

**DUPLICATE**

**NORTH WESTERN PROVINCIAL COUNCIL**

**BIDDING DOCUMENT**

***Procurement for an insurance cover of North Western Provincial Council building complex including permanent fixtures, fittings, office furniture, office equipment, gates and plants with Public Liability at Kurunegala***

**Tender No: NWP/CS/E/Tender/2020/01**

Procurement committee,  
Chief Secretary's Office,  
Provincial Council Office Complex,  
Kurunegala.

**Tel: 037-2227664**

**Fax: 037-2052876**

**E mail: dcs.eng.nwp@gmail.com**

***CONTENT PAGES***

I. 01 Invitation for Bids (IFB): ----- 01  
II. 01.1 Instructions to bidders (ITB): ----- 02  
III. The property insured: ----- 09  
IV. The Insurance Covers Required & Bid Forms ----- 10-11

***ANNEXURES***

I. Form of Bid (One page) Annexure I  
II. Company Profile (Two pages) Annexure III  
III. List of Corporate Clients (One page) Annexure IV



ප්‍රධාන ලේකම් කාර්යාලය - වයඹ පළාත  
 பிரதான செயலாளர் அலுவலகம் - வ.பி.மல் மாகாணம்  
 Chief Secretary's Office – North Western Province

පළාත් පාලන සභාවක සංවිධාන කාර්යාල සංකීර්ණය - වයඹ පළාත, කුරුමිනිගලා Provincial Council Office Complex, Kurunegala.

ඉංජිනේරු අංශය  
 செயலியலாளர் பிரிவு  
 Engineering Division

මගේ අංකය }  
 මගේ අංකය }  
 My No }

NWP/CS/E/15/P/44 volli 1

ඔබේ අංකය }  
 ඔබේ අංකය }  
 Your No }

දිනය }  
 දිනය }  
 Date } 2020.07.30

**Inviting bids for an insurance cover of North Western Provincial Council building complex including permanent fixtures, fittings, office furniture, office equipment, gates and plants with Public Liability at Kurunegala**

The Chairman, Procurement Committee, Chief Secretary's Office on behalf of North Western Provincial Council hereby invites bids from insurance companies registered under Sri Lanka insurance Board for the above mentioned subject for the period of one year, which insurers having minimum 5 years' experience in rendering similar services (**Buildings with usable properties**) to the Public sector and large scale private sector organization.

Bidding will be conducted as "**National Shopping Procedure**". Interested parties should not have been blacklisted.

Bidders may obtain necessary information furthermore through the tender information page at Chief Secretary's website: [www.cs.nw.gov.lk](http://www.cs.nw.gov.lk) and the original tender documents are posted herewith.

Bidder is interested in submission of any modification of additional features of insurance coverage except client's requirements will be considered.

Scaled bids may be submitted either by registered post or should be put in the tender box placed at Chairman, procurement committee, Deputy Chief Secretary (Engineering Service) division, 3<sup>rd</sup> floor, Building-E, Provincial Council Office complex, Kurunegala on or before **10.00 hrs. on 19/08/2020**.

**Tender will be closed at 10.00 hrs. on 19/08/2020** and will be opened immediately thereafter at the place of tender box in the presence of the authorized representatives of the bidders who chose to attend.

**Bid validity period should be till 17/11/2020 from the closing date of bids & Bid Security should be submitted for a sum SLR.150,000/= from any Commercial Bank operating in Sri Lanka, valid until 30/11/2020.**

**Pre bid meeting will be held at the Meeting hall, 2<sup>nd</sup> floor, E- Building, North Western Provincial Council Office complex, Kurunegala on 12/08/2020 at 10.00 hrs.**

Clarifications (if any) shall be sought from the Deputy Chief Secretary (Engineering Service) on behalf of Chairman of procurement committee on Tel: **037-2227664, Fax: 037-2052876, Email: [des.eng.nwp@gmail.com](mailto:des.eng.nwp@gmail.com)**



**P. B. M. Sirisena,  
Chief Secretary,  
The Chairman,  
Procurement committee,  
Provincial council office complex,  
Kurunegala.**

## NORTH WESTERN PROVINCIAL COUNCIL

### 01. INVITATION FOR BIDS (IFB)

Bid Address. **The Chairman,  
Procurement committee,  
Deputy Chief Secretary (Engineering service) division,  
3<sup>rd</sup> floor, Building-E,  
Provincial council office complex,  
Kurunegala**

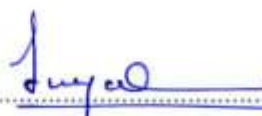
Tele No.: 037-2227664  
Fax No.: 037-2052876  
E-mail: dcs.eng.nwp@gmail.com

**Procurement for an insurance cover of North Western Provincial Council building complex including permanent fixtures, fittings, office furniture, office equipment, gates and plants with Public Liability at Kurunegala.**

1. North Western Provincial Council (NWPC) invites sealed Bids from eligible and reputed Insurance Service Providers who are registered under the Insurance Board of Sri Lanka to provide General Insurance Cover to North Western Provincial Council Office Complex for a period of one year commencing from 2<sup>nd</sup> November 2020 as per specifications and annexed schedules in every respect.
2. Bidders must observe and conform to the "Terms and Conditions of the Contract" set out in the bidders in all respects.
3. The Bidding documents that have been posted or issued by NWPC to you will only be considered.
4. Insurance agents are not eligible to offer bids.

