



BID DOCUMENT

REMOVAL OF EXISTING PARTITIONS AND SUPPLY & INSTALLATION OF BATHROOM CUBICLES WITH ACCESSORIES

Procurement No : CLT/S/WK/RFB/25/12

**CHAIRMAN,
PROCUREMENT COMMITTEE,
COLOMBO LOTUS TOWER MANAGEMENT COMPANY (PVT) LTD
NO 320, D R WIJEWARDANE MAWATHA
COLOMBO 10**

Issued Date –-.....-2025

Issued To -

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VOLUME - 01

SECTION - 1

INSTRUCTIONS TO BIDDERS(ITB)

Notes :

Instructions to Bidders shall be read in conjunction with Section 5 – Schedule given in Volume 2, which shall take precedence over Instruction to Bidders.

Instructions to Bidders will not be a part of the Contract and will cease to have effect once the Contract is signed.

Bidders are advised to consider the information printed in blue colour in the document as a checklist, when preparing their bids. However, it is the responsibility of the bidders to comply with all the requirements given in the bidding document.

Note :

All Bidders shall refer STANDARD BIDDING DOCUMENT FOR PROCUREMENT OF WORKS ICTAD/SBD/03(second edition-January 2007) Section 2, Instruction to Bidders.

SECTION - 2

STANDARD FORMS (CONTRACT)

- × **Letter of Acceptance**
- × **Agreement**
- × **Performance Security**
- × **Advance Payment Security**
- × **Retention Money Guarantee**

Note :

All Bidders shall refer STANDARD BIDDING DOCUMENT FOR PROCUREMENT OF WORKS ICTAD/SBD/03(second edition-January 2007) Section 2, Standard forms.

SECTION - 3

CONDITIONS OF CONTRACT

PART A - GENERAL

Conditions of Contract shall be read in conjunction with the Section 5 - Schedule in Volume 2, which shall take precedence over the Conditions of Contract

Note :

All Bidders shall refer STANDARD BIDDING DOCUMENT FOR PROCUREMENT OF WORKS ICTAD/SBD/03(second edition-January 2007) Section 3, Conditions of Contract.

VOLUME – 02

INVITATION FOR BIDS

Note:

Bidders are advised to consider the information printed in blue colour in the original ICTAD/SBD/03 document as a checklist, when preparing their bids. However, it is the responsibility of the bidders to comply with all the requirements given in the bidding document.

INVITATION FOR BIDS (IFB)

**COLOMBO LOTUS TOWER MANAGEMENT COMPANY (PVT) LTD
REMOVAL OF EXISTING PARTITIONS AND SUPPLY & INSTALLATION OF
BATHROOM CUBICLES WITH ACCESSORIES**

1. The Chairman - Procurement Committee, on behalf of Colombo Lotus Tower Management Company (Pvt) Ltd (CLTMC), No 320, D R Wijewardane Mawatha, Colombo 10, invites sealed bids from eligible and qualified bidders to carry out the following works:

Scope of Work - Removal of Existing partitions and Supply and Installation of Bathroom cubicles with accessories.

