

Addressing the Immediate and Medium-term Needs of the Rural & Estate Communities in Creating Environmental
and Nutritional Development (AIM – RECCEND) Project

TENDER DOCUMENT

ISSUANCE NUMBER:

(To be duly filled and submitted to the given address on or before 20th March, 2023, 3:30pm)

FORM 1A

(NEED TO SUBMIT ONE ORIGINAL & ONE COPY IN TWO SEPARATE ENVELOPES)

Bid Title: **CALL FOR TENDERS FOR VISIBILITY BOARDS PRINTING WITH STANDS**

1.1.

1.2. Bid Ref: **ADRA_RECCEND_M/W/H_NHG/MGVB01_T002**

1.3. District: NUWARA ELIYA, MATALE, MONERAGALA DS Division: Wilgamuwa,
Ambagamuwa (Hatton) and Wellawaya

1.4. Issued Date:

2.1. Name of Tenderer as in the Business Registration:

2.2. Business Registration Number:

2.3. Address as in the Business Registration:

2.4. Contact Tel./ Mob. Number(s):

2.5. Have a branch/ agency in Ambagamuwa (Hatton), Wilgamuwa and Wellawaya Divisional Secretariat Division:

YES/ NO

If YES, Name and Address of the branch/ agency:

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FORM 1B

(NEED TO SUBMIT ONE ORIGINAL AND ONE COPY IN TWO SEPARATE ENVELOPES BUT WITH THE FORM 1A)

#	Material	Unit	Qty	Rate (Rs.)	Cost (Rs.) <i>(Include applicable taxes & transport costs)</i>
1	<p>Visibility Board (1x1/2 feet)</p> <ul style="list-style-type: none"> • Dimension of the board 1X 1 1/2 feet • The board should be made with the steel sheet with Pasting Stickers with quality laminating (Pls make sure durability should be minimum 2 years) • Stands of the board should be made with GI pipe with ½ inch • The height of the standpipes should be 06 feet from the ground level. • The bottom of the board would be 8 ' from ground level 	Num	300 (Mat: 150 Wel: 75 Hat: 75)		
2	<p>Visibility Board (4x2 feet)</p> <ul style="list-style-type: none"> • Dimension of the board 4 X 2 feet • The board frame should be made with box bar with 1'x1' • The board should be made with the tin sheet with Pasting Stickers with quality laminating (Pls make sure durability should be minimum 2 years) • Stands of the board should be made with GI pipe with 1 inch. • The height of the standpipes should be 06 feet from the ground level • The bottom of the board would be 8 ' from ground level 	Num	15 (only for Hatton)		

In the submission the tenderers/ bidders shall require to do the followings:

1. Duly fill all required info in the correct format
2. The costs shall include the applicable taxes and transport cost per each item number as per the format.
3. Provide one original and one copy as mentioned above.

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Project Funded by



Implemented by



FORM 2 (NOT REQUIRED TO SUBMIT)

6.1 Purpose of the Tender

- 6.1.1. The project named Addressing the Immediate and Medium-Term Needs of the Rural and Estate Communities in Creating Environmental and Nutritional Development (AIM-RECCEND) project aims to build on the achievements of its 5-year long predecessor, the ACCEND project in the Health and Nutrition sectors and primarily focuses on addressing the urgent needs of the communities that have arisen due to the COVID-19 outbreak and the resulting economic crisis in the country. The main outcomes address in increasing the institutional capacity to address epidemics, outbreaks or pandemics and create resilient communities at large to face uncertainties. This project will be implemented in Nuwara Eliya, Matale and Monaragala Districts in 3 DS divisions namely, Ambagamuwa, Wilgamuwa and Wellawaya. The project will run for 12 months from December 2022 to November 2023.
- 6.1.2. The project has planned a series of activities to develop and upgrade/ revive related and needed infrastructure to improve the accessibility and supply of WASH and health facilities in collaboration with the local stakeholders including the related public institutions, private sector firms, and civil society organisations (CSOs).
- 6.1.3. The present bid/ tender is for "**VISIBILITY BOARDS PRINTING WITH STANDS**", which is an activity component of the Project and herein referred to as 'the Work'.
- 6.1.4. On behalf of the ADRA Sri Lanka (herein after refer to as 'the Employer') **invites TENDERS/ BIDS/ QUOTES from qualified suppliers** as the **Material Schedule provided in Form 1B**.
- 6.1.5. All documents related and comprised herewith are deemed and referred to as 'the Tender Documents'. In pursuance of this tender/ bid all stipulations and requirements, which are relevant and valid only as and accordance with the descriptions and quantities provided herein with the Tender Documents.

6.2. Qualification of Bidder

- 6.2.1. All material suppliers with a valid business registration and duly obtained the Tender Documents.

6.3. Issuance of Bid Document

- 6.3.1. The Tender/ Bid Documents shall be issued at the project office and during the stipulated time period as per the relevant newspaper advertisement published prior to this issuance of the documents.

6.4. Responsibility of the Tenderer/ Bidder

- 6.4.1. The tenderer/ bidder shall have a responsibility to provide the required materials as the Material Schedule on Form 1B.
- 6.4.2. The tenderer/bidder should submit sample (if applicable) of the product when submitting the tender on or before the deadline.
- 6.4.3. The tenderer/ bidder shall examine carefully the Tender/ Bid Documents to understand fully the content of the Material Schedule including the amounts and any difficulties or restrictions that may affect the execution and completion of the supply required.

6.5. Clarification of the Bid Documents

- 6.5.1. The tenderer/ bidder shall raise/ request clarification of any description, quantity, instruction, or any other type of information/ during a period between the issuance date and two days prior to the deadline of submission, which have been mentioned either above on a corresponding newspaper advertisement.

6.6. Changes to the Bid Documents

- 6.6.1. The changes to the Bid Documents shall only be considered and carried out during five (05) working days after the documents issuance; and this could be as response to the clarifications sought during this stipulated period.
- 6.6.2. The changes shall constitute a part of the Tender/ Bid Documents.

6.7. Preparation and Submission of Tender/ Bid

- 6.7.1. The Bid shall be prepared and submitted as per form provided, i.e. **FORM 1B**
- 6.7.2. Each of the forms shall be completely filled in **BLUE ink**.
- 6.7.3. The Tender/ Bid could be written and submitted in Tamil/ Sinhala/ English. If there is any discrepancy between English and Tamil or Sinhala or both translated bid documents, the English version shall be considered as the correct version.
- 6.7.4. No interlinings, erasures (or crossing out), addition, or alteration may be allowed. If the documents submitted by the Bid do not meet the requirements mentioned above, the Tender/ Bid may be disqualified.
- 6.7.5. Incomplete, vague or conditional Bid will not be considered.



6.8. Tender/ Bid Prices

- 6.8.1. All prices shall be quoted in Sri Lanka Rupees (LKR) without exception.
- 6.8.2. The Tender/ Bid prices shall be firm and final, and not subject to escalation.
- 6.8.3. The contract price is also to be made in Sri Lanka Rupees (LKR).
- 6.8.4. All payments from the Client to the Contractor for undertaking and executing the Work shall be through account payee cheques or bank transfers. Hence, the bidder is required to provide clearly the details of bank that the payments should be transferred at the signing of the contract.

6.9. Term of Validity of the Bid

- 6.9.1. The Bid shall remain valid and irrevocable for a period of **60 days** on and after the date of the Tender/ Bid opening.

6.10. Submission of the Tender/ Bid

- 6.10.1. The Bid shall be submitted to the project officers as advised in the relevant newspaper advertisement, not later than the closing time for submission of as specified therein.
- 6.10.2. The Tender/ Bid shall be submitted in person (by hand), Courier or Mail (Registered post) only.
- 6.10.3. Any Tender/ Bid received after the closing time will be returned unopened.
- 6.10.4. Alternative tender/ Bid shall not be allowed.
- 6.10.5. The Tenderer/ Bidder is neither allowed to modify nor withdraw his/ her Bid after the closing time.
- 6.10.6. All tenders/ bids shall be submitted as per the instructions provided in 6.10.
- 6.10.7. The Tenderer/ Bidder should submit samples of masks when submitting the tender in a separate envelop.

6.11. Opening of Bids

- 6.11.1. The Tenders/ Bids will be open after closing time at a presence of a tender/ bid evaluation committee, at a date, time, and venue decided by the Client.
- 6.11.2. In the event that all Tenderers/ Bidders are not successful, the Client will prepare another Tender/ Bid with modifications and exercise a re-Tender/ re-Bid.
- 6.11.3. The Tenderers/ Bidders shall not be invited for the opening of the tenders/ bids.

6.12. Common Conditions

- 6.12.1. Protection of environment
 - a) The Contractor shall take all reasonable steps to protect the environment (both on and off the Work Site) and to limit damage and nuisance to people and property resulting from pollution, noise or other aspects of his/ her operations.
- 6.12.2. Ethical and human rights compliances
 - a) The Contractor shall take all responsible steps and actions to conserve of and adhere to the Law and Regulations set forth by the Court of Law in Sri Lanka, which prohibit and penalise the initiations, execution, tolerance, fostering, or any other form of actions of violation of human rights including unethical labour, violation of labour rights, violations against women and children, discrimination and ill treatment of differently abled persons (disable people), racism, and gender.