



# **SRI LANKA NAVY**

## **BIDDING DOCUMENT**

**(SB/HR/01/17/2010)**

**PROCUREMENT OF GOODS AND SERVICES  
THROUGH **NATIONAL** COMPETITIVE BIDDING**

LOCAL PROCUREMENT DIVISION  
P.O. BOX 593,  
Colombo 02.  
Tel: 011-2421151  
Fax: 011-2433896

## STANDARD BIDDING DOCUMENT

### PROCUREMENT OF GOODS AND SERVICES THROUGH NATIONAL COMPETITIVE BIDDING (SB/HR/01/17/2010)

This Bidding Document has been drawn up in line with the Procurement Guide Lines (Goods & Works) – 2006 of National Procurement Agency in view of;

- a. Maximizing Economy, efficiency and effectiveness (value for money).
- b. Adhering to prescribed standards, specifications, local laws rules and regulations and international obligations.
- c. Fair, equal and maximum opportunity for interested parties to participate in Procurement
- d. Expeditious execution of delivery of Goods and Services
- e. Ensuring transparency and consistency and
- f. Retaining confidentiality of information.

This Bidding Document for procurement of Goods and Works shall be used for [National Competitive Bidding](#), for the contracts that are financed by the Government of Sri Lanka.

Please feel free to contact any of the following Officers to make any clarifications on this Bidding Document.

**D. Perera**  
**Senior Staff Officer (Repair's)**  
**Naval Headquarters**  
**T-P 4632386**

**U.B.W. Palipana**  
**Staff Officer (Repair's)**  
**Naval Headquarters**  
**T-P 4632387**

**TENDER FOR THE HIRING OF 40 NOS  
BRAND NEW / RE-CONDITIONED (PETROL)  
CARS TO SRI LANKA NAVY**

**TENDER REFERENCE  
SB/HR/01/17/ 2010**

**PAPER ADVERTISEMENT**

**VOLUME – 1**

**SECTION I**

INVITATION FOR BIDS

SRI LANKA NAVY

**TENDER FOR THE HIRING OF 40 NOS BRAND NEW / RE-CONDITIONED (PETROL)  
CARS FOR STAFF OFFICERS OF THE SRI LANKA NAVY**

1. The Chairman, Departmental Procurement Committee of the Sri Lanka Navy, Chatham Street , Colombo 01 , will receive sealed tenders for the hiring of 40 Nos Brand New / Re-conditioned Cars (Petrol) (Un-registered) for Staff Officers of the Sri Lanka Navy.`
2. **A complete set of tender documents with regard to the above procurement, in English, may be downloaded by the prospective bidders from the Sri Lanka Navy web site [www.Navy.lk](http://www.Navy.lk). The required cars shall be provided by only one source and the applicable prices are required to be indicated in the schedule of prices, provided in the tender document.**
3. The sealed tenders, in duplicate, downloaded in the form available in the web, shall be addressed to “The Chairman, Departmental Procurement Committee, Sri Lanka Navy, PO Box 593, Chatham Street, Colombo 01 and may be either dispatched by Registered Post or deposited in the Tender Box, at the Main Guard Room of Sri Lanka, Navy, PO Box 593, Chatham Street, Colombo 01 well before the closing time. No late bids and the bids submitted in E-form will be accepted.
4. Tenders will be closed at the Sri Lanka Navy , PO Box 593, Chatham Street, Colombo 01, on the 20<sup>TH</sup> JULY 2010 at 1400 hrs and opened immediately thereafter at the above location . Bidders or their authorized representatives will be permitted to be present at the opening of the tenders, upon presentation their National Identity Card and letters of authorization from their employer.
5. For further details, please contact the Senior Staff Officer (Repairs) Telephone 0114632386.

**COMMANDER OF THE SRI LANKA NAVY**

Sri Lanka Navy Headquarters,  
P.O. Box 593  
Colombo 01

# **INSTRUCTIONS TO BIDDERS (ITB)**

## **VOLUME – 1**

### **SECTION II**

# GENERAL

## 1. **Scope of Bid**

1.1 The Sri Lanka Navy Departmental Procurement Committee (DPC) issues these Bidding Documents for Hiring of 40 Nos Self Driven Seddan Type Brand New / Reconditioned Cars to Sri Lanka Navy as specified in Section VI, Price Schedule. The name and identification number of this procurement are specified in the BDS. The name, identification, and number of lots (individual contracts), if any, are provided in the BDS.

1.2 Throughout these Bidding Documents:

- (a) The term “in writing” means communicated in written form by mail (other than electronic mail) or hand delivered with proof of receipt;
- (b) If the context so requires, “singular” means “plural” and vice versa; and
- (c) “Day” means calendar day.

## 2. **Source of Funds**

2.1 Payments under this contract will be financed by the Government of Democratic Socialist Republic of Sri Lanka (GOSL).

## 3. **Ethics, Fraud and Corruption**

3.1 The attention of the bidders is drawn to the following guidelines of the Procurement Guidelines published by National Procurement Agency:

- Parties associated with Procurement Actions, namely, suppliers/contractors and officials shall ensure that they maintain strict confidentiality throughout the process;
- Officials shall refrain from receiving any personal gain from any Procurement Action. No gifts or inducement shall be accepted. Suppliers/contractors are liable to be disqualified from the bidding process if found offering any gift or inducement which may have an effect of influencing a decision or impairing the objectivity of an official.

3.2 The Sri Lanka Navy requires the bidders, suppliers, contractors, and consultants to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy:

- (a) “Corrupt Practice” means the offering, giving, receiving, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
- (b) “Fraudulent Practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
- (c) “Collusive Practice” means a scheme or arrangement between two or more bidders, with or without the knowledge of the Sri Lanka Navy to establish bid prices at artificial, noncompetitive levels; and

(d) “Coercive Practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.

