description of the goods]

3) The total price of our quotation including any discount offered is:……………………………………………………………………….

[Insert the total quoted price in words and figure]

4) Our quotation shall be valid for the period of time specified in ITV sub-clause 8.1 from the date fixed for the quotation submission deadline in accordance with ITV Sub-Clause11.1 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

5)We understand that this quotation together with your written acceptance thereof included in your notification of award, shall constitute a bidding contract between us

6)We understand that you are not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

Signed:………………………………

[Insert signature of person whose name and capacity are shown]

Name:……………………………….

[Insert complete name of person signing the Bid Submission Form]

Dated:………………

1. *insert* **complete** *legal name of the Procuring Entity* [↑](#footnote-ref-1)
2. *insert title of procurement and bid number reference of the Procuring Entity* [↑](#footnote-ref-2)
3. Applicable only if separate contracts are awarded to different lots; if so *insert lot reference and title of the each lot* [↑](#footnote-ref-3)
4. insert name and designation of the Officer responsible for clarifications e.g. Head of the Procurement Division if any ] [↑](#footnote-ref-4)
5. *insert floor and room number, if applicable* [↑](#footnote-ref-5)
6. If no additional documents are required may delete this row [↑](#footnote-ref-6)
7. Insert only if required; if so insert *duration* [↑](#footnote-ref-7)
8. *insert full name and the designation of the officer in charge* [↑](#footnote-ref-8)
9. [↑](#footnote-ref-9)
10. *refer to Schedule III, Evaluation and Qualification Criteria; insert complementary details if necessary* [↑](#footnote-ref-10)
11. Select one option and delete the other two option [↑](#footnote-ref-11)
12. [↑](#footnote-ref-12)