THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA

Ocean University of Sri Lanka

Car Park Extension Work

at Mattakkuliya Premises, Ocean University of Sri Lanka

Bid No: OCU/Con/GarageStructure/2026/14

BIDDING DOCUMENT

Works - Shopping (National), open invitation published on the University website

Prepared under the Procurement Guidelines 2024 (Goods, Works and Non-Consulting Services) of the National Procurement Commission

Employer:

Vice Chancellor, Ocean University of Sri Lanka

Crow Island, Mattakkuliya, Colombo 15.

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INVITATION FOR BIDS

Ocean University of Sri Lanka

Car Park Extension Work at Mattakkuliya Premises, Ocean University of Sri Lanka

Bid No: OCU/Con/GarageStructure/2026/14

1. The Chairman, Procurement Committee, on behalf of the Vice Chancellor, Ocean University of Sri Lanka, invites sealed bids from eligible and qualified contractors for the Car Park Extension Work at Mattakkuliya Premises, Ocean University of Sri Lanka. The estimated cost Rs. 1.3 Mn, subject to the approved estimate.
2. The works consist of demolition and site clearance, excavation and earthwork, concrete, formwork, reinforcement, masonry, plastering and roofing (labour) works as described in the Bill of Quantities (Section 6).
3. The completion period is thirty (30) calendar days from the Start Date.
4. This notice is published on the University website to give all registered contractors an equal opportunity to bid.
5. Bidders must also meet the experience and past performance requirements in Section 3.
6. Bidding documents may be inspected and obtained from the Engineer (Works), Ocean University of Sri Lanka, Crow Island, Mattakkuliya, Colombo 15, from 9.00 hrs to 15.00 hrs on working days, no document fee required. They are available until one (1) day before the closing date. They may also be downloaded from the University website.
7. Bids shall be delivered, original and one copy, only to the Chairman, Procurement Committee, Ocean University of Sri Lanka, Crow Island, Mattakkuliya, Colombo 15, on or before 11.00 hrs on 10.11.2026. Late bids will not be accepted and will be returned unopened. Bids will be opened by the Bid Opening Committee immediately after closing, in the presence of bidders' representatives who wish to attend.
8. All bids shall be accompanied by a Bid Security of Rs. 20,000.00, valid until 29/12/2026. (49 days)
9. The Procurement Committee reserves the right to accept or reject any or all bids in accordance with the Procurement Guidelines.

Chairman, Procurement Committee
Ocean University of Sri Lanka,
Crow Island,
Mattakkuliya,
Colombo 15
Date of publication: 30/10/2026

SECTION 1 - INSTRUCTIONS TO BIDDERS

1. Eligibility: A bidder shall be a legally constituted business or individual contractor permitted to carry out building works in Sri Lanka. A bidder is ineligible if blacklisted or debarred, if it has a conflict of interest, or for any other legally valid reason.

2. Declarations: Every bidder shall submit, with the bid, a signed declaration that (i) there is no conflict of interest, (ii) only one bid is submitted, and (iii) there is no involvement in collusive practices (Section 4).

3. Multiple and alternative bids: A bidder who submits more than one bid shall have all of its bids rejected. Alternative bids are not permitted and will be rejected.

4. Site visit and clarification: Bidders should visit the site at their own cost. Requests for clarification shall be made in writing to the Engineer (Works) with sufficient time before closing. Replies and any addendum are issued to all bidders who obtained the documents and are published on the University website. If the closing date is extended, the extension is published on the same website.

5. Documents are non-transferable: The bid shall be submitted on the documents issued by the University. The documents may not be transferred to another bidder.

6. Prices and VAT: Prices are in Sri Lankan Rupees. Bidders shall quote the bid price excluding VAT and show VAT separately. VAT is not considered in bid evaluation. Every item shall be priced; an unpriced item is deemed included in other rates.

7. Contract type: The contract is a measure-and-pay (unit rate) contract: payment is on actual quantities measured by the Engineer at the rates in the Bill of Quantities.

