

COPY

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 for the year 2023

Tender No: NWP/CS/E/Tender/2022/02

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

Tel: 037-2227664

Fax: 037-2227664

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

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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 for the year 2023

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 "**Limited competitive bidding 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 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.

Sealed 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, 3rd floor, Building-E, Provincial Council Office complex, Kurunegala on or before **10.00 hrs. on 16th November, 2022.**

Tender will be closed at 10.00 hrs. on 16th November, 2022 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 31st December, 2022 & Bid Security should be submitted for a sum of **SLR.100,000/=** from any Commercial Bank operating in Sri Lanka, **valid until 28th January, 2023.**

Pre bid meeting will be held online or at the Meeting Hall, 2nd floor, E- Building, North Western Provincial Council Office complex, Kurunegala on 8th November, 2022 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: 037-2227664, Email: dcs.eng.nwp@gmail.com**

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

2022-10-....

NORTH WESTERN PROVINCIAL COUNCIL

01. INVITATION FOR BIDS (IFB)

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

Tele No.: **037-2227664**

Fax No.: **037-2227664**

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 for the year 2023.

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 NWPC for a period of one year commencing from 31st December, 2022 at 4.00pm 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 email to you by NWPC will only be considered.
4. Insurance agents are not eligible to offer bids.

Date: -----

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

NORTH WESTERN PROVINCIAL COUNCIL

01.1. INSTRUCTION TO BIDDERS (ITB)

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 for the year 2023

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 NWPC for a **period of one year commencing from 31st December, 2022 at 4.00pm** as per specifications and annexed schedules in every respect

Bids details	Introductions
Date for posting of Bidding documents to bidders	On 19 th October, 2022
Last date and time for submission of bids	On 16 th November, 2022 at 10.00 hrs.
Date, time & place of bids opening	On 16 th November, 2022 at 10.00 hrs. at Chief Secretary's Office, Deputy Chief Secretary (Engineering Service) Division, Building-E, Provincial Council Office Complex, Kurunegala
Bidding documents should be addressed to	Chairman, Procurement committee, Chief Secretary's Office, Deputy Chief Secretary (Engineering service) division, 3rd floor, Building-E, Provincial Council Office Complex, Kurunegala.
Address to communication	Deputy Chief Secretary (Engineering service) Tele No.: 037-2227664 Fax No.: 037-2227664 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 for the year 2023

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 (LKR.)
01	Building with permanent fixture & fittings	
A	Main buildings (Block-A, Block- B, Block- C) including 4 no's lifts	2,405,851,000.00
B	Public Service Commission Building	17,680,000.00
C	Lichchavi Building	111,207,000.00
D	Building- E including a lift	974,355,000.00
E	Auditorium	178,880,000.00
F	650 KVA Generator room	2,352,000.00
G	300 KVA Generator room	924,000.00
H	Front office building	7,216,000.00
I	03 Nos main gates with boundary walls around the building complex, 02 Nos Security hut with main name board	24,000,000.00
	SUB TOTAL	3,722,465,000.00
02	Office furniture, equipment, plants	
J	Office furniture, equipment of main buildings (Block-A, Block-B, Block C)	163,719,290.00
K	Office furniture, equipment of Public Service Commissioner Building	8,581,500.00
L	Office furniture, equipment of Building -E	40,293,350.00
M	Office furniture, equipment of Lichchavi Building	3,171,250.00
N	Office furniture, equipment of front office	1,101,500.00
O	Furniture & Equipment of Auditorium	8,432,000.00
P	650 KVA Generator	26,000,000.00
Q	300 KVA generator	22,000,000.00
R	CCTV Camera System	3,000,000.00
S	Electrical wiring & Panels with water pumps with water sump	4,000,000.00
T	AC machines with its' whole fittings	45,000,000.00
U	Telephone system with its, whole panels	3,500,000.00
V	Fire system	3,500,000.00
W	Solar system	7,000,000.00
X	Sound system	1,600,000.00
	SUB TOTAL	340,898,890.00
	TOTAL	4,063,363,890.00

SUMMARY OF BID

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

Basic Premium for above all items (LKR.)
Other Charges: (LKR.)
Terrorism (for total Amount) (LKR.)
Public Liability (for Rs.30 million) (LKR.)
Administrative fee: (LKR.)
.....
.....:
.....:
.....
Total Annual Premium except VAT (LKR.)
VAT (..... %) (LKR.)
Final Annual premium with VAT (LKR.)

Applicable Endorsements, clauses and warranties for item no 1, 2 & 3 above

(If any, extra sheets can be attached)

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Final Total amount in words:
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.....

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 LKR..... favoring Chief Secretary, North Western Provincial Council issued by Branch, with our offer.

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

We confirm that we have attached 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

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: Chief Secretary,
Chief Secretary's office,
North Western Provincial council Office complex,
Kurunegala. [hereinafter called "the Employer"]**

Date: ----- *[insert (by issuing agency) date]*

BID GUARANTEE No.: ----- *[insert (by issuing agency) number]*

We have been informed that ----- *[insert name of bidder (by issuing agency)]* (hereinafter called "the bidder") has submitted to you its bid dated ----- *[insert date (by issuing agency)]* (hereinafter called "the Bid") for the execution of **North Western Provincial Council building complex including permanent fixtures, fittings, office furniture, office equipment, gates and plants with Public Liability at Kurunegala** *[insert name of Contract]* under Invitation for Bids No. **NWP/CS/E/Tender/2022/03** *[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 (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)] (SEAL)

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 to contact.

08. Financial Status of the Company (Not of Group of Companies)

PERIOD	TURNOVER (LKR.s.)	PROFIT AFTER TAX (LKR.s.)
2019/2020		
2020/2021		
2021/2022		

(Audited Statement of Accounts Attached)

09. VAT Registration No:

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 2018 to 2022)

<i>NOS</i>	<i>CUSTOMER NAME</i>	<i>YEAR AND VALUE OF POLICY (LKR. 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 with Public Liability at Kurunegala

LIST OF CORPORATE CLIENTS-2021/2022

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

Authorized Signature:

Company Seal:

Name:

Date: