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நவீன தொழில்நுட்பவியல்களுக்கான ஆர்தர் சீ கிளார்க் நிறுவகம்

## Arthur C Clarke Institute for Modern Technologies

(A corporate body established by Act No. 11 of 1994)

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මගේ අංකය } AC/P21W01  
எனது இல }  
My No. }

ඔබේ අංකය }  
உமது இல }  
Your No. }

දිනය } 15. 03. 2021  
திகதி }  
Date }

Marketing Manager

Dear Sir,

### Dismantling of 30 Meter Communication Tower at Arthur C Clarke Institute for Modern Technologies (AC/P21W01)

Arthur C Clarke Institute for Modern Technologies (ACCIMT) invites sealed Bids for the Dismantling of 30 Meter Communication Tower at Arthur C Clarke Institute for Modern Technologies (AC/P21W01). Receiving of bids will be closed at 11:00hrs, 25<sup>th</sup> March 2021. A complete set of Bidding Documents in English Language is available in the website "[www.accimt.ac.lk](http://www.accimt.ac.lk)". Interested bidders are requested to download the relevant documents from the above mentioned website.

The bid submission has to be done after the inspection of site regarding the existing infrastructure and the location possibilities, with any added requirements of material or facilities. Therefore, Site inspection and Pre-bid meeting is schedule to be held on 15<sup>th</sup> March 2021 at "ACCIMT" and please be present on or before 10:30hrs.

Sealed Bids may be dispatched either by registered post or by depositing it to our Bid box available at the office of the Acting Senior Deputy Director (Admin & HR) on or before the closing time of specified date of submission & the late bids will be rejected. Bids will be opened immediately thereafter.

Bidders or their authorized representatives, not exceeding two (2) in numbers are eligible to attend at the opening of bids.

For further details, please contact Assistant Director (Admin) on Tel: 011-5677391 or 011-2650838.

G H C Jayarani

Acting Senior Deputy Director (Admin & HR)

For Director General & CEO





**ARTHUR C CLARKE INSTITUTE  
FOR MODERN TECHNOLOGIES  
(ACCIMT)**



**INVITATION FOR BIDS**

**DISMANTLING OF 30 METER COMMUNICATION TOWER AT  
ARTHUR C CLARKE INSTITUTE FOR MODERN TECHNOLOGIES**

The Chairman of Department Procurement Committee (DPC), on behalf of the ACCIMT hereby invites sealed bids from eligible and qualified bidders for **Dismantling of 30 Meter Communication Tower at Arthur C Clarke Institute for Modern Technologies (AC/P21W01)**.

- 1) Bidding will be conducted through National Competitive Bidding (NCB) Procedure.
- 2) Interested bidders may obtain further information from the Assistant Director (Admin) of ACCIMT by calling on 011-2650838 on any working day from **09:00hrs to 15:00hrs, until 24<sup>th</sup> March 2021**.
- 3) A complete set of Bidding Documents in English Language is available in following website "www.accimt.ac.lk" Interested bidders are requested to download the relevant documents from the above mentioned website.
- 4) Inspection of site and a Pre-Bid Meeting is scheduled to be held on **11:00hrs on 15<sup>th</sup> March 2021**.
- 5) Bids shall be delivered or sent by registered post to the Chairman, Department Procurement Committee, ACCIMT to reach on or before **11:00hrs on 25<sup>th</sup> March 2021**. Bids will be opened soon after closing at the same address in presence of the bidders' representatives who choose to attend.
- 6) All bids shall be accompanied by a **Bid Security** in favor of The Director General & CEO, ACCIMT for an amount of **Rs.10,000** valid until **25<sup>th</sup> April 2021**
- 7) The Bid Security should be issued by one of the following agencies:
  - a commercial bank operating in Sri Lanka approved by the Central Bank of Sri Lanka;  
or
  - a bank based in another country but the guarantee "confirmed" by a bank operating in Sri Lanka approved by the Central Bank of Sri Lanka.

**Director General & CEO  
Arthur C Clarke Institute for Modern Technologies  
272, Bandaranayake Mawatha  
Katubedda, Moratuwa**