3.3 If the Sri Lanka Navy found any unethical practices as stipulated under ITB Clause 3.2, the Sri Lanka Navy will reject a bid, if it is found that a Bidder directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

#### 4. **Eligible Bidders**

4.1 All bidders shall possess legal rights to supply the Goods under this contract.

4.2 All bidders must prove the financial stability to perform this Contract by providing the Bank Statements of the company for a period of past Six (6) months and any details of similar contracts performed recently. For the bidders, who have registered with the Ministry of Defence Public Security Law & Order (MOD) for the current year, this requirement does not exist and in lieu they shall provide a copy of the Registration Letter issued by the MOD.

4.3 A Bidder shall not have a conflict of interest. All bidders found to have conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this bidding process, if they:

(a) are or have been associated in the past, with a firm or any of its affiliates which have been engaged by the Sri Lanka Navy to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under these Bidding Documents ; or

(b) submit more than one bid in this bidding process.

4.4 A Bidder that is under a declaration of ineligibility by the National Procurement Agency (NPA), at the date of submission of bids or at the date of contract award, shall be disqualified. The list of debarred firms is available at the website of NPA, [www.npa.gov.lk](http://www.npa.gov.lk).

**4.5 Foreign Bidders are not allowed to participate in bidding.**

#### 5. **Eligible Goods and Related Services**

5.1 All *goods* supplied under this contract shall be complied with applicable standards stipulated by the Sri Lanka Standards Institute (SLSI). In the absence of such standards, the Goods supplied shall be complied to other internationally accepted standards.

# CONTENTS OF BIDDING DOCUMENTS

## 6. Sections of Bidding Documents

6.1 The Bidding Documents consist of 2 Volumes, which include all the sections indicated below, and should be read in conjunction with any addendum issued in accordance with ITB Clause 8.

### **Volume 1**

- Section I. Paper Advertisement
- Section II. Instructions to Bidders (ITB)

### **Volume 2**

- Section III. Contract Forms
- Section IV. Bidding Data Sheet (BDS)
- Section V. Bidding Forms
- Section VI. Price Schedule
- Section VII. Technical Specifications

6.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Documents may result in the rejection of the bid.

## 7. Clarification of Bidding Documents

7.1 An eligible Bidder as per ITB Clause 4.0 requiring any clarification of the Bidding Documents including the restrictiveness of specifications shall contact the Sri Lanka Navy in writing at the Sri Lanka Navy address specified in the BDS. **The Sri Lanka Navy will respond in writing to any request for clarification to the respective bidder and post such clarification on the Sri Lanka Navy website (<http://www.navy.lk/>). Such clarifications shall be made prior to Ten (10) days to deadline for submission of bids.** Should the Sri Lanka Navy deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so by publishing on the Sri Lanka Navy web (<http://www.navy.lk/>) following the procedure under ITB Clause 8.

## 8. Amendment of Bidding Documents

8.1 At any time prior to the deadline for submission of bids, the Sri Lanka Navy may amend the Bidding Documents by publishing an addendum in the Sri Lanka Navy Website (<http://www.navy.lk/>). As such, **all eligible bidders as per ITB Clause 4.0 shall refer to the Sri Lanka Navy website (<http://www.navy.lk/>) on frequent manner until the deadline of submission of bids** to make the bid in fully compliance to any new requirement given in any such addendum.

8.2 Any addendum issued by the Sri Lanka Navy shall be part of the Bidding Documents and non compliance of bids to any such addendum may cause to reject the bids at sole discretion of the Sri Lanka Navy .

8.3 To give eligible Bidders reasonable time in which to take an addendum into account in preparing their bids, the Sri Lanka Navy may, at its discretion, extend the deadline for the submission of bids by posting such extension on the Sri Lanka Navy website (<http://www.navy.lk/>), pursuant to ITB Sub-Clause 25.2.

## **PREPARATION OF BIDS**

### **9. Preparation of Bid**

9.1 All eligible bidders shall download a copy of this Bidding Document from the Sri Lanka Navy website (<http://www.navy.lk/>) and prices are required to be indicated in Section VI. Price Schedule. The sealed tenders, in duplicate, shall be addressed to “The Chairman Departmental Procurement Committee (DPC) Sri Lanka Navy , Po Box 593, Chatham Street, Colombo 01, and may be either dispatched by Registered Post or deposited in the Tender Box, at the Main Guard Room of Sri Lanka Navy , Po Box 593 Chatham Street, Colombo 01 , well before the closing time. **No late bids and bids submitted in E-form will be accepted.**

9.2 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Sri Lanka Navy shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### **10. Language of Bid**

10.1 The Bid, as well as all correspondence and documents relating to the Bid (including supporting documents and printed literature) exchanged by the Bidder and the Sri Lanka Navy, shall be written in English language.

### **11. Documents Comprising the Bid**

11.1 The Bid shall comprise the following:

- (a) Bid Submission Form and the applicable Price Schedules, in accordance with ITB Clauses 12, 14, and 15;
- (b) Bid Security in accordance with ITB Clause 19;
- (c) Documentary evidence in accordance with ITB Clause 34, that the Goods and related Services conform to the Bidding Documents;
- (d) The offer shall be submitted with original catalogues, sketches, diagrams, brochures, warranty certificates and technical details.
- (e) Any other document required in the BDS.

12. **Bid Submission Form and Price Schedules**

12.1 **The Bidder shall submit the Bid Submission Form using the form furnished in Section V, Bidding Forms.** This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.

