

12.05.2017

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Dear Sir/Madam,

Procurement of Submersible Pump and accessories Jaffna Municipal Council under the Council Fund

You are invited to submit your most competitive Bid for the supply of Submersible Pump and accessories as per the Bidding Document sent herewith.

The bid document should be submitted to Jaffna Municipal Council to following address on or before 05th June 2017.

Deadline of submission 05th June 2017

Address: Commissioner
Jaffna Municipal Council
Pont-Pedro Road,
Jaffna.

Contact No: 021 221 7691

Fax No: 021 221 7691

E-mail: mcjaffna@sltnet.lk

P.Vageshan
Commissioner
Municipal Council
Jaffna.

Jaffna Municipal Council.

**Procurement of Goods
Under
Limit Competitive Bidding**

**Invitation of Bids
For
Submersible Pump for Jaffna
Municipal Council
Bid No: - J.M.C/ Submersible Pump
2017/01**

**Chairman,
Procurement Committee,
Jaffna Municipal Council
Point-Pedro Road
Jaffna.**

Section I. Instructions to Vendors (ITV)

A: General	
1. Scope of Bid	1.1 The Purchaser named in the Data Sheet invites you to submit a quotation for the supply of Goods as specified in Section III Schedule of Requirements. Upon receipt of this invitation you are requested to acknowledge the receipt of this invitation and your intention to submit a quotation. The Purchaser may not consider you for inviting quotations in the future, if you failed to acknowledge the receipt of this invitation or not submitting a quotation after expressing the intention as above.
B: Contents of Documents	
2. Contents of Documents	2.1 The documents consist of the Sections indicated below. <ul style="list-style-type: none"> • Section I. Instructions to Vendors (ITV) • Section II. Data Sheet • Section III. Schedule of Requirements • Section IV. Technical Specifications & Compliance with Specifications • Section V. Quotation submission Form(s)
C: Preparation of Quotation	
3. Documents Comprising your Quotation	3.1 The Quotation shall comprise the following: <ol style="list-style-type: none"> (a) Quotation Submission Form and the Price Schedules; (b) Technical Specifications & Compliance with Specifications
4. Quotation Submission Form and Price Schedules	4.1 The vendor shall submit the Quotation Submission Form using the form furnished in Section V. 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. 4.2 Alternative offers shall not be considered. The vendors are advised not to quote different options for the same item but furnish the most competitive among the options available to the bidder.
5. Prices and Discounts	5.1 Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules. 5.2 The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered. 5.3 The applicable VAT shall be indicated separately.

	<p>5.4 Prices quoted by the vendor shall be fixed during the vendor’s performance of the Contract and not subject to variation on any account. A Quotation submitted with an adjustable price shall be treated as non responsive and may be rejected.</p>
6. Currency	<p>6.1 The vendors shall quote only in Sri Lanka Rupees.</p>
7. Documents to Establish the Conformity of the Goods	<p>7.1 The vendor shall furnish as part of its quotation the documentary evidence that the Goods conform to the technical specifications and standards specified in Section IV, “Technical Specifications & Compliance with Specifications”.</p> <p>7.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods, demonstrating substantial responsiveness of the Goods to the technical specifications, and if applicable, a statement of deviations and exceptions to the provisions of the Technical Specifications given.</p> <p>7.3 If stated in the Data Sheet the vendor shall submit a certificate from the manufacturer to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in Sri Lanka.</p>
8. Period of Validity of Quotation	<p>8.1 Quotations shall remain valid for the period of sixty (60) days after the quotation submission deadline date.</p>
9. Format and Signing of Quotation	<p>9.1 The quotation shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the vendor.</p>

D: Submission and Opening of Quotation

10. Submission of Quotation	<p>10.1 Vendors may submit their quotations by mail or by hand in sealed envelopes addressed to the Purchaser bear the specific identification of the contract number.</p> <p>10.2 If the quotation is not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the quotation.</p>
11. Deadline for Submission of Quotation	<p>11.1 Quotation must be received by the Purchaser at the address set out in Section II, "Data Sheet", and no later than the date and time as specified in the Data Sheet.</p>
12. Late Quotation	<p>12.1 The Purchaser shall reject any quotation that arrives after the deadline for submission of quotations, in accordance with ITV Clause 11.1 above.</p>
13. Opening of Quotations	<p>13.1 The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet.</p> <p>13.2 A representative of the bidders may be present and mark its attendance.</p>