Date: 2020/07/20

for

  
Deputy Chief Secretary (Engineering service)  
On behalf of the Chairman,  
Procurement Committee, NWPC

**Eng. W.S. Jayathilaka  
Director (Engineering)  
Chief Secretary's Office - NWP**

**NORTH WESTERN PROVINCIAL COUNCIL**  
**01.1. INVITATION FOR BIDS (IFB)**

**Procurement for an insurance cover of North Western Provincial Council building complex including permanent fixtures, fittings, office furniture, office equipment, gates and plants with Public Liability at Kurunegala**

North Western Provincial Council (NWPC) invites sealed Bids from eligible and reputed Insurance Service Providers who are registered under the Insurance Board of Sri Lanka to provide General Insurance Cover to North Western Provincial Council Office Complex for a period of one year commencing from 2<sup>nd</sup> of November, 2020 as per specifications and annexed schedules in every respect

<b>Bids details</b>	<b>Introductions</b>
Date for posting of Bidding documents to bidders	On 30/07/2020
Last date and time for submission of bids	On 19/08/2020 at 10.00 hrs.
Date, time & place of pre bid meeting	On <b>12/08/2020</b> at 10.00 hrs at Meeting hall, 2 <sup>nd</sup> floor, E-Building, Provincial Council Office Complex, Kurunegala.
Date, time & place of bids opening	On 19/08/2020 at 10.00 hrs. at Deputy Chief Secretary (Engineering Service) Division, Building-E, Provincial Council Office Complex, Kurunegala
Bidding documents should be addressed to	The Chairman, Procurement committee, Deputy Chief Secretary (Engineering service) division, 3rd floor, Building-E, Provincial Council Office Complex, Kurunegala.
Address to communication	Deputy Chief Secretary (Engineering service) Procurement function. Tele No.: 037-2227664 Fax No.: 037-2052876 E-mail: <a href="mailto:dcs.eng.nwp@gmail.com">dcs.eng.nwp@gmail.com</a>

**Procurement for an insurance cover of North Western Provincial Council building complex including permanent fixtures, fittings, office furniture, office equipment, gates and plants with Public Liability at Kurunegala.**

**THE PROPERTY INSURED**

Location: North Western Provincial Council Office Complex, Kurunegala  
 Name & Address of insured: Chief secretary,  
 Chief Secretary's office,  
 North Western Provincial Council Office complex,  
 Kurunegala.

Item	Description	Insured value (SLR.)
<b>01</b>	<b>Building with permanent fixture &amp; fittings</b>	
A	Main buildings (Block-1, Block- 2, Block- 3)	845,884,000.00
B	Public Service Commissioner Building	8,840,000.00
C	Lichchavi Building	52,677,000.00
D	Building- E	181,093,791.00
E	Auditorium	62,608,000.00
F	650 KVA Generator room	1,008,000.00
G	300 KVA Generator room	308,000.00
H	Front office building	10,164,436.00
I	03 Nos main gates with boundary walls around the building complex, 02 Nos Security hut with main name board	13,000,000.00
	<b>SUB TOTAL</b>	<b>1,175,583,227.00</b>
<b>02</b>	<b>Office furniture, equipment, plants</b>	
J	Office furniture, equipment of main buildings (Block-1, Block-2, Block-3)	102,442,709.00
K	Office furniture, equipment of Public Service Commissioner Building	7,587,160.00
L	Office furniture, equipment of Building -E	10,000,000.00
M	Office furniture, equipment of Lichchavi Building	1,000,000.00
N	Office furniture, equipment of front office	300,000.00
O	Furniture & Equipment of Auditorium	6,442,765.00
P	650 KVA Generator	19,200,000.00
Q	300 KVA generator	14,000,000.00
R	CCTV Camera System	1,000,000.00
S	Electrical wiring & Panels with water pumps with water sump	3,000,000.00
T	AC machines with its' whole fittings	40,489,000.00
U	Telephone system with its, whole panels	3,000,000.00
V	Fire system	3,000,000.00
W	Solar system	6,200,000.00
X	Sound system	1,000,000.00
	<b>SUB TOTAL</b>	<b>218,661,634.00</b>
<b>03</b>	<b>Lifts</b>	
Y	05 Nos lifts with its' lifting machines & necessary fittings	16,000,000.00
	<b>SUB TOTAL</b>	<b>16,000,000.00</b>
	<b>TOTAL</b>	<b>1,410,244,861.00</b>





**SUMMARY OF BID**

**Total Annual Premium in Sri Lanka Rupee (for item No. 1, 2 & 3)**

Basic Premium for above all items: .....

Other Charges: .....

Terrorism (for total Amount) .....

Public Liability (for Rs.20 million) .....

Administrative fee: .....

.....

.....

VAT (.....%) .....

**Total Annual Premium:** .....

**Applicable Endorsements, clauses and warranties for item no 1, 2 & 3 above**  
**(If any, extra sheets can be attached)**

- .....
- .....
- .....
- .....
- .....
- .....
- .....
- .....
- .....
- .....
- .....
- .....
- .....
- .....
- .....
- .....

Total Annual Premium In words: .....

.....

.....

VAT Registration No. ....

.....

SIGNATURE OF BIDDER WITH SEAL

**FORM OF BID**

Bid Forms Issued to: .....

Chief Secretary,  
North Western Provincial Council,  
Provincial Council Building Complex,  
Kurunegala.

.....  
Date .....

**Procurement of insurance cover for North Western provincial Council building complex including permanent fixtures, fittings, office furniture, office equipment, gates and plants at Kurunegala**

We having examined and understood the content of instructions to Bidders, General Terms and Conditions of Bid forming part of the above Bid, along with Insurance cover Bid Forms thereto, do hereby undertake to provide the policies referred to therein, in accordance with the aforesaid Instructions, Terms and Conditions for a total Bid Price of (in figures) Rs.....  
(in words) .....

The makeup of the aforesaid total Bid Price is given in the accompanying insurance Cover Bid Forms. We understand that North Western Provincial Council is not bound to accept the either in part or in full and that the North Western Provincial Council has the right to reject the offer in full or in part without assigning any reasons whatsoever.

We enclose Bank Guarantee for SLR ..... favouring North Western Provincial Council issued by .....  
Branch, with our offer.

We confirm that this offer shall be open for acceptance until ..... and that the same shall not be withdrawn or revoked prior to that date.

We confirm that we have attach the following documents as per clause 02 of Instructions to Bidders document.

Our contact for the purpose of this Bid, and the contract, if awarded to us is

Name: .....  
Designation: .....  
Telephone: .....  
E-mail: .....  
Fax No.: .....

.....  
SIGNATURE OF BIDDER WITH SEAL

NAME AND ADDRESS OF BIDDER

## NORTH WESTERN PROVINCIAL COUNCIL

Procurement of insurance cover for North Western Provincial Council building complex including permanent fixtures, fittings, office furniture, office equipment, gates and plants with Public Liability at Kurunegala

### COMPANY PROFILE

01. NAME OF BIDDER: .....
02. ADDRESS : .....
03. TELEPHONE NO(S): .....
04. Date of Registration of the Company: .....
05. Year of Commencement of Business: .....
06. IBSL Registration Year and Reference: .....
07. Name, Designation and Contact Details of Authorized person  
 .....  
 .....  
 .....
08. Financial Status of the Company (Not of Group Companies)

PERIOD	TURNOVER (SLR.)	PROFIT AFTER TAX (SLR.)
2017		
2018		
2019		

(Certified Audited Financial Statements for above years should be attached)

09. VAT Registration No:gh

**10. Brief description of main business activities:**

**11. Brief Note on Technical Competency of the Bidder to provide the services requested:**  
 (If any, extra sheets can be attached)

**12. DETAILS OF INSURANCE SERVICES PROVIDED TO OTHER CLIENTS FOR SIMILAR COVERS FOR LAST 5 YEARS (from 2015 to 2019)**

<i>NOS</i>	<i>CUSTOMER NAME</i>	<i>YEAR AND VALUE OF POLICY (Rs. Million)</i>	<i>POLICY DESCRIPTION</i>	<i>CONTACT DETAILS of Client</i>
<i>1</i>				
<i>2</i>				
<i>3</i>				
<i>4</i>				
<i>5</i>				

Authorized Signature: .....

Company Seal: .....

Name: .....

Date: .....

**NORTH WESTERN PROVINCIAL COUNCIL**

**Procurement of insurance cover for North Western Provincial Council building complex including permanent fixtures, fittings, office furniture, office equipment, gates and plants at Kurunegala**

**LIST OF CORPORATE CLIENTS-2019/2020**

- 01. ....
- 02. ....
- 03. ....
- 04. ....
- 05. ....
- 06. ....
- 07. ....
- 08. ....
- 09. ....
- 10. ....

Authorized Signature: .....

Company Seal: .....

Name: .....

Date: .....