8. Bid validity: Bids shall remain valid until the calendar date stated in the Bid Data Sheet. If the evaluation and approvals cannot be completed in time, the University may request an extension before the validity date, and the bid security shall be extended accordingly. A bidder who refuses is excluded from further consideration, and its bid security is not forfeited.

9. Bid security: A Bid Security of the lump sum stated in the Bid Data Sheet is required. It may be a bank guarantee from a bank licensed by the Central Bank of Sri Lanka, a guarantee of the Construction Guarantee Fund, a refundable cash deposit paid to the University (original receipt attached), or a bank draft drawn in favour of the Vice Chancellor / Accounting Officer of the University (original attached). Alternatively, the bidder may submit the Bid Securing Declaration in the form provided in Section 4; a bidder that breaks the declaration will be blacklisted under the Procurement Guidelines.

10. Submission: The original and one copy shall be placed in separately sealed envelopes marked "Original" and "Copy", inside one outer envelope marked with the contract name and bid number. Bids are received only at the single address in the Invitation.

11. Bid opening: Bids will be opened by the Bid Opening Committee immediately after closing, in the presence of bidders' representatives who wish to attend. No bid is rejected at the opening. The bidder's name, bid price, discounts and bid security status are announced and recorded in the Bid Opening Minute, copies of which are available to the bidders present.

12. Evaluation: Bids are evaluated only on the criteria in Section 3, which will not be changed or added to during evaluation. Information about the evaluation is confidential until the Notice of Intention to Award is issued.

13. Clarification during evaluation: The University may ask a bidder in writing to clarify its bid. No change of price or substance is allowed, other than correction of arithmetical errors.

14. Notice of intention to award: Within one (1) week of receiving the Procurement Committee's recommendation, all bidders will be informed in writing of the successful bidder and the intention to award. An unsuccessful bidder may request a debriefing on its own bid, and may submit a complaint in writing to the Chairman, Procurement Committee, within Complaints are recorded and answered with reasons.

15. Award: The Letter of Acceptance is issued within the bid validity period and within three (3) working days of the approval of the award. The successful bidder shall provide the Performance Security and sign the Contract Agreement within the time stated in the Bid Data Sheet. Contract award details will be published as required by the Procurement Manual.

16. Fraud, corruption and ethics: Bidders shall observe the highest standard of ethics. Corrupt, fraudulent, collusive, coercive or obstructive practices lead to rejection of the bid, debarment from this and future procurement, and reporting to the relevant authorities.

17. Registration of contract: The contract will be registered where required by the Public Contracts Act, No. 3 of 1987.

SECTION 2 - BID DATA SHEET AND CONTRACT DATA

Employer	The Vice Chancellor, Ocean University of Sri Lanka, Crow Island, Mattakkuliya, Colombo 15
Engineer	Engineer (Works), Ocean University of Sri Lanka, Crow Island, Mattakkuliya, Colombo 15
Contract name / Bid No.	Car Park Extension Work at Mattakkuliya Premises, Ocean University of Sri Lanka / OCU/Con/GarageStructure/2026/14
Procurement method	National Request for Shopping; single-stage, one-envelope bidding procedure
Source of funds	Government of Sri Lanka (GOSL) / University funds
Type of contract	Measure and pay (unit rates)
Completion period	30 (thirty) calendar days from the Start Date
Bid security	Lump sum of Rs. 20,000.00 (about 1.6% of the estimate excluding VAT and contingencies), valid until 29/12/2026. (49 days); or Bid Securing Declaration
Language	English
Performance security	[5%] of the Initial Contract Price, bank guarantee or Construction Guarantee Fund guarantee, valid until 28 days after the end of the Defects Notification Period
Advance payment	None
Payment	Interim payments on work certified by the Engineer; final payment after Taking-Over
Retention	[10%] of certified work done, up to a maximum of [5%] of the Initial Contract Price
Liquidated damages	[0.05%] of the Initial Contract Price per day of delay, up to a maximum of [10%]
Defects Notification Period	[180] days from Taking-Over
Price adjustment	None (short contract period)
Insurance	Contractor's all-risk and third-party insurance: not less than Rs. 300,000.00 per event and Rs. 600,000.00 in aggregate; same minimum for insurance of the Contractor's personnel
Time to sign Agreement	Within 14 days of the Letter of Acceptance
Variations	Only on written instruction of the Engineer; reviewed by the Variation Review Committee where claims are disputed
Dispute resolution	As provided in the General Conditions of Contract (Engineer's determination, then adjudication / arbitration as stated there)

Statutory and safety obligations of the Contractor

- Comply with all laws of Sri Lanka, including labour laws, EPF/ETF, VAT and income tax obligations, and environmental and local authority requirements.
- Provide a safe site: barricades, warning signs, protective equipment, and safe working at height; protect staff, students and vehicles in the premises.
- Dispose of demolition waste at an approved site and keep the site clean.
- Pay workers at least the statutory minimum wage and employ only workers legally entitled to work.
- Not sub-contract the whole of the works; part sub-contracting needs the Engineer's written approval.

SECTION 3 - ELIGIBILITY, QUALIFICATION AND EVALUATION CRITERIA

3.1 Past performance

Past performance is judged only on the documents and references the bidder submits in the past performance table. A bidder fails this requirement if any contract listed, or disclosed in its qualification information, in the last three (3) years:

- was terminated, or abandoned by the contractor, because of the contractor's default (as shown by a termination letter or a client statement);
- was completed more than 25% beyond the contract period without an approved extension of time (as shown by the completion certificate); or
- had a performance security forfeited, or a major defect left unrectified after notice (as shown by a client statement).

Any false statement about past work leads to rejection of the bid. A bidder that has completed no earlier contract for the University is judged in the same way, on its references.

3.2 Evaluation stages

- Stage 1 - Data collection: bid opening minute, declarations and records are collected.
- Stage 2 - Preliminary examination: eligibility, legal validity, authorized signature, completeness, conditions, bid security or declaration, and required documents. A bid that fails any item is rejected. Then substantial responsiveness to commercial and technical requirements is examined and deviations are classified as major or minor.
- Stage 3 - Detailed evaluation: arithmetical errors are corrected (unit rate prevails) and minor deviations are priced. VAT is excluded from the evaluated price.
- Stage 4 - Final determination: the bid is checked for unbalanced pricing; the substantially responsive lowest evaluated bidder is checked against the qualification criteria in 3.1 and 3.2 (post-qualification); and a Bid Evaluation Report is prepared with the recommendation.

If the lowest evaluated bid appears unrealistically low, the bidder may be asked to provide a detailed price analysis. The Procurement Committee may then accept the bid, require a higher Performance Security at the bidder's cost, or reject the bid. If the lowest evaluated bidder fails post-qualification, the next lowest is assessed. All bids may be rejected only for the reasons allowed by the Procurement Guidelines (no responsive bid, prices substantially above the estimate, or lack of effective competition).

SECTION 4 - FORM OF BID, DECLARATIONS AND QUALIFICATION INFORMATION

FORM OF BID

Contract: Car Park Extension Work at Mattakkuliya Premises, Ocean University of Sri Lanka
Bid No: OCU/Con/GarageStructure/2026/14

To: The Chairman, Procurement Committee, Ocean University of Sri Lanka, Crow Island, Mattakkuliya, Colombo 15.

1. Having examined the Bidding Document, including the Instructions, Bid Data Sheet and Contract Data, Specifications, Drawings and Bill of Quantities and Addenda Nos. ....., we offer to execute and complete the Works and remedy any defects in conformity with the Bidding Document for the sum of Sri Lankan Rupees ..... (Rs. .....) excluding VAT. VAT, if applicable, is Rs. .....
2. We agree to complete the Works within thirty (30) calendar days from the Start Date.
3. This bid shall remain valid until ..../..../2026, and shall remain binding on us and may be accepted at any time before that date, or any extended date.
4. We attach a Bid Security of Rs. 20,000.00 / the Bid Securing Declaration, and the documents required in Section 3.
5. We have submitted only one bid in this procurement and no alternative bid.
6. We declare that all information in our Qualification Information, including information on past work, is true and correct.
7. Until a formal Agreement is signed, this bid together with your written Letter of Acceptance shall form a binding contract.
8. We understand that you are not bound to accept the lowest or any bid.