E: Evaluation and Comparison of Quotation

14. Clarifications	<p>14.1 To assist in the examination, evaluation and comparison of the quotations, the Purchaser may, at its discretion, ask any vendor for a clarification of its quotation. Any clarification submitted by a vendor in respect to its quotation which is not in response to a request by the Purchaser shall not be considered.</p> <p>14.2 The Purchaser's request for clarification and the response shall be in writing.</p>
15. Responsiveness of Quotations	<p>15.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received.</p> <p>15.2 If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.</p>
	<p>16.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.</p> <p>16.2 To evaluate a quotation, the Purchaser may consider the following:</p>

<p>16. Evaluation of quotation</p>	<p>(a) the Price as quoted; (b) price adjustment for correction of arithmetical errors; (a) Price adjustment due to discounts offered.</p> <p>16.3 The Purchaser's evaluation of a quotation may require the consideration of other factors, in addition to the Price quoted if stated in Section II, Data Sheet. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods.</p>
<p>17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations</p>	<p>17.1 The Purchaser reserves the right to accept or reject any quotation, and to annul the process and reject all quotations at any time prior to acceptance, without thereby incurring any liability to bidders.</p>
<p>F: Award of Contract</p>	
<p>18. Acceptance of the Quotation</p>	<p>18.1 The Purchaser will accept the quotation of the vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.</p>
<p>19. Notification of acceptance</p>	<p>19.1 Prior to the expiration of the period of validity of quotation, the Purchaser will notify the successful vendor, in writing, that its quotation has been accepted.</p>

Section II: Data Sheet

ITV Clause Reference	
1.1	The Purchaser is : Jaffna Municipal Council Address: Point-Pedro Road, Nallur, Jaffna.
5.1	If the bidder is allowed to quote for less than the all the items specified, indicate the details.
7.3	Manufacture's Authorisation is required.
10.1	The envelopes shall bear the following additional identification marks on the left top corner: Bids for :- Submersible Pump as describe in the price schedule Quotation No: J.M.C/ Submersible Pump /2017/01
11.1	Address for submission of Quotations is , Jaffna Municipal Council Point-Pedro Road, Nallur, Jaffna. Deadline for submission of Bids is 05 th June 2017 at 10.30Am. Late bids will be rejected. Thereafter bids will be opened immediately at the above mentioned address. Bidders or their authorized representatives may be present at the time of opening of bids.
13	The bids shall be opened at the following address. Bidders or their authorized representatives may be present at the time of opening of bids and mark their attendance. Jaffna Municipal Council Point-Pedro Road, Nallur, Jaffna.
16 ¹	Other factors that will be considered for evaluation are (List and describe the methodology): 01. Technical specifications, warranty and price. 02. Past performance records, after sales service& repair station in Jaffna.

Section IV: Technical Specification & Compliance –Submersible Pump

No	Component Description	Minimum Specifications	Bidder's Response (Please Specify Specification of your offer)	If deviate please comment/s on the offer
01	Country of origin	Specify		
02	Brand Name	Specify		
03	Warranty	Specify		
04	Manufacturing year	Specify		
05	Capacity	70m ³ /hr		
06	Total head	60m		
07	Speed	2830rpm		
08	No. of Stages	04		
09	Motor rating	22Kw		
10	Voltage	400V 3Phase 50hz		
11	Discharge diameter	03"		
12	Motor outlet cable	20m		
13	Availability	Whether EX-stocks is available if so units available or if not time required to deliver the same		

Section V

Quotation Submission Form

[The Vendor shall fill in this Form in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions will accepted.]

Date:.....

To: **Jaffna Municipal Council**
Point-Pedro Road,
Nallur,
Jaffna.

We, the undersigned, declare that:

- a) We have examined and have no reservations to the document issued;
- b) We offer to supply in conformity with the documents issued and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods..... [insert a brief description of the Goods];
- c) The total price of our quotation including any discounts offered is:.....
..... [Insert the total quoted price in words and figure];
- d) 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-Clause 11.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- e) We understand that this quotation, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.
- f) 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:.....

Manufacturer's Authorization

[If requested under ITV clause 7.3, the Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated.]

Date:.....

WHEREAS

We.....

.... [Insert complete name of Manufacturer], who are official manufacturers of.....

..... [Insert type of goods manufactured], having factories at.....

[Insert full address of Manufacturer's factories], do hereby authorize.....