13. **Alternative Bids**

**13.1 Alternative bids shall not be considered. Any additional offers may be submitted along with the main Offer without accompanying separate Bid Bonds for the additional Offers.**

14. **Bid Prices and Discounts**

14.1 The Bidder shall indicate on the Price Schedule provided in Section VI the unit prices and total bid prices of the Goods it proposes to supply under the Contract.

14.2 Any discount offered against any single item in the price schedule shall be included in the unit price of the item. However, a Bidder wishes to offer discount as a lot the bidder may do so by indicating such amounts appropriately.

14.3 If so indicated in ITB Sub-Clause 1.1, bids are being invited for individual contracts (lots) or for any combination of contracts (packages). Unless otherwise indicated in the BDS, prices quoted shall correspond to 100 % of the items specified for each lot and to 100% of the quantities specified for each item of a lot. Bidders wishing to offer any price reduction (discount) for the award of more than one Contract shall specify the applicable price reduction separately.

14.4 (i) Prices indicated on the Price Schedule shall include all duties and sales and other taxes already paid or payable by the Supplier:

(a) On components and raw material used in the manufacture or assembly of goods quoted; or

(b) On the previously imported goods of foreign origin

(ii) It is essential that the Unit Price of the article or Service be inclusive of NBT Tax, if applicable. However, VAT shall not be included in the price but shall be indicated separately as given in Price Schedule, Section VI;

(iii) The price for inland transportation, insurance and other related services to deliver the goods to their final destination;

(iv) The price of other incidental services

14.5 The Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected, pursuant to ITB Clause 36.

14.6 All lots, if any, and items must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items.

15. **Currencies of Bid**

**15.1 The Bidder shall quote in Sri Lankan Rupees and payment shall be payable only in Sri Lanka Rupees.**

16. **Documents Establishing the Eligibility of the Bidder**

16.1 To establish their eligibility in accordance with ITB Clause 4, Bidders shall complete the Bid Submission Form, included in Section V, Bidding Forms.

17. **Documents Establishing the Conformity of the Goods and Related Services**

17.1 To establish the conformity of the Goods and Related Services to the Bidding Documents, the Bidder shall furnish as part of its Bid the documentary evidence that the Goods conform to the technical specifications and standards specified in Section VI, Price Schedule.

17.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description (given in Section VII, Technical Specifications) of the essential technical and performance characteristics of the Goods and Related Services, demonstrating substantial responsiveness of the Goods and Related Services to the technical specification, and if applicable, a statement of deviations and exceptions to the provisions of the Price Schedule.

17.3 The Bidder shall also furnish a list giving full particulars, including quantities, available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period if specified in the BDS following commencement of the use of the Goods by the Sri Lanka Navy.

18. **Period of Validity of Bids**

**18.1 Bids shall remain valid until the date specified in the BDS. A bid valid for a shorter date shall be rejected by the Sri Lanka Navy as non responsive.**

18.2 In exceptional circumstances, prior to the expiration of the bid validity date, the Sri Lanka Navy may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. If a Bid Security is requested in accordance with ITB Clause 19, it shall also be extended for a corresponding period. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request shall not be required or permitted to modify its bid.

19. **Bid Security**

19.1 The Bidder shall furnish as part of its bid, a Bid Security, as specified in the BDS.

19.2 The Bid Security shall be in the amount specified in the BDS and denominated in Sri Lanka Rupees, and shall:

- (a) At the bidder's option, be in the form of either a bank draft, a letter of credit, or a bank guarantee from a banking institution;
- (b) Be issued by an institution acceptable to Sri Lanka Navy. The acceptable institutes are published in the NPA website, www.npa.gov.lk.
- (c) Be substantially in accordance with the form included in Section V, Bidding Forms;
- (d) Be payable promptly upon first written demand by the Sri Lanka Navy in case the conditions listed in ITB Clause 19.5 are invoked;
- (e) Be submitted in its original form; copies will not be accepted;
- (f) Remain valid for the period specified in the BDS.

19.3 Any bid not accompanied by a substantially responsive Bid Security in accordance with ITB Sub-Clause 19.1 and 19.2, may be rejected by the Sri Lanka Navy as non-responsive.

19.4 The Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder's furnishing of the Performance Security pursuant to ITB Clause 43.

19.5 The Bid Security may be forfeited or the Bid Securing Declaration executed:

- (a) If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Submission Form, except as provided in ITB Sub-Clause 18.2; or
- (b) If a Bidder does not agreeing to correction of arithmetical errors in pursuant to ITB Sub-Clause 35.3
- (c) If the successful Bidder fails to:
  - (i) Sign the Contract in accordance with ITB Clause 43;
  - (ii) Furnish a Performance Security in accordance with ITB Clause 44.

20. **Format and Signing of Bid**

20.1 The Bidder shall prepare one original of the documents comprising the bid as described in ITB Clause 11 and clearly mark it as "ORIGINAL." In addition, the Bidder shall submit a copy of the bid and clearly mark it as "COPY." In the event of any discrepancy between the original and the copy, the original shall prevail.

20.2 The original and the Copy of the bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder.

20.3 Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.

21. **Quoting of Prices**

21.1 If the Bidders are registered for the purpose of VAT, they should indicate the amount of VAT claimed separately in the price schedule in addition to the net value of the Bid, along with the VAT registration number. Declaration of VAT registration number is a mandatory requirement for determination of Bids and any Bidder who does not declare his/her VAT registration number will be liable for rejection of the Bid. All Bidders who do not pay VAT shall submit the VAT exception letter issued by the Inland Revenue Department along with the bid. It is essential that the Unit Prices of the Article or Services be inclusive of NBT Tax, if applicable.

22. **Unrealistic Rates**

22.1 If unrealistically low rates quoted by a Bidder are found on critical or very important items he will be asked to prove to the satisfaction of the Sri Lanka Navy Departmental Procurement Committee, how he could supply the particular item within that rate, if relevant with a rate analysis also.

22.2 If the Sri Lanka Navy Departmental Procurement Committee is of the view that the clarifications given are unacceptable and Bidder would fail in performing on those rates the Bid may be rejected. If clarifications are acceptable and Technical Evaluation Committee is satisfied on that evaluation will be continued.

23. **Payment**

23.1 The payment will be effected on receipt and acceptance of Goods by the Sri Lanka Navy along with duly completed invoice and F666 (Government Contractors Bill) in triplicate. (60 days credit facility is required after receipt of the above document)

24. **Domestic Preference**

24.1 Not applicable.

## **SUBMISSION AND OPENING OF BIDS**

### **25. Submission, Sealing and Marking of Bids**

25.1 Bidders may always submit their bids by mail or by hand.

(a) Bidders submitting bids by mail or by hand, shall enclose the original and the copy of the Bid in separate sealed envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." These envelopes containing the original and the copy shall then be enclosed in one single envelope.

25.2 The inner and outer envelopes shall:

- (a) Bear the name and address of the Bidder;
- (b) Be addressed to the Sri Lanka Navy in accordance with ITB Sub Clause 26.1;
- (c) Bear the specific identification of this bidding process as indicated in the BDS; and
- (d) Bear a warning not to open before the time and date for bid opening, in accordance with ITB Sub-Clause 30.1

If all envelopes are not sealed and marked as required, the Sri Lanka Navy will assume no responsibility for the misplacement or premature opening of the bid.

### **26. Deadline for Submission of Bids**

26.1 Bids must be received by the Sri Lanka Navy at the address and no later than the date and time specified in the BDS.

26.2 The Sri Lanka Navy may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with ITB Clause 8, in which case all rights and obligations of the Sri Lanka Navy and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

### **27. Late Bids**

27.1 The Sri Lanka Navy shall not consider any bid that arrives after the deadline for submission of bids, in accordance with ITB Clause 26. Any bid received by the Sri Lanka Navy after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.

28. **Withdrawal, and Modification of Bids**

28.1 A Bidder may withdraw, or modify its Bid after it has been submitted by sending a written notice in accordance with ITB Clause 25, duly signed by an authorized representative, and shall include a copy of the authorization in accordance with ITB Sub-Clause 20.2, (except that no copies of the Section I Instructions to Bidders withdrawal notice are required). The corresponding substitution or modification of the bid must accompany the respective written notice. All notices must be:

(a) Submitted in accordance with ITB Clauses 20 and 25 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked “WITHDRAWAL,” or “MODIFICATION;” and

(b) Received by the Sri Lanka Navy prior to the deadline prescribed for submission of bids, in accordance with ITB Clause 26.

28.2 Bids requested to be withdrawn in accordance with ITB Sub-Clause 28.1 shall be returned to the Bidders only upon notification of contract award to the successful bidder in accordance with sub clause 41.1

28.3 No bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Submission Form or any extension thereof.

29. **Samples**

**Deleted.**

30. **Bid Opening**

30.1 The Sri Lanka Navy shall conduct the bid opening in public at the address, date and time specified in the BDS.

30.2 First, envelopes marked “WITHDRAWAL” shall be opened and read out and the envelope with the corresponding bid may be opened at the discretion of the Sri Lanka Navy. No bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at bid opening. Envelopes marked “MODIFICATION” shall be opened and read out permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Bid opening. Only envelopes that are opened and read out at Bid opening shall be considered further.

30.3 All other envelopes shall be opened one at a time, reading out: the name of the Bidder and whether there is a modification; the Bid Prices, including any discounts and alternative offers; the presence of a Bid Security, if required; and any other details as the Sri Lanka Navy may consider appropriate. Only discounts and alternative offers read out at Bid opening shall be considered for evaluation. No Bid shall be rejected at Bid opening except for late bids, in accordance with ITB Sub Section I Instructions to Bidders Clause 27.1.

30.4 The Sri Lanka Navy shall prepare a record of the Bid opening that shall include, as a minimum: the name of the Bidder and whether there is a withdrawal, or modification; the Bid Price, per lot if applicable, including any discounts, and the presence or absence of a Bid Security. The bids that were opened shall be resealed in separate envelopes, promptly after the bid opening. The Bidders' representatives who are present shall be requested to sign the attendance sheet. A copy of the record shall be distributed to all Bidders who submitted bids in time.

31. **Default**

31.1 In the event that the Supplier is unable to deliver the Goods within the stipulated period specified in the Bid, a sum amounting to **Point Five percent (0.5%) of total contract price shall be deducted for every Seven (07) days of delay and up to a maximum of Five percent (05%) as liquidated damages and not as a penalty.**

31.2 In such an event the Supplier is unable to further remedy the situation and meet his obligations in terms of the Contract within a reasonable time the name of the supplier will be black listed and published in the list of Government defaulting Contractors/Suppliers maintained by the National Procurement Agency on their website.

## **EVALUATION AND COMPARISON OF BIDS**

### **32. Confidentiality**

32.1 Information relating to the examination, evaluation, comparison, and post-qualification (if applicable) of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until publication of the Contract Award.

32.2 Any effort by a Bidder to influence the Sri Lanka Navy in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its Bid.

32.3 Notwithstanding ITB Sub-Clause 32.2, if any Bidder wishes to contact the Sri Lanka Navy on any matter related to the bidding process, from the time of bid opening to the time of Contract Award, it should do so in writing.