## Instructions to Bidders (ITB)

1. ACCIMT invites sealed Bids for the “Dismantling of 30 Meter Communication Tower at Arthur C Clarke Institute for Modern Technologies (AC/P21W01)”. Bids should be submitted with Bid Security and Bid Submission form.
2. The bidder must agree to completion of the contract, within 03 weeks from the date of Letter of Acceptance/Purchase Order of the contract.
3. ACCIMT will not bind itself to accept the lowest or any bid and shall not consider any bid which is incomplete or which does not include the whole of the items covered by the specifications.
4. ACCIMT will not be responsible for or pay for any expenses or losses which may be incurred by Bidder preparation of his bid document.
5. The past performance of the bidder will be considered during the evaluation of bids. Bidders who failed to comply for conditions of bid and contractual obligations during previous procurements of the ACCIMT will be a disqualification.
6. All bids should fully acquaint themselves, with the conditions of contract, and the Form of Agreement which they will be required to sign in order that any special difficulties or peculiar features may be noted.
7. It is obligatory on the part of bidder to satisfy himself before bidding that the required items which should be supplied by him are actually available as no consideration what so ever will be given to the successful bidder for failure to comply with the work under the contract by reason if non-availability of such items.
8. All bidders submitting bids may get any clarification regarding to bid could be obtained from Assistant Director (Admin) or his nominee during working hours.
9. All Bids shall be accompanied by a Bid Security as per the attached format and must be submitted, duly filled and signed. Bid Security shall be irrevocable and unconditionally en-cashable upon the first written request from the Procuring Entity.

Bid Security which shall be;

- (a) remain valid until 25<sup>th</sup> April 2021
- (b) for an amount of Rs. 10,000.00
- (c) in favour of the Director General & CEO, Arthur C Clarke Institute for Modern Technologies (ACCIMT), Bandaranayake Mw, Katubedda, Moratuwa
- (d) issued by one of the following agencies:
  - ✓ a commercial bank operating in Sri Lanka approved by the Central Bank of Sri Lanka;
  - or
  - ✓ a bank based in another country but the guarantee “confirmed” by a bank operating in Sri Lanka approved by the Central Bank of Sri Lanka.

10. (a) Bids must be placed in separate sealed envelope and marked respectively: -  
“Original Bid – AC/P21W01” and “Duplicate Bid – AC/P21W01”
- (b) Both envelopes should be enclosed in one securely sealed cover and marked on the outside as follows;  
“Sealed Bid – AC/P21W01- Closing 11:00hrs on 25<sup>th</sup> March 2021” and addressed to the Acting Senior Deputy Director (Admin & HR), Arthur C Clarke Institute for Modern Technologies, Bandaranayake Mw, Katubedda, Moratuwa.
- (c) Duly prepared bids in duplicate should be delivered under a sealed cover by registered post addressed to the Acting Senior Deputy Director (Admin & HR), Arthur C Clarke Institute for Modern Technologies (ACCIMT), Katubedda, Moratuwa or should be deposited in the Bid Box available at the office of the Acting Senior Deputy Director (Admin & HR), Ground Floor, Building “C”, Arthur C Clarke Institute for Modern Technologies, on or before 11.00 AM on 25<sup>th</sup> March 2021. Both the original bid and the duplicate thereof are not received by the specified time on the due date, will be rejected.
- (d) The bidder or his authorized representative may present at the time of opening of the bids i.e., immediately after closing.
11. The successful bidder will be required to pay all stamp duties (if any) in respect of the contract documents in accordance with stamps ordinance.
- (a) No alteration may be made in the forms of bid or in other documents thereto except in filling up of the bid forms and signing the bid as directed. If any alternation is made or if these conditions are not fully complied with the bid shall be rejected. All entries in the form of the bid and or schedule of rates shall be in ink or typewritten.
- (b) ACCIMT reserves the right without question to reject any or all the bids and the right to accept any bid. Notices of acceptance of bid will be sent by registered post/Fax to the successful bidder to the address given by him in his bid.
- (c) The Bidder shall quote in Sri Lankan Rupees and payment shall be payable only in Sri Lankan Rupees.
12. The successful bidder will be required to submit a Performance Security as per the attached format from a recognized Bank (a Commercial Bank operating in Sri Lanka approved by the Central Bank of Sri Lanka or a bank based in another country but the guarantee “confirmed” by a bank operating in Sri Lanka approved by the Central Bank of Sri Lanka) in favour of the Director General & CEO, Arthur C Clarke Institute for Modern Technologies (ACCIMT), Bandaranayake Mw, Katubedda, Moratuwa for an amount equivalent to 10% of the contract price on or before the commencement of the contract. The Performance Security and all relevant insurances shall be valid till 28days beyond the end of completion of work and the all documents shall be handed over to the authorized officer of ACCIMT on or before the commencement of the contract.