.....[Insert complete name of Bidder] to submit a quotation the purpose of which is to provide the following Goods, manufactured by us..... [Insert name and or brief description of the Goods], and to subsequently negotiate and supply the goods.

We hereby extend our full guarantee and warranty, with respect to the Goods offered by the above firm.

Signed:.....
[Insert signature(s) of authorized representative(s) of the Manufacturer]

Name:.....
[Insert complete name(s) of authorized representative(s) of the Manufacturer]

Title:.....
[Insert title]

Duly authorized to sign this Authorization on behalf of:
.....
[Insert complete name of Bidder]

Dated onday of....., [Insert date of signing]

Bid Security

Beneficiary: Jaffna Municipal Council

Date:[insert date]

BID GUARANTEE No.: [insert bid Guarantee number]

We have been informed that.....[insert name of the Bidder] (by hereinafter called "the Bidder") has submitted to you its bid dated..... [insert date] (hereinafter called "the Bid") for the execution of[insert name of Contract].

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 GOSL] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of[insert amount in figures expressed in the currency of the Purchaser's Country or the equivalent amount in an international freely convertible currency]..... [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 by the Bidder in the Bid Submission Form; or
- (b) having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity as stated in the Bid Submission Form or extended by the Employer at any time prior to expiration of this period, (i) fails or refuses to execute the Contract, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

This Guarantee will expire: (a) if the Bidder is the successful Bidder, upon our receipt of copies of the Contract signed by the Bidder and the Performance Security issued to you upon the instruction of 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; or (ii) twenty-eight days after the expiration of the Bidder's Bid.

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

This Guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

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[Signature(s) Official Seal of authorized representative(s)]

Invitation for Bids (IFB)
Limited Competitive Bidding
Jaffna Municipal Council

1. Jaffna municipal Council now invites sealed bids form selected bidders for Submersible Pump with Accessories.
2. A complete set of Bidding Documents is sent to you for bidding.
3. Qualifications requirements are indicated in section III of the Bidding Documents. Additional details are provided in the Bidding Data Sheet.
4. Interested eligible bidders may obtain further information from commissioner Municipal at the address given bellow.
5. Sealed Bids must be delivered along with catalogue giving specifications to the address below on or before **05th of June 2017 (05/06/2017)** late bids will be rejected. Bids will be opened immediately thereafter. Bidders or their authorized representatives may be present at the time of opening Bids.
6. All bids must be accompanied by a Bid security of **Rs.25,000.00**.
7. Bid Security should be got any of the Commercial Bank in Sri lanka only and validity period should be from **05.06.2017 to 05.09.2017**
8. The Purchaser will not be responsible for any costs or expenses incurred by Bidders for the preparation or delivery of bids.
9. Alternattives offers , will not be considered.
10. The address referred to above is :

Commissioner
Municipal Council
Jaffna.

Contact No : 0212227691

Fax No : 0212227691

E-mail : mcjaffnamail@yahoo.com

. Inspections and Tests

The following inspections and tests shall be performed

Sample clause for Inspection:

Inspection and Tests:

The following inspection procedures and tests are required by the Purchaser:

The supplier shall get each vehicle inspected in manufacturer's works and submit a manufacturer's guarantee/warranty certificate that the Equipments conforms to laid down specifications.

The purchaser or its representative may inspect and/or test any or all the vehicles to confirm their conformity to the Contract, prior to delivery from the supplier's premises. Such inspection and clearance will not prejudice the right of the consignee to inspect and test the vehicles on receipt at destination to verify conformity to the technical specifications.

If the machine fail to meet the laid down specifications the supplier shall take immediate steps to remedy the deficiency or replace the defective vehicles/parts to the satisfaction of the purchaser/consignee.

Jaffna Municipal Council- Price Schedule

1	2	3	4	5	6	7	8	9	10
Line Item N°	Description of Goods	Country of Origin	Quantity	unit	Unit price	Sub Total]	Inland transportation and other services	Total Price for Item	VAT
[insert number of the item]	[insert name of Goods]	[insert country of origin of the Good]	[insert number of units to be supplied]	[insert unit]	[insert price per unit]	[(7) = (4) x (6)]	[insert total cost of line item for inland transportation and other services required]	[(9) = (7)+ (8)]	[insert total VAT of line item]
01	Submersible Pump		02						

VAT Registration No:.....

.....
 Name of Bidder
 [insert complete name of Bidder]

.....
 Signature of Bidder
 [signature of person signing the Bid]

.....
 Date
 [insert date]