The Construction period is **60 Days**

2. Bidding will be conducted through the National Competitive Bidding Procedure.
3. To be eligible for contract award, the successful bidder shall not have been blacklisted and shall meet CIDA registration C7 or above, Buildings.
4. Interested bidders may obtain further information from Procurement Manager Tel. 011-2421874, (Mobile: 074-3905564 ,074-201 2366), Colombo Lotus Tower Management Company (Pvt) Ltd located at the No 320, D R Wijewardane Mawatha ,Colombo 10 from **09.00 A.M. to 15.00 P.M.** during normal working days.
5. A complete set of Bidding Documents in English language may be purchased by interested bidders on the submission of a **Request letter** to the Procurement Manager, Colombo Lotus Tower Management Company (Pvt) Ltd on working days from **28th July 2025 to 18th August 2025** during **09:00 AM. to 15:00 PM.** Upon payment of a non-refundable fee of **Rs.1,000.00** the method of payment will be in cash only.
6. Original bid with duplicate shall be delivered to the address given below on or **before 19th August 2025 at 14.00 P.M.** Late bids will be rejected. Bids will be opened soon after closing in the presence of the bidder or their representatives who choose to attend.
7. Bids shall be valid up to **77 Days** from the closing date of the bids. (**04th November 2025**)
8. All bids shall be accompanied by a, "Bid-Security" (as per the format given in the bidding document), of **Rs. 60,000.00** Bid Security shall be from a Commercial Bank operating in Sri Lanka, approved by the Central Bank of Sri Lanka. It shall be irrevocable and unconditionally encashable upon the first written demand by the Employer. Bid Security shall be **valid up to 02nd December 2025.**
9. The Pre Bid meeting will be arrange on **07th August 2025** at the Conference Room, Colombo Lotus Tower Management Company (Pvt) Ltd located at the No 320, D R Wijewardane Mawatha ,Colombo 10 at **11.30 A.M .** Also Site visit will be arranged after the Pre Bid meeting and all bidders are welcome for this meeting.
10. Employer will not be responsible for any expenses incurred by bidder in connection with preparation of submission of bids or attending site inspection.

**Chairman- Procurement Committee
Colombo Lotus Tower Management Company (Pvt) Ltd
No 320, D R Wijewardane Mawatha ,
Colombo 10**

SECTION - 4
FORM OF BID AND
QUALIFICATION INFORMATION

FORM OF BID

Name of Contract: **Removal of Existing partitions and Supply and Installation of Bathroom cubicles with accessories**

To:
**Chairman - Procurement Committee,
Colombo Lotus Tower Management Company (Pvt) Ltd
No 320, D R Wijewardane Mawatha
Colombo 10**

Gentlemen:

1. Having examined the Standard Bidding Document - Procurement of Works, (ICTAD/SBD/03 - Second Edition, January 2007), Schedule, Specifications, Drawings and Bills of Quantities and Addenda for the execution of the above-named Works, we the undersigned, offer to execute and complete such Works and remedy any defect therein in conformity with the aforesaid Conditions of Contract, Schedule, Specifications, Drawings, Bills of Quantities and Addenda for the sum of Sri Lankan Rupees
.....
(LKR) or such other sums as may be ascertained in accordance with the said Conditions.
2. We acknowledge that the Schedule forms part of our Bid.
3. We undertake, if our Bid is accepted, to commence the Works as stipulated in the schedule, and to complete the whole of the Works comprised in the Contract within the time stated in the Schedule.
4. We agree to abide by this bid for the period state in the sub-clause 15 of Instruction to Bidders or any extended period and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Unless and until a formal agreement is prepared and executed this Bid, together with your written acceptance thereof, shall constitute a binding Contract between us:
6. We understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this day of 20..... in the capacity of
.....duly authorized to sign tenders for and on behalf of
..... [in block capitals]

Signature:.....

Name:

Designation:

Address:

Witness:.....

Qualification Information

(To be completed and submitted by the bidder, with the Bid)
Provide documentary evidence and label as attachment.

	Eligibility Requirement	Bidder's Qualification
CIDA Registration		
Registration number		
Grade	C7 or above	
Specialty	Specialty in any field of Buildings	
Expiry Date		
Backlisted Contractors		
Have you been declared as a defaulted contractor by NPA or any other Agency?		Yes/No
IF yes provide details		
VAT Registration Number	A certified copy should be attached to the bid.	
Work Program	(attach as annex)	
Legal status	Public company/ Private company / Partnership / Sole proprietor	