Dated this ..... day of ..... 2026, in the capacity of ..... duly authorised to sign bids for and on behalf of ..... (IN BLOCK CAPITALS)

Name: ..... Designation: .....

Address: ..... Signature and seal: .....

Witness - Name: ..... NIC No: ..... Signature: .....

BIDDER'S DECLARATIONS

I, the undersigned bidder / bidder's representative, honestly and solemnly declare that:

1. There is no conflict of interest between me, my firm, its directors, partners, agents or personnel and the University, the Engineer, or any member of the Procurement Committee or other committee involved in this procurement.
2. Only one bid is submitted by me or by my firm in this procurement, whether alone, in a joint venture or as a partner of another bidder.
3. Neither I nor any member, agent or representative of my firm has entered into any collusion, combination or agreement with any person about the prices or the submission of bids; I have not prevented or induced any person to refrain from bidding; and this bid is not made in collusion with any other bid.
4. I have not received or accepted, and have not given or will not give, any discount, fee, reward, commission or anything of value, directly or indirectly, in connection with this bid.
5. I am not blacklisted, debarred or declared a defaulter by any State institution.
6. I will follow fair and ethical practices throughout the procurement and comply with the Procurement Guidelines. All statements made above are true and correct.

Bid No: OCU/Con/GarageStructure/2026/14

Name: .....

Signature and seal: .....

Date: .....

BID SECURING DECLARATION (use only if no Bid Security is provided)

I/We declare that if, after submitting this bid, I/we withdraw the bid during its validity period, refuse to sign the Contract Agreement, or refuse to provide the Performance Security after the Letter of Acceptance, I/we accept that I/we will be blacklisted in accordance with the Procurement Guidelines.

Name: .....

Signature and seal: .....

Date: .....

QUALIFICATION INFORMATION

(To be completed by the Bidder and submitted with the bid)

Name of Bidder	
Legal status / Registration No.	
Address, telephone, e-mail	
VAT registration No. / TIN	
Blacklisted or debarred by any State institution?	Yes / No. If yes, give details: .....
Liquid assets / credit facilities available for this contract	Rs. .....
Site supervisor (name, qualification, experience)	

Past performance - similar contracts completed in the last three years

No	Name of work / client	Value (Rs.)	Start date	Completion date	Client contact (name & phone)	Completed within contract period? Any termination, forfeiture or unrectified defect?
1						
2						
3						
4						

I certify that the above information is true. I authorise the University to contact the clients named above to verify the information.

Signature of Bidder: ..... Date: .....

SECTION 5 - SPECIFICATIONS AND SCOPE OF WORKS

5.1 Scope

Car Park Extension Work at the Mattakkuliya premises: removal of the existing block wall and roof, chemical anchoring, foundations, ground slab, columns, plinth beams and beams, 100 mm block walling, rough plastering and roofing (labour). The drawings form part of this document and may be inspected with the Engineer (Works).

5.2 Standards

Works shall conform to the Specifications for Building Works published by the Construction Industry Development Authority (SCA/4 Vol. I and Vol. II) and relevant SLS / BS standards. Where the specification is silent, good building practice and the Engineer's directions apply. Any brand named is for guidance only and an equal or better product may be offered.

5.3 Materials and workmanship

- Concrete: Grade 30 (1:1:2) for columns, beams and floor, machine mixed and compacted with a vibrator, cured for not less than 7 days; lean concrete 1:3:6 under footings.
- Reinforcement: Tor steel to BS 4449, fy = 460 N/mm² and mild steel fy = 250 N/mm², free from rust and scale; cover and laps as shown on the drawings. Test certificates may be requested.
- Blocks: 100 mm cement blocks, subject to the Engineer's approval of a sample block; mortar 1:5 cement and sand.
- Plaster: 15 mm thick, 1:5 cement and sand, rough finish to external walls at ground floor.
- Excavation and filling: filling in layers, watered, rammed and consolidated; trenches kept dry.
- Formwork: steel formwork for columns; rigid, true to line and level, struck only with the Engineer's permission.
- Roofing: labour only; materials are provided as instructed by the Engineer. Fix to the drawings and the manufacturer's instructions.
- Demolition: avoid damage to adjoining buildings and services; dispose of waste at an approved place. Salvaged material belongs to the University unless the Engineer instructs otherwise.