### **33. Clarification of Bids**

33.1 To assist in the examination, evaluation, comparison and post-qualification of the bids, the Sri Lanka Navy may, at its discretion, request any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by the Sri Lanka Navy shall not be considered for purpose of evaluation. The Sri Lanka Navy's request for clarification and the response shall be in writing. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Sri Lanka Navy in the Evaluation of the bids, in accordance with ITB Clause 35.

### **34. Responsiveness of Bids**

34.1 The Sri Lanka Navy determination of a bid's responsiveness is to be based on the contents of the bid itself.

34.2 A substantially responsive Bid is one that conforms to all the terms, conditions, and specifications of the Bidding Documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

- (a) Affects in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; or
- (b) Limits in any substantial way, inconsistent with the Bidding Documents, the Sri Lanka Navy's rights or the Bidder's obligations under the Contract; or
- (c) If rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids.

34.3 If a bid is not substantially responsive to the Bidding Documents, it shall be rejected by the Sri Lanka Navy and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

35. **Non-conformities, Errors, and Omissions**

35.1 Provided that a Bid is substantially responsive, the Sri Lanka Navy may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.

35.2 Provided that a bid is substantially responsive, the Sri Lanka Navy may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

35.3 Provided that the Bid is substantially responsive, the Sri Lanka Navy shall correct arithmetical errors on the following basis:

(a) If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Sri Lanka Navy there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;

(b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

(c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount Section I Instructions to Bidders expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

35.4 If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited.

36. **Preliminary Examination of Bids**

36.1 The Sri Lanka Navy shall examine the bids to confirm that all documents and technical documentation requested in ITB Clause 11 have been provided, and to determine the completeness of each document submitted.

**36.2 The Sri Lanka Navy shall confirm that the following documents and information have been provided in the Bid. If any of these documents or information is missing, the Bid shall be rejected.**

**(a) Bid Submission Form, in accordance with ITB Sub- Clause 12.1;**

**(b) Price Schedules, in accordance with ITB Sub-Clause 12;**

**(c) Bid Security, in accordance with ITB Clause 19.**

37. **Examination of Terms and Conditions; Technical Evaluation**

37.1 The Sri Lanka Navy shall examine the Bid to confirm that all terms and conditions have been accepted by the Bidder without any material deviation or reservation.

37.2 The Sri Lanka Navy shall evaluate the technical aspects of the Bid submitted in accordance with ITB Clause 17, to confirm that all requirements specified in Section VI, Price Schedule of the Bidding Documents have been met without any material deviation or reservation.

37.3 If, after the examination of the terms and conditions and the technical evaluation, the Sri Lanka Navy determines that the Bid is not substantially responsive in accordance with ITB Clause 34, the Sri Lanka Navy shall reject the Bid.

38. **Sri Lanka Navy Right to Accept Any Bid, and to Reject Any or All Bids**

38.1 The Sri Lanka Navy reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.

## **AWARD OF CONTRACT**

### **39. Award Criteria**

39.1 The Sri Lanka Navy shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

### **40. Sri Lanka Navy Right to Vary Quantities at Time of Award**

40.1 At the time the Contract is awarded, the Sri Lanka Navy reserves the right to increase or decrease the quantity of Goods and Related Services originally specified in Section VI, Price Schedule, provided this does not exceed twenty five percent (25%) or one unit which ever is higher and without any change in the unit prices or other terms and conditions of the bid and the Bidding Documents.

### **41. Notification of Award**

41.1 Prior to the expiration of the period of bid validity, the Sri Lanka Navy shall notify the successful Bidder, in writing, that its Bid has been accepted.

41.2 Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.

41.3 Upon the successful Bidder's furnishing of the signed Contract Form and performance security pursuant to ITB Clause 44, the Sri Lanka Navy will promptly notify each unsuccessful Bidder and will discharge its bid security, pursuant to ITB Clause 19.4.

### **42. Signing of Contract**

42.1 Within Seven (7) days after notification, the Sri Lanka Navy shall to sign it.

42.2 Within Seven (7) days of receipt of such information, the successful Bidder shall sign the Agreement.

### **43. Performance Security**

43.1 Within fourteen (14) days of the receipt of notification of award from the Sri Lanka Navy, the successful Bidder, if required, shall furnish the Performance Security in accordance with this document, using for that purpose the Performance Security Form included in Section III Contract forms. The Employer shall promptly notify the name of the winning Bidder to each unsuccessful Bidder and discharge the Bid Securities of the unsuccessful bidders pursuant to ITB Sub-Clause 19.4.

43.2 Failure of the successful Bidder to submit the abovementioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security or execution of the Bid- Securing Declaration. In that event the Sri Lanka Navy may award the Contract to the next lowest evaluated Bidder, Whose offer is substantially responsive and is determined by the Sri Lanka Navy to be qualified to perform the Contract satisfactorily.

44. **Subletting**

44.1 The Contractor shall not assign or sublet the contract or any part thereof any benefit or interest therein without prior written consent of the Chairman, Sri Lanka Navy Departmental Procurement Committee.

44.2 The Government reserves to itself the right to refuse or to recognize a Power of Attorney issued by a Contractor to any person authorizing him to carry on the contract on the Contractor's behalf.

45. **Employees and Representatives**

45.1 All employees and representatives of the Bidder must be security cleared and certificates to that effect must be forwarded to the Commander of the Sri Lanka Navy.

45.2 The Commander of the Sri Lanka Navy may for reasons which appear to him sufficient, give notice of his objection in writing to the employment by the Contractor or any person specified in such notice, and no such person shall thereafter be employed by the Contractor.