	Eligibility Requirement	Bidder's Qualification
Qualification and experience of key staff	Category, Experience and Qualifications	Required Nos.
	1.Engineer (05 years' experience)	01
	2. Technical Officer (05 years' experience)	01
	3 Supervisor (03 years' experience)	01
List Other information required	<p>The Bidder must demonstrate that it will have suitably qualified key personnel in adequate numbers, as described in the table above.</p> <p>Bidder should employ required number of officers in order to complete the construction work under the contract within the given time duration . Please attached certified copies of Educational & experience certificates.</p>	

Signature of the Bidder :

Work Experience

Work performed as main Contractor on work of similar nature and volume over the last three years.
[Attach Client Certification with Bid (Letter of Award and Completion Report)]

Project Name	Name of Client & Contact Person	Year of Completion	Value of Contract

SECTION - 5

SCHEDULE

Note :

This section shall be read in conjunction with Section 1/ Instructions to Bidders and Section 3 – Condition of Contract, and is intended to provide specific information in relation to corresponding Clauses in Section 1 & 3. Whenever there is an ambiguity, the provisions are Section 5 – Schedule shall supersede these provided in the Section 1 – Instructions to Bidders and Section 3 – Conditions of Contract.

Bidders are advised to consider the information printed in blue colour in the document as a checklist, when submitting their bids.

However, it is the responsibility of the bidders to comply with all the requirements given in the bidding document.

Note :

The Schedule included herein is samples only. The Employer shall fill the necessary information and include them as Section 5 in Volumes 2 before issuing the bidding documents.

Schedule

ITB Clause	Conditions of Contract Clause	Item	Data
1.	1.1.8	Employer is :	Name : Chief Executive Officer Address: Colombo Lotus Tower Management Company (Pvt) Ltd , No 320, D R Wijewardane Mawatha ,Colombo 10
	1.1.10	Engineer is :	Name : Head of Engineering Address: Colombo Lotus Tower Management Company (Pvt) Ltd , No 320, D R Wijewardane Mawatha ,Colombo 10
1 & 13	1.1.21	Summary of Works	The Works under the Contract includes: Removal of Existing partitions and Supply and Installation of Bathroom cubicles with accessories Contract Number- CLT/S/WK/RFB/25/12
1.	1.1.14	Intended Completion Date	Intended Completion Date is 60 days from the Start Date
2.		Source of Funds	The source of funds is CLTMC
13.	10.10	Price Adjustment	No price adjustment
16		Bid Security	Bid shall include a Bid Security : <ul style="list-style-type: none"> • For an amount Rs.60,000.00. • Bid Security shall be from a Commercial Bank operating in Sri Lanka, approved by the Central Bank of Sri Lanka. It shall be irrevocable and unconditionally encashable upon the first written demand by the Employer.included in Section 9, Standard Forms. • Remain valid till 02nd December 2025

31	4.4	Performance Security	Amount of Performance Security required is 5% of the Initial Contract Price.
	6.4	Late Completion	The amount to be paid is 0.05% of Initial Contract Price per Day, subjected to maximum of 10% of Initial Contract Price.
	8.1	Notification of Defects	The period of Defect Notification is 365 Days from Taking Over.
	10.3	Retention	The amount of retention is 10% of certified work done.
			The maximum amount of retention is 5% of Initial Contract Price.
	10.12	Advance Payment	<p>Amount of Advance payment is 20% of the Initial Contract Price.</p> <p>Upon the payment of the advance payment in full the Employer shall return the original of the advance payment guarantee to the Contractor.</p>

SECTION-06
SPECIFICATIONS

General Specification

The Contractor shall comply with the standards specified in the Standard Specification Documents listed hereunder. Wherever reference is made in the Contract to specific standards to be met by materials to be purchased and work performed, the provisions of the latest current edition or revision of the relevant standards and codes in effect shall apply

The specification documents given hereunder can be purchased from the Construction Industry Development Authority.

Address: Construction Industry Development Authority
“Savsiripaya” No. 123, Wijerama Mawatha,
Colombo 7

Contractor shall make available copies of latest editions of technical specifications at the contractors site office, for the use of contractors site staff and Project Managers site staff, during the period of construction.

