



THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA

MINISTRY OF PLANTATION INDUSTRIES

RUBBER RESEARCH INSTITUTE OF SRI LANKA

STANDARD BIDDING DOCUMENT

[NON CONSULTANCY SERVICES]

Rain Guard Polythene

RRISL/PRO/EST/2021 (93)



MINISTRY OF PLANTATION INDUSTRIES
RUBBER RESEARCH INSTITUTE OF SRI LANKA



PROCUREMENT NOTICE

Rain Guard Polythene

RRISL/PRO/EST/2021/93

1. Chairman of the Departmental Procurement Committee)Minor (of Rubber Research Institute of Sri Lanka invites sealed bids from eligible and qualified bidders for the above procurement detailed as follows.

No	Description	Bid Security LKR (Validity for 3 Month)
02	Rain guard polythene – 1485 Kg	10,000.00

2. Bidding will be conducted through National Competitive Bidding (NCB).
3. Interested bidders may obtain further information from Senior Estate Manager, Rubber Research Institute of Sri Lanka, Dartonfield, Agalawatte)) Telephone :034-2247426 / 2247383) and inspect the bidding documents free of charge at the same address from 9.00 am to 3.00 pm on any working day from 14.12.2021 to 26.12.2021
4. A complete set of Bidding Documents in English language may be purchased by interested bidders on submission of a written application to the Director, Rubber Research Institute of Sri Lanka, Dartonfield from 9.00 am to 3.00 pm on working days from 14.12.2021 to 26.12.2021
5. All bids must be accompanied by bid security in cash or form of a bank guarantee, issued by a commercial bank operating in Sri Lanka approved by the Central Bank of Sri Lanka.
6. Duly completed original bids should be delivered with duplicates in separate covers marked as "Original and Duplicate "and enclosed in one envelope marked with the caption "**Rain Guard Polythene**" on the left side of the envelop should be forwarded to Rubber Research Institute of Sri Lanka, Dartonfield, Agalawatte on registered post or should be placed in to a box available at the same address on or before 10.30 am on 27.12.2021 Late bids will be rejected .Bids will be opened soon after closing with the presence of the bidders or their representatives at the same address.

Chairman
Departmental Procurement Committee
Rubber Research Institute of Sri Lanka
Dartonfield, Agalawatte

Section I. Instructions to Bidders(ITB)

A: General	
1. Scope of Bid	1.1 The Employer named in the Data Sheet invites you to submit a quotation to Obtain a Venue 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 Employer 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	<p>2.1 The documents consist of the Sections indicated below.</p> <ul style="list-style-type: none"> ➤ Section I. Instructions to Bidders (ITB) ➤ Section II. Data Sheet ➤ Section III. Schedule of Requirements / Price
C: Preparation of Quotation	
3. Documents Comprising your Quotation	<p>3.1 The Quotation shall comprise the following:</p> <ul style="list-style-type: none"> (a) Price & Requirement Schedules (Detailed Menus) (b) Specifications & Compliance with Requirement
4. Quotation Submission	<p>4.1 No substitutes shall be accepted. All blank spaces shall be filled in with the information requested.</p> <p>4.2 Alternative offers shall not be considered. The bidders are advised not to quote different options for the same item but furnish the most competitive among the options available to the bidder.</p>
5. Prices and Discounts	<p>5.1 Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules.</p> <p>5.2 The price to be quoted in the Section III shall be the total price of the Quotation, including any discount offered.</p>