**(D. Perera)**

Commander

**SENIOR STAFF OFFICER (REPAIR'S)**

Date: 05<sup>th</sup> July 2010

# **CONTRACT FORMS**

## **VOLUME – 2**

### **SECTION III**

## SPECIMEN FORM OF BID SECURITY

By this Bond we ..... (hereinafter called "the Bidder") and We (name of bank) whose registered office is at ..... (hereinafter called "the Surety") are held and firmly bound unto ..... (hereinafter called "the Authority") in the sum of ..... for the payment of which sum the Bid and the Surety bind themselves their successors and assigns jointly and severally by these presents.

Whereas the Authority has invited the Bidder and other persons to complete Bids in similar for the construction/supply and installation of ..... and works associated therewith (hereinafter called "the Works") and to submit the same for the consideration of the Authority, and the Bidder proposes to submit to the Authority a Bid (hereinafter called "the Bid") in accordance with such invitation, the Bond shall provide security to the Authority that the Bidder will honour certain obligation to be undertaken by him in the Bid in accordance with the following conditions.

### Now the Conditions of this Bond are :

- (1) that it shall remain in full force and effect until the earliest of
  - (a) (date), being ( ) days from (submission date), the date stipulated by the Authority for the submission of Bids, or any prolongation of such date above notified to the Authority by the Bidder and the Surety in writing;
  - (b) in the event of acceptance of the Bid by the Authority, the date upon which the Bidder provides a performance security to the Authority in accordance with the terms of the contract thereby made between them, or
  - (c) in the event of acceptance by the Authority of a Bid for the Works from a third party, the date upon which such third party provides the relevant performance security.
- (2) Subject to this Bond being in full force and effect, the Surety shall pay the full amount specified in this Bond upon receipt of first written demand from the Authority stating that.
  - (a) The Bidder has withdrawn his Bid during the validity of this Bond, or
  - (b) The Bidder has failed to provide a performance security to the Authority in accordance with the terms of the contract between them upon acceptance of the Bid.

No alteration in the terms of the Bid, nor any forbearance or forgiveness in or in respect of any matter or thing concerning the Bid on the part of the Authority, nor any objection from the Bidder shall in any way release the Surety from any liability under this Bond.

The benefit of this Bond shall not be assignable by the Authority and upon its ceasing to be in full force and effect the Authority shall return the same to be Bidder.

This Bond shall be governed by the laws of Sri Lanka. I executed as a Deed this ( ) day of ( ) 2010.....

For and on behalf of the Bidder .....

For and behalf of the Surety .....

Signed by .....

Signed by .....

In the capacity of .....

In the capacity of .....

and by .....

and by.....

In the capacity of .....

In the capacity of .....

Seal (where applicable)

Seal (where applicable)

**SPECIMEN FORM OF PERFORMANCE BANK GUARANTEE**  
**(UN CONDITIONAL)**

BOND NUMBER : ..... DATE: .....

SUM GUARANTEED: .....

To : The Commander of the Sri Lanka Navy  
Address; Po Box 593, Chatham Street, Colombo 01

Whereas .....(name and address of SERVICE PROVIDER/SELLER) [hereafter called "the SERVICE PROVIDER/SELLER "] has undertaken, in pursuance of contract No..... dated.....to execute.....(name of contract)[hereafter called "the contract"];

And whereas it has been stipulated by you in the said Contract shall furnish you with a **Bank Guarantee** by a recognized **Bank** for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

And whereas we have agreed to give the SERVICE PROVIDER/SELLER such a **Bank Guarantee**;

Now therefore we hereby affirm that we are the Guarantor and responsible to you, on behalf of the SERVICE PROVIDER/SELLER, up to a total of .....(Amount of Guarantee)..... (Amount in words), such sum being payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of ..... (Amount of Guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the SERVICE PROVIDER/SELLER before presenting us with the demand.

We further agree that no change or addition to other modification of the terms of the Contract or of the Works to be performed there under or of any of the Contract document which may be made between you and the SERVICE PROVIDER/SELLER 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 a date ..... days from the date of issue of the taking Over Certificate.

Signature and the Seal of the Guarantor: .....

Name of the Bank : .....

Address : .....

Date : .....

Witness : .....