1. Specifications for Irrigation and Land Drainage Works [2nd edition (revised)
– November 1999] – SCA/3/1
2. Specifications for Water Supply, Sewerage and Storm Water Drainage Works
[2ndedition (revised) – April 2002] – SCA/3/2
3. Specifications for Reclamation Works [2nd edition (revised) – December 1999]
– SCA/3/3.
4. Specifications for Building works Volume I [3rdedition (revised) – July2004] – SCA/4/ I
5. Specifications for Building works Volume II [2nd edition (revised) – Oct. 2001]
– SCA/4/II

- I. The Colombo Lotus Tower Management Company (Pvt) Ltd reserves the right to negotiate with selected parties on construction work as and when requested they occur and the extent.
- II. No transport facilities or any other equipment will be provided by the employer.
- III. The employer or his officials when in execution of their duties shall have full power and authority to inspect the works at any time when in progress on the site. Contractor shall afford or provide to such persons every facility and assistance to carry out such inspections.
- IV. The employer shall not be held liable for or in respect of any damage or compensation payable in respect of or in consequence of any accident or injury to any workmen or other person in the employment of the contractor. The contractor shall indemnify the employer against all such damage and compensation and against all claims, demands, and proceedings costs. Charges and expenses whatsoever in respect thereof in relation thereto.

SECTION – 7
BILL OF QUANTITIES

Bill of Quantities (BOQ)

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1	The supplier shall be responsible for the removal of existing partitions and for staging them properly at the locations directed by the client. Additionally, the supplier will supply and install bathroom cubicles with accessories (excluding bathroom fittings). Please refer to the 'Section 08' for the employer's requirements	sqft	2367		
2	supply and installation of urinal partitions which should be under the same materials and conditions applicable to bathroom cubicles	sqft	140		
	Total Amount Excluditng VAT				
	SSCL (If applicable)				
	VAT 18% (If applicable)				
	Grand Total with VAT				

SECTION – 8

DRAWINGS

Cubicle materials: High-Pressure Laminate (HPL) Panels – 12mm Thickness

The HPL panels specified for this installation are 12mm thick, providing a robust and high-quality finish suitable for commercial bathroom cubicles. This thickness ensures stability and durability, essential for high-traffic areas.

Key Properties of the materials should be as follows

1. **Water Resistance:** HPL panels have excellent water-resistant properties, making them ideal for use in bathrooms and other high-humidity areas. The non-porous nature of the surface prevents water penetration, ensuring that the panels do not swell, warp, or lose integrity over time.
2. **Fire Rating:** These panels meet stringent fire safety standards, typically achieving a Class 1 or Class B fire rating. This means they limit the spread of flames and reduce smoke generation, providing added safety in public or commercial spaces.
3. **Durability:** Designed for high-impact resistance, 12mm HPL panels withstand wear, scratches, and minor impacts. This durability ensures they remain in excellent condition despite frequent use, making them suitable for long-term installations in busy facilities.

Accessories

To complement the HPL panels, the cubicle system includes high-quality stainless steel (SS) accessories:

SS Door Locks with Occupied Indicator



SS Auto-Close Hinges



SS Bumper hook



SS mobile phone holder



SS bidet spray holder



SS handle with knob



These accessories are corrosion-resistant, robust, and designed to match the aesthetic and functional needs of modern restroom facilities.

Warranty:

A **minimum five-year, one-to-one replacement warranty** should cover both the HPL panels and all stainless-steel accessories. Additionally, the structure should come with a minimum one-year warranty, along with performance security. This warranty ensures that any defects or malfunctions within the specified period will result in a full replacement, providing peace of mind and long-term reliability

Installation Considerations:

- **Structural Stability:** The installed cubicles must maintain structural stability with no risk of loosening or wobbling after installation.
- **Non-Destructive Installation:** It is essential to preserve the integrity of the existing structural walls and floor of the building. Installation methods will not allow any drilling, cutting, or modifications that might compromise the building's structure.