13. The bidder must write the total amount of the bid in figures as well as in words where the amount given in figures differs from the amount in words, the amount stated in words will be treated as the correct bid amount.
14. All bids submitted shall be valid for a period of **Thirty-One days (31)** from the closing date of the bid, unless such period is extended by agreement between the bidder and the Arthur C Clarke Institute for Modern Technologies (ACCIMT).
15. Arthur C Clarke Institute reserves right to negotiate with any selected bidder after the submission of bids with regard to any clarifications.
16. Pre-Bid Meeting is scheduled to held on **15<sup>th</sup> March 2021**.
17. Insurance and safety requirements to be submitted by the successful bidder
  - The successful bidder should get minimum insurance coverage of Rs 5,000,000 for all employees and any person or any property within ACCIMT or outside areas of ACCIMT (including Siribaramanikepura Area). Certificates of insurance as required should be submitted to ACCIMT before commencement of the contract for inspection.
  - Prior to the commencement of the contract, documentary evidence on Workmen compensation and Contractor's all risk policy should be provided to ACCIMT for inspection.
  - In case of any damage or damages to any person or any property within or outside of the ACCIMT due to the process of this contract, the contractor should be fully responsible for the payment of any compensation to the aggrieved party (including persons or properties)
  - The successful bidder should be responsible for the safety and all kind of insurance policies and regulations imposed by the government for their employees as well as employees of ACCIMT, any person or any property within ACCIMT or outside areas of ACCIMT. Safety equipment should be provided by the selected contractor as necessary.
18. Rejection of bids
  - (i) The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Document may result in the rejection of the bid.
  - (ii) No bid will be accepted by hand or by post after the time scheduled for accepting such bids.
  - (iii) The bids will be evaluated only if all documents requested are properly furnished.
  - (iv) Bid Security acceptable to the employer should be attached to the bid as per the attached format
  - (v) Bid Security shall be valid for the period of time specified in ITB Clause 09.

(vi) The bid price shall include all services those specified in the bid document. Any bid not meeting all the above conditions shall invariably be rejected.

19. The bidders are kindly requested to indicate the VAT Registration number. If you are not registered for VAT, a letter obtained from the Inland Revenue Department certifying that the company has not been registered for VAT, should be attached.

20. Please attach company profile and a list of clientele with their names, addresses and telephone numbers of similar jobs carried out in Sri Lanka within last five years.

21. The successful bidder should be agreed to following payment terms

- Final payment will be paid after satisfactory completion of the job
- Advance Payment
  - (i) 20% advance payment will be paid from the initial contract price on submission of an Advance Payment Security.
  - (ii) Advance payment security shall be issued by an agency acceptable to Employer using the form for Advance Payment security (unconditional guarantee) as per the attached Standard Forms of Advance Payment Security and it should be valid for 28 Days beyond the Intended Completion Date and shall be in favour of Director General & CEO of Arthur C Clarke Institute for Modern Technologies.
  - (iii) The agencies acceptable to Employer are:
    - a commercial bank operating in Sri Lanka approved by the Central Bank of Sri Lanka
    - or
    - a bank based in another country but the guarantee “confirmed” by a bank operating in Sri Lanka approved by the Central Bank of Sri Lanka

22. Bidder shall provide original and duplicate bidding documents including following documents and all other documents specified in the bidding document:

- (i) Bid Submission Form
- (ii) Bid Security
- (iii) Copy of Business Registration
- (iv) Company Profile
- (v) List of present clienteles with their names, addresses and telephone numbers of similar jobs carried out in Sri Lanka within last Five years
- (vi) Information of Chief Executive Officer/Legal Owners/Board of Directors, etc. with specimen signatures

### 23. Scope of work and other terms and conditions

- i.) Contractor should carefully remove all the metal parts of the tower one by one and carefully store in a location specified by ACCIMT.
- ii.) All tower grounding system including accessories (i.e., lightening arrestors, copper tapes etc.), names & the quantities of the removed items should be listed and to be submitted to the authorized officer of ACCIMT, on a daily basis.
- iii.) The contractor should prepare a comprehensive list of all removed items of the tower and should be stacked in the specified area under the supervision of the authorized officer of ACCIMT.

#### Special Note:

- i.) Before dismantling the tower, an inventory of the items should be listed under the supervision of the authorized officer of ACCIMT. He shall inform ACCIMT to check and to get the necessary approval.
- ii.) The dismantling process of the tower should be performed under the supervision of the authorized person of ACCIMT and certificates should be submitted.
- iii.) It is highly recommended to cover the tower with a safety net or to take any other precautionary measures to safeguard the surrounding properties and persons during the dismantling process.



G H C Jayarani  
Acting Senior Deputy Director (Admin & HR)  
For Director General & CEO

Dismantling of 30 Meter Communication Tower at Arthur C Clarke Institute for Modern Technologies  
(AC/P21W01)

Bidder: \_\_\_\_\_ VAT No.: \_\_\_\_\_

Address: \_\_\_\_\_

Tel No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Price Breakdown**

No.	Items	Price
1	Charges for dismantling of tower and carefully store strut bars and other metal parts (All steel parts of the tower upto ground level should be removed completely).	
2	Charges for Insurance (refer clause no. 17 for details)	
3	Charges for removing any antennas and accessories (This amount will be applicable only if the client has not removed the parts by the time of dismantling)	
<b>General terms</b>		
4	Validity of Bid	31 Days
5	Completion of contract	Within <u>03 week</u> from the date of submission of performance security and insurances
		Total
		VAT.....(%)
		Grand Total Price with Taxes Rs.
Grand Total with taxes in words:		

Signature of Bidder: \_\_\_\_\_

Name & Designation: \_\_\_\_\_

Mobile Phone No.: \_\_\_\_\_

Date: \_\_\_\_\_

Common Seal

# Bid Submission Form

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

Date: .....