# **BIDDING DATA SHEET (BDS)**

## **VOLUME – 2**

### **SECTION IV**

<b>ITB Clause Reference</b>	<b>A. General</b>
<b>ITB 1.1</b>	The purchaser is Sri Lanka Navy of Democratic Socialist Republic of Sri Lanka.
<b>ITB 1.1</b>	The identification number of the Contract is <b>SB/HR/01/17/2010</b>
<b>ITB 2.1</b>	The source of funding is Government of Democratic Socialist Republic of Sri Lanka (GOSL).
<b>ITB 4.5</b>	Foreign bidders are not allowed to participate in bidding
	<b>B. Preparation and submission of Bidding Document</b>
<b>ITB 9.1</b>	Address; Navy Headquarters, PO Box 593, Colombo 01 The Bids shall be submitted on this tender form which is posted by the Sri Lanka Navy on its website <a href="http://www.navy.lk/">http://www.navy.lk/</a> in duplicate to the above address on or before Date; 15/06/2010 Time; 1400 hrs. Bids submitted in E-form will not be accepted.
	<b>C. Contents of Bidding Documents</b>
<b>ITB 7.1</b>	For clarification purposes the Sri Lanka Navy address is: Attention; Director General (Logistic) Address; Navy Headquarters, PO Box 593, Colombo 01 Telephone; 0114632311 Facsimile Number; 011 433896
	<b>D. Preparation of BIDS</b>
<b>ITB 11.1(e)<sup>8</sup></b>	The Bidder shall submit the following additional documents: The offer shall be submitted with original Catalogues, sketches, diagrams, brochures, warranty certificates and technical details. <b>SLS, ISO 9000</b> are to be provided.
<b>ITB 14.3(e)<sup>9</sup></b>	The bidders shall quote in the annexes at Section VI, in respect of items listed therein for delivery to Sri Lanka Navy - Colombo. <b>In order to make a responsive bid, the prospective bidders at least quote for 15 Nos vehicles out of the total qty required by the Sri Lanka Navy (i.e 45 cars) in addition to complying with the requirements stipulated in this Bidding Document. Any bid quoted for a lesser qty than the 15 Nos cars will not be considered for evaluation.</b>
<b>ITB 15.1<sup>10</sup></b>	The offers shall be made in Sri Lankan Rupees.
	After sales services <b>Required.</b>
<b>ITB 18. 1<sup>12</sup></b>	The Bid shall be valid until 01 / 08 / 2015. <b>05 year contract to be performed by the successful bidder/bidders upon award the contract.</b>
<b>ITB 18. 1</b>	(a) Bid shall include a Bid Security (issued by bank or surety) included in Section VI Bidding Forms;
<b>ITB 19. 2 (c)</b>	The amount and validity of the Bid Security shall be a. Bid Bond – <b>Rs. 100,000.00</b> b. The validity period of the Bid Bond shall be <b>120</b> days.
<b>ITB 29</b>	<b>Submission of Samples is not applicable.</b>
	<b>E. Submission and Opening of Bids</b>
<b>ITB 25.2</b>	The inner and outer envelopes shall bear the following identification marks along with the date of opening; Tender No; SB/HR/01/17/2010                      Date; <b>05/07/ 2010</b>
<b>ITB 26. 1</b>	For bid submission purposes, the Sri Lanka Navy's address is: Address: Navy Headquarters, PO Box 593, Colombo 01. The deadline for the submission of bid is at 1400 hrs on <b>15/06/2010.</b>
<b>ITB 30.1</b>	The bid opening shall take place at;

Address: Navy Headquarters, PO Box 593, Colombo 01. Date; 05 /07/2010. Time; 1400 hrs
---

# **BID SUBMISSION FORM**

## **VOLUME – 2**

### **SECTION V**

## 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: [insert date (as day, month and year) of Bid Submission]  
No.: [insert number of bidding process]

To: The Commander of the Sri Lanka Navy

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 Price Schedule the following Goods and Related Services Supply of *Fast Moving Hardware Items* to Sri Lanka Navy.
- (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 Sub-Clause 18.1, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 26.1, 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 Clause 44 for the due performance of the Contract;
- (g) We have no conflict of interest in accordance with ITB Sub-Clause 4.3;
- (h) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared blacklisted by the National Procurement Agency;
- (k) 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.
- (l) 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]

## 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:** ----- [The Commander of the Sri Lanka Navy, Navy Headquarters, PO Box 593, Colombo 01.]

**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. SB/HR/01/17/2010 [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 Sri Lanka Navy 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) ]

# **PRICE SCHEDULE**

## **VOLUME – 2**

### **SECTION VI**

**TENDER FOR THE HIRING OF 40 NOS BRAND NEW / RE-CONDITIONED (PETROL) CARS TO THE SRI LANKA NAVY**

Description	Den of Qty	Unit Price (Rs)	Discounted Price (Rs)	VAT (Rs)	Unit Price with VAT (Rs)	Total Price with VAT (Rs)
Hiring of 40 Nos. Brand New or Re-Conditioned Cars (Petrol) (Un Registered)	Ea 40					
		Total price in words: Rupees				

<b>Total Price without VAT (Rs)</b>	
<b>Total discounted Price (Rs)</b>	
<b>Total Price with VAT (Rs)</b>	
<b>Grand Total (Rs)</b>	
<b>Grand total in words – Rupees</b>	

**IMPORTANT**

\* Please refer to **ITB 14 and 21** prior to indicate the prices. The total amount of each item shall be written in words in the space given against them. Ex:

Description	Den of Qty	Unit Price (Rs)	Discounted Price (Rs)	VAT (Rs)	Unit Price with VAT (Rs)	Total Price with VAT (Rs)
Hiring of Nissan Sunny Car	Each 10	40,000.00	39,000.00	5,280.00	44,280.00	442,800.00
<b>Item No 1</b>		Rupees Four Hundred Forty Two Thousand Eight Hundred Only.				

- \* The price schedule shall be authenticated by the bidder.
- \* The bidder shall ensure that all the details provided herein are 100% accurate.
- \* It is mandatory that the unit price of the article or service be inclusive of NBT Tax, if applicable. Based on that, VAT shall be indicated on the price which includes NBT.
- \* Please indicate the details listed below with regard to the above items.

Brand	
Model	
Engine Capacity	
Gross vehicle weight	
Country of Origin	
Manufacture's Name	
Year of Manufacture	
Address	
Telephone/ Fax	
VAT Reg. No	
Validity of Offers	
Delivery Period	
Warranty Period	

**Address and Contact details of the bidder:**

**Name & Address:**

**Name:** .....

**Address:**.....  
.....

**Tel:**...../...../.....

**Fax:** .....      **Email.** .....

**Date** .....

**Signature of Bidder** .....

*Affix Company Rubber Seal*

# **TECHNICAL SPECIFICATIONS**

## **VOLUME – 2**

### **SECTION VI**

The purpose of the Technical Specifications (TS), is to define the technical characteristics of the Goods and Related Services required by the Sri Lanka Navy. The Bidder shall provide the bid in compliance to the Technical Specifications, attached given below with confirmation of conformity of bid to the laid down specifications.