5.4 Inspection and testing

The Engineer or his representative may inspect the works at any time. Samples of concrete, steel and blocks shall be tested when required at the Contractor's cost. Defective work shall be removed and rebuilt at the Contractor's expense.

SECTION 6 - BILL OF QUANTITIES

Preamble

1. The Specifications, Drawings and Contract Data are to be read with the Bill of Quantities.
2. Rates shall include all labour, materials, plant, transport, overheads, profit and the cost of complying with all conditions and obligations of the contract.
3. An item left unpriced is deemed included in the prices of other items.
4. Quantities are provisional. Payment is on actual work measured by the Engineer, in accordance with SLS 573 (Method of Measurement of Building Works) where the method is not otherwise clear.
5. Work shall be carried out with minimum disturbance to the normal activities of the University.
6. Units: ft^3 = cubic feet; ft^2 = square feet; m^3 = cubic metres; m^2 = square metres; kg = kilogram; LS = lump sum.

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
A	**DEMOLITION & SITE CLEARANCE**				
A.1	Demolition of the existing cement block wall	LS	1.00	20,000.00	20,000.00
A.2	Removing of the existing roof	LS	1.00	18,000.00	18,000.00
A.3	Chemical anchoring work	LS	1.00	20,000.00	20,000.00
	SUB TOTAL				**58,000.00**
B	**EXCAVATION AND EARTHWORK**				
	excavation Rate shall include for, a) Leveling and garding bottom of excavation and keeping side plumb. b) Keeping trenchs free from water and in a clean and dry condition. c) Back filling and consolidating. d) Any necessary additional excavation for working space such as for planking and strutting ,formwork etc.. Excavation not exceeding 1500-0 mm deep in any material met with except rock requiring blasting, part return, fill in ramp and surplus disposed as directed in the following.				
B.1	Column foundation(900mmx900mmx900mm. 2nos columns)	Ft^3	54.00		-
B.2	Approved hard earth filling under floors watered, well rammed and consolidated in layers to required level	Ft^3	414.64		-
	SUB TOTAL				**-**
C	**CONCRETE WORK** **CONCRETE** Unless otherwise stated all concrete work shall be, a) Made dense with a vibrater. b) So cast as a receive only that finishing on its exposed surface as required. Rates for concrete shall include for-plant for mixing,handling,hosting,depositing compacting curing removal of formwork. Unless otherwise specified in the respective items,all formwork and reinforcement are measured seperately.				

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	Ground floor level to 1 st floor level cement concrete 1:3:6 (50mm) following.				
C.1	50mm thick lean concrete under column footings and rubble work	m^3	0.19		-
	GRADE 30 Concrete (1:1: 2)				
C.2	Columns base & columns shaft up to upper beam level (225mmx225mm)	m^3	0.95		-
C.3	Plinth beam up to level 225mm	m^3	0.32		-
C.4	Beam (225 x 450 mm)	m^3	0.32		-
C.05	Floor concrete	m3	4.64		-
	SUB TOTAL				**-**
D	**FORM WORK** Rate shall include for all necessary boarding supports erecting,framing,cuting angles striking etc. Form work is measured as the nett contact surface measurment between concrete and formwork. **Ground Floor to roof level.**				
D.1	Column up to d.p.c. Using Steel Formwork	m^2	5.85		-
D.2	Plinth beam.	m^2	2.81		-
D.3	Beam	m^2	2.81		-
D.4	Floor concrete	m2	2.41		-
	SUB TOTAL				**-**
E	**REINFORCEMENT** **Tor steel reinforcement (to BS 4449 and characteristic strength fy = 460N/mm^2) and Mild steel reinforcement (to BS 4449 and characteristic strength fy = 250N/mm^2)** **UP TO D.P.C LEVEL**				
E.1	Column base and shaft	Kg	48.84		-
E.2	Plinth beam.	Kg	17.09		-
E.3	Beam	Kg	17.09		-
E.4	Mild steel	Kg	34.19		-