Bid Ref. No.: AC/P21W01

To: Director General & CEO,  
Arthur C Clarke institute for Modern Technologies (ACCIMT)  
No. 272, Bandaranayake Mawatha  
Katubedda  
Moratuwa

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addendum No.: *[insert the number and issuing date of each Addenda]*; .....
  
- (b) We offer to supply in conformity with the Bidding Documents and in accordance with the Completion Schedules specified in the ITB Clause No. 2, the following Work and related Services of Dismantling of 30 Meter Communication Tower at Arthur C Clarke Institute for Modern Technologies (AC/P21W01)
  
- (c) The total price of our Bid without VAT, including any discounts offered is: *[insert the total bid price in words and figures]*;.....  
.....  
.....  
.....
  
- (d) The total price of our Bid including VAT, and any discounts offered is: *[insert the total bid price in words and figures]*;.....  
.....  
.....  
.....
  
- (e) Our bid shall be valid for the period of time specified in ITB Clause 14, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 10, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

- (f) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared blacklisted by the National Procurement Agency;
- (g) We understand that this bid, together with your written acceptance thereof included in your notification of Award/Purchase Order, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (h) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed: .....  
*[insert signature of person whose name and capacity are shown]*

in the capacity of.....  
*[insert legal capacity of person signing the Bid Submission Form]*

Name: .....  
*[insert complete name of person signing the Bid Submission Form]*

Duly authorized to sign the bid for and on behalf of: .....  
.....  
*[insert complete name of Bidder]*

Dated on ..... day of ....., ..... *[insert date of signing]*

## 2. Performance Security

[Note: the purchaser is required to fill the information marked as "\*" and delete this note prior to selling of the bidding document]

[The issuing agency, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

----- [Issuing Agency's Name, and Address of Issuing Branch or Office] -----

\* **Beneficiary:**----- [Name and Address of Employer] -----

**Date:** -----

**PERFORMANCE GUARANTEE No.:** -----

We have been informed that ----- [name of Supplier] (hereinafter called "the Supplier") has entered into Contract No. ----- [reference number of the contract] dated ----- with you, for the ----- Supply of ----- [name of contract and brief description] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Supplier, we ----- [name of Agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- [amount in figures] (-----) [amount in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the .... day of ....., 20.. [insert date, 28 days beyond the scheduled completion date including the warranty period] and any demand for payment under it must be received by us at this office on or before that date.

\_\_\_\_\_  
[signature(s)]

## Bid Guarantee

[Note: the purchaser is required to fill the information marked as "\*" and delete this note prior to selling of the bidding document]

[this Bank 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: ----- [name and address of Purchaser]

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; if a joint venture, list complete legal names of partners] (hereinafter called "the Bidder") has submitted to you its bid dated ----- [insert (by issuing agency) date] (hereinafter called "the Bid") for the supply of [insert name of Supplier] 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 Purchaser 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 (i) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, 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)]

## *Form of Advance Payment Security*

Issuing Agency: .....  
*[Name an Address of Agency, and Address of Issuing Branch or Office]*

Beneficiary: Director General & CEO  
Arthur C Clarke Institute for Modern Technologies  
272, Bandaranayake Mawatha,  
Katubedda, Moratuwa

Date: .....

ADVANCE PAYMENT GUARANTEE No: .....

We have been informed that ..... *[name of Contractor]* (hereinafter called "the Contractor") has entered into Contract No..... *[reference number of the contract]* with you, in the year ....., for the.....  
..... *[name of the contract]* (hereinafter called "the Contract");

Furthermore, we understand that, according to the conditions of the Contract, an advance payment in the sum ..... *[amount in words]* (.....) *[amount in figures]* is to be made against an advance payment guarantee.

At the request of the Contractor, we ..... *[name of Issuing agency]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ..... *[amount in words]* (.....) *[amount in figures]*, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) in repayment of the Advance payment under the Contract

The maximum amount of this guarantee shall be progressively reduced by the amount of the advance payment repaid by the Contractor.

This guarantee shall expire on ..... *[insert date, 28 days beyond the Intended Completion Date]*

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

.....  
*[signature(s)]*