ANNEX 'A' TO  
SB/HR/01/17/Hire  
DATED 05 JULY 2010

**SPECIFICATIONS FOR THE HIRING OF QTY 40 STAFF CARS  
(PETROL) BRAND NEW RE-CONDITION FOR SRI LANKA NAVY  
ON CONTRACT (HIRE)**

<p><b>1. <u>BRAND NEW (Option I)</u></b></p> <p>a. Right hand drive b. Four Door type sedan c. Seating capacity of 5 passengers including the Driver d. List of optional items to be specified. e. Accident free re-conditioned (un-registered) vehicles manufactured after January 2006 and total mileage done less than 150,000 KMs, Country of Origin to be indicated. (Japan certified vehicles are preferred)</p> <p><b><u>RE-CONDITIONED (Option II)</u></b></p> <p>a. <i>Right hand drive</i> b. <i>Four Door type sedan</i> c. <i>Seating capacity of 5 Passengers including the Driver</i> d. <i>List of optional items to be specified.</i> e. <i>Country of Origin to be indicated. (Japan certified vehicles are preferred).</i></p>	
<p><b>2. <u>ENGINE</u></b></p> <p>Four Stroke Water Cooled Petrol (Electronically Controlled Multi Point Fuel Injection), Engine capacity should 1d between 1300 – 1600 cc.</p> <p><b>3. <u>DIMENSIONS</u></b></p> <p>a. Wheel Base - 2,500 mm Minimum b. Ground Clearance - 140 mm Minimum c. Overall Height - 1,400 mm Minimum d. Overall Length - 4,300 mm Minimum e. Overall Width - 1,500 mm Minimum</p>	
<p><b>4. <u>ELECTRICAL SYSTEM</u></b></p> <p>12 Volts Electrical System</p>	

<p><b>5. <u>STEERING</u></b></p> <p>Power Assisted Right Hand Drive Steering</p>	
<p><b>6. <u>CLUTCH</u></b></p> <p>To be specified</p>	
<p><b>7 <u>TRANSMISSION</u></b></p> <p>To be Specified</p>	
<p><b>8. <u>SUSPENSION</u></b></p> <p>Front - Mc Pherson Strut. Rear - Multi-Link</p>	
<p><b>9. <u>BRAKES</u></b></p> <p>Front - Ventilated Disc Rear - Leading &amp; Trailing Drum or Solid Disc</p>	
<p><b>10. <u>TYRES</u></b></p> <p>a. Common size manufactured/ available in Sri Lanka. Tyre size should be indicated. b. Wheel size should be not more than 15 Inch c. Wheel size of the Spare Wheel is also to be indicated.</p>	
<p><b>11 <u>TOOLS &amp; ACCESSORIES</u></b></p> <p>Following facilities/accessories should be provided with the car.</p> <p>a. Fully Adjustable Driver's Seats and front passenger seat. b. Front &amp; Rear Seats to be fitted with Seat Belts with adjustable Anchor. c. FM Radio &amp; CD player with 4 speakers d. Digital Clock. e. Reading Lamp/cabin light f. Head Lamps with Halogen Bulbs g. Central Door Locking System. h. Fuel Content Gauge, Water Temperature Gauge, Low Oil Pressure Indicator. i. Standard set of Tools. j. Factory Fitted Air Conditioning System k. Driver &amp; front passenger air bags l. Executive Standard Seat Cover Sets Qty 02. m. Rubber Carpets for total floor area and Qty 04 Bucket Type Carpets. n. Sun – Visor for Front seat passenger and driver</p>	
<p><b>12. <u>MAINTENANCE / REPAIRS</u></b></p> <p>Replacement Vehicles to be made available within the same</p>	

range/Type of Vehicles. Repairs, rectifications, accident repairs and preventive maintenance and servicing tasks etc. to be carried out by the supplier. Battery and Tyre changes are to be monitored & actioned in time by the suppliers.	
<p><b>13. <u>MANUAL</u></b></p> <p>English version of the operator manual to be provided for each vehicle.</p>	
<p><b>14. <u>MILEAGE LIMIT AND CHARGES</u></b></p> <p>Minimum of 9000 Kms per three (03) months. Additional cost per kilometer to be notified. Supplier should agree to calculate the cumulative mileage for the hired vehicles (Qty 15) for payment of additional mileage.</p>	
<p><b>15. <u>INSURANCE/ REVENUE LICENSE</u></b></p> <p>Each Vehicle should have a Comprehensive Insurance Cover and registration with the Department of Motor Traffic.</p>	
<p><b>16. <u>AGREEMENT</u></b></p> <p>Contractor should sign and agreement with the Sri Lanka Navy for a minimum period of 60 months (5 years) for the total fleet of vehicles</p>	
<p><b>17. <u>DELIVERY PERIOD</u></b></p> <p>To be specified. Ex – stock preferred</p>	
<p><b>18. <u>INTERIOR CLEANING</u></b></p> <p>To be carried out once in six (06) months</p>	
<p><b>19. <u>CHANGE OF LOOSE / SEAT COVERS</u></b></p> <p>To be carried out once the condition is deteriorated.</p>	
<p><b>20. <u>COLOUR CARDS</u></b></p> <p>Colour cards to be provided along with the bids.</p>	
<p><b>21. <u>GENERAL</u></b></p> <p>Each offers to be accompanied with relevant brochures in English language with colour photos of vehicles.</p>	
<p><b>22. <u>TIME TO REPLACE THE VEHICLE</u></b></p> <p>Supplier should agree to replace the vehicle within Eight (08) hrs of reporting of unserviceability of the vehicle if the vehicle is not roadworthy. Fail to do so will result in deduction of daily rent.</p>	