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
E.5	Floor concrete	Kg	385.42		-
	SUB TOTAL				**-**
F	**MASONRY** Rate shall include for:- Rate shall include for lifting, handling, weighting all rough and fair cutting, plumbing angles, normal straight cutting, forming rebated reveals and raking out joints for plastering.				
	CEMENT BLOCK WORK				
F.1	100mm thick Cement block wall (Cement blocks confirming, subject to the approval of the sample Block) In cement and sand mortar 1:5 on the ground floor.	Ft^3	475.00		-
F.2	Random Rubble Masonry in cement mortar 1:5 in substructure (6"- 9" rubble)	Cum	0.45		-
	SUB TOTAL				**-**
G	**FINISHES** **plastering :-** Rates shall include for:- All temporary rules, screeds,grounds,etc. for raking out joints of new blockwork or backing new concrete for key internel and curved angles joints between new and old plastering ,arises,quirks,intersections between curved or irregular surface etc..				
G.1	15mm thick plaster in cement and sand 1:5 externel wall ground floor (rough)	Ft^3	950.00		-
	SUB TOTAL				**-**
H	**ROOFING WORK - Labour Charges only**	Sqft	1320.00		-
	SUB TOTAL				**-**

SUMMARY

A	**DEMOLITION & SITE CLEARANCE**	58,000.00
B	**EXCAVATION AND EARTHWORK**	-
C	**CONCRETE WORK**	-
D	**FORMWORK**	-
E	**REINFORCEMENT**	-
F	**MASONRY**	-
G	**FINISHES**	-
H	**ROOFING WORK - Labour Charges only**	-
	TOTAL AMOUNT	**-**
	CONTINGENCIES 10%	**-**
	VAT 18%	**-**
	TOTAL AMOUNT	**-**

Signature and seal of the Bidder:

DAY WORKS SCHEDULE

No	Description	Unit	Rate
	Materials		
1	Cement	50kg (bag)	
2	Sand	01 cube	
3	¾" Metal	01 cube	
4	Reinforcement (10mm dia)	01 kg	
5	Reinforcement (6mm dia)	01 kg	
6	Plywood sheet (8'x4')	01 Nos	
7	Bricks (9"tk)	01 Cube	
8	Brick Works (4 ½")	01 Sq.ft	
9	Tile Adhesive	01 kg	
10	Tile Grout	01kg	
11	Aluminium works (Door or Partition)	01 Sq.ft	
	Labour		
12	Special Skilled Labour (Carpenter, Electrician, Pipe fitter, Heavy Equipment Operator, Aluminium Fabricator, Tiling)	1 Day	
13	Skilled Labour (Mason, Barbender, Painter, Welder, Mechanic,Glazier, Tinker, Sewerage Labourer)	1 Day	
14	Semi-Skilled Labour (Pump Attendant / Vibrator Operator / Gen-Set Operator etc.)	1 Day	
15	Semi-Skilled Labour (Asst. Mason / Asst. Carpenter / Asst. Bar Bender etc)	1 Day	
16	Unskilled Labour	1 Day	
	Equipment		
17	Hammer Demolition Machine	1 Day	
18	Concrete Breaker	1 Day	
19	Porker	1 Day	
20	Mixer machine	1 Day	
21	Iron Cutting Machine	1 Day	

Signature and seal of the Bidder:

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SECTION 8 - BIDDER'S CHECKLIST

Check List for Bidders			
Bidders are advised to fill the following table			
ITEM	**ITB Clause**	**YES (tick)**	**REFERENCE**
Form of Bid			
Addres to the **Employer ?**	18		
Completed	18		
Signed ?	18		
Bid Security Declaration Form (If required)			
Properly Filled and signed	16		
Bid Security (If Required)			
Addres 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 encloesd in the orginal and copy?	12		
ITB Clause 19 followed before sealing the Bid Package?	19		