	<p>5.3 The applicable VAT shall be indicated separately.</p> <p>5.4 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 Quotation submitted with an adjustable price shall be treated as non responsive and may be rejected.</p>
6. Currency	6.1 The bidders shall quote only in Sri Lanka Rupees.
7. Documents to Establish the Conformity of the Service	7.1 The bidder shall furnish as part of its quotation the documentary evidence that the Service conform to the specifications and standards specified in Section III.
8. Period of Validity of quotation	8.1 Quotations shall remain valid for the period of sixty (60) days after the quotation submission deadline date.
9. Format and Signing of Quotation	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 bidder.
D: Submission and Opening of Quotation	
10. Submission of Quotation	<p>10.1 Bidders may submit their quotations by registered post, courier service or by hand in sealed envelopes addressed to the Employer bear the specific identification of the contract number.</p> <p>10.2 If the quotation is not sealed and marked as required, the Employer will assume no responsibility for the misplacement or premature opening of the quotation.</p>
11. Deadline for Submission of Quotation	11.1 Quotation must be received by the Employer at the address set out in Section II, "Data Sheet", and no later than the date and time as specified in the Data Sheet.
12. Late Quotations	12.1 The Employer shall reject any quotation that arrives after the deadline for submission of quotations, in accordance with ITV Clause 11.1 above.
13. Opening of Quotations	<p>13.1 The Employer 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 Employer may, at its discretion, ask any bidder for a clarification of its quotation. Any clarification submitted by a bidder in respect to its quotation which is not in response to a request by the Employer shall not be considered.</p> <p>14.2 The Employer's request for clarification and the response shall be in writing.</p>

15. Responsiveness Of Quotation	<p>15.1 The Employer 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 Employer.</p>
16. Evaluation of Quotation	<p>16.1 The Employer shall evaluate each quotation that has been determined, to be substantially responsive.</p> <p>16.2 To evaluate a quotation, the Employer may consider the following:</p> <ul style="list-style-type: none"> (a) the Price as quoted; (b) price adjustment for correction of arithmetical errors; (c) price adjustment due to discounts offered. <p>16.3 The Employer'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.</p>
17. Employer's Right	<p>17.1 The Employer 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>
F: Award of Contract	
18. Acceptance of the Quotation	<p>18.1 The Employer will accept the quotation of the bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.</p> <p>18.2 Erroneous figures must be struck off by a single line and the correct figure must be written and clearly initialed. All alternations and adjustments must be authenticated. Correction ink shall not be used. Otherwise, the quotations are liable to be treated as invalid and therefore rejected.</p>
19. Notification of Acceptance	<p>19.1 Prior to the expiration of the period of validity of quotation, the Employer will notify the successful bidder, in writing, that its quotation has been accepted.</p>
G: Qualification Criteria	
20. Required Qualifications for Bidder (written verifications should be attached)	<p>20.1 Bidder should be registered under business names ordinance, partnership act or company act of Sri Lanka.</p> <p>20.2 Bidder should have minimum recent three (03) years' experience in supplying rain guard for reputed companies.</p>

Section II: Data Sheet

ITV Clause Reference	Description
1.1	The Employer is : <u>Director, Rubber Research Institute of Sri Lanka, Dartonfield, Agalawatte</u>
11.1	Address for submission of Quotations is <u>Director, Rubber Research Institute of Sri Lanka, Dartonfield, Agalawatte</u> Deadline for submission of quotations is 27.12.2021 <u>at 10.30 am</u>
13	The quotations shall be opened at the following address: <u>Procurement Unit, Rubber Research Institute of Sri Lanka, Dartonfield, Agalawatte</u>
16	Other factors that will be considered for evaluation are; ➤ Strictly Qualified as per the Qualification Criteria ➤ Compatible with Requirement

Standard Bidding Document

ITEM : Rain Guard Polythene – 1485 Kg

**Specifications of the Item : All empty cages (1 to 3) must be filled on this form
(Otherwise bid will be rejected)**

1. Specifications of the required Item	Specifications of quoted item with respect to our needs.
Quantity : 1485 Kg	
Colour : Transparent	
Material : LDPE (Virgin)	
Gauge : 300 (Double Layer)	
Width : 60 cm	
Type : Polythene Film in sheet (Not Tube)	

Price with Transport	
Price without Transport	
2. Validity Period of the Bid	
3. Price : Without VAT	
With VAT & Other Taxes (If any)	
Total cost including all taxes (in figures)	
(in words)	

Name of the Authorized Officer

Signature of the Authorized Officer

Name of the Company

Address

VAT Registration Number (If any)

Telephone Number

Rubber Stamp

Date :