Attachments for Reference:

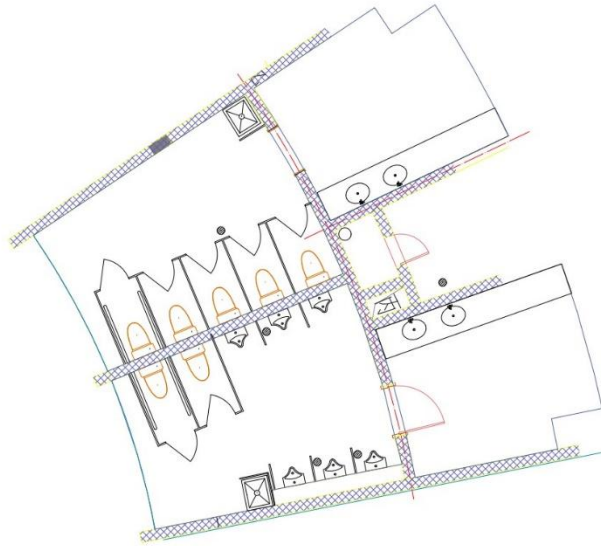
- **Attachment 1:** Current cubicle setup for reference.



- **Attachment 2:** Example of preferred cubicle style.



Attachment 3: Plan view of the existing bathroom layout for accurate alignment and fitting of the new cubicle system.



Note:

- The supplier shall be responsible for removing the existing partition materials and accessories, and for carefully handing them over to the client. These items should be staged at the locations directed by the client within the tower premises
- All the work should carry out the high-quality standards and suitable safety measures.
- The supplier should provide material specifications (Product data sheet or catalogue) and samples with the bid

SECTION – 9

STANDARD FORMS [BID]

- *Bid Security*

Notes on Standard Forms:

- *Bidders shall submit the completed Form of Bid Security as appropriate in compliance with the requirements of the bidding documents.*
- *Bidders should not complete the Form of Agreement at the time of preparation of bids.*
- *The successful bidder will be required to sign the Form of Agreement, after the award of contract.*
- *Any corrections or modifications to the accepted bid resulting from arithmetic corrections, acceptable deviations, or quantity variations in accordance with the requirements of the bidding documents should be incorporated into the Agreement.*
- *The Form of Performance Security, Form of Advance Payment Security and Form of Retention Money Guarantee should not be completed by the bidders at the time of submission of bids.*
- *The successful bidder will be required to provide these securities in compliance with the requirements herein or as acceptable to the Employer.*

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 Executive Officer
Colombo Lotus Tower Management Company (Pvt) Ltd , No 320, D R Wijewardane Mawatha ,
Colombo 10**

[insert (by PE) name and address of Employer]

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] (hereinafter called "the Bidder") has submitted to you its bid dated -----[insert (by issuing agency) date] (hereinafter called "the Bid") for the execution of [insert name of Contract] under Invitation for Bids No. -----[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 the successful bidder furnishing the performance security, 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)]

Check List for Bidders

Bidders are advised to fill the following table,

ITEM	ITB Clause	YES (tick)	REFERENCE
Form of Bid			
Addressed to the Employer?	18		
Completed?	18		
Signed?	18		
Bid Securing Declaration Form (if required)			
Properly filled and signed	16		
Bid Security (if required)			
Addressed to the Employer?	16		
Format as required?	16		
Issuing Agency as specified?	16		
Amount as requested?	16		
Validity 28 days beyond the validity of Bid?	16		
Qualification Information			
All relevant information completed?	4		
Signed?	4		
Addendum			
Contents of the addendum (if any) taken in to account?	10		
BID package			
All the documents given in ITB Clause 12 enclosed in the original and copy?	12		
ITB Clause 19 followed before Sealing the Bid Package?	19		

DO NOT COPY