



MINISTRY OF PORTS, SHIPPING AND AVIATION
CIVIL AVIATION AUTHORITY OF SRI LANKA

**INVITATION FOR BIDS FOR MANAGEMENT OF THE CIRCUIT BUNGALOW OF
CIVIL AVIATION AUTHORITY OF SRI LANKA AT
WEERAWILA**

CIVIL AVIATION AUTHORITY OF SRI LANKA

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1. INTRODUCTION TO THE ORGANIZATION AND SERVICES REQUIRED

Civil Aviation Authority of Sri Lanka (CAASL) is the regulatory authority for implementation of International Standards and Recommended practices stipulated by the International Civil Aviation Organization related to Safety Oversight of Civil Aviation in the country. CAASL has built Holiday Bungalows at Weerawila as a welfare amenity for the staff. Bidders are hereby invited for management of circuit bungalow at Weerawila.

2. INVITING BIDS FOR MANAGEMENT OF THE CIRCUIT BUNGALOW OF CAASL AT WEERAWILA

2.1. Circuit Bungalow of Civil Aviation Authority of Sri Lanka which is located at Weerawila is consisted of four units and each units contains 2 (Two) houses (up stair and down stair) with a master bedroom, living area, kitchen, washroom, and dining area in each house. The approximate floor area of each unit is 3500 Sqft. Additionally, a separate service building is located adjacent to the units with a kitchen, kitchen stores, care takers' rest room and water tank.

2.2. Bids are invited from reputed organizations for providing Management Services for the circuit Bungalow at Weerawila.

3. SCHEDULE OF SUBMISSION OF BIDS

3.1. A complete set of Bidding Documents in English language can be collected by interested bidders on the submission of a written request and payment of a non-refundable fee of One Thousand Five hundred Rupees (Rs.1500/=) without VAT during the period between 20/12/2023 and 10/01/2024 on working days between 0900hrs and 1500 hrs from the above address. The method of payment will be by cash.

3.2. A pre visit will be arranged to the Circuit Bungalow, and bidders must attend the same. The date for the visit will be announced later. Pre-Bid meeting will be held on 29th December 2024, 10.00 am at Civil Aviation Authority, Katunayake.

3.3. Completed Bids will be accepted from those who will be participating for the site visit only

3.4. The dead line for submission of bids will be 1400 hrs on 11th January 2024 and will be opened soon after the closing. Late bids will be rejected

4. PROCEDURE FOR SUBMISSION OF BIDS

4.1. Bids must be delivered to Chairman, Department Procurement Committee, Civil Aviation Authority of Sri Lanka, No 152/1, Minuwangoda Road, Katunayake with the marking

“Procurement of Management of Circuit Bungalow of Civil Aviation Authority of Sri Lanka at Weerawila ” at the top left-hand corner of the envelope on or before 1400 hrs of 11th January 2024.

4.2. Each Bid shall be accompanied by an “**On Demand Bid security**” in the form of a Bank Guarantee issued by a Commercial Bank approved by the Central Bank of Sri Lanka and payable to the; Client, Civil Aviation Authority Sri Lanka, equivalent in value of Sri Lankan rupees **fifty thousand (Rs.50,000/=)**. Failure to submit the Bid Security at the time or before the closing of Bid acceptance will result in Bid being rejected. Refer Annex II for the format of Bid Security/ Guarantee.

4.3. The amount of Bid Security shall be Sri Lanka Rupees fifty Thousand (Rs. 50,000/=) from reputed bank from Sri Lanka approved by Central Bank of Sri Lanka. Bid security should be valid for not less than 120 Days from the date of bid opening. The Bid security of the selected Bidder will be returned after receipt of the Performance Guarantee.

4.4. The selected Bidder shall furnish an “**On Demand Performance Guarantee**” within 10 working days of receipt of the “Letter of Awarding” in the form of a Bank Guarantee from a Commercial Bank approved by the Central Bank and operating in Sri Lanka. Such Guarantee shall be the value of 05% of the annual contract value. The Performance Guarantee shall be in favour of the Civil Aviation Authority of Sri Lanka. The Civil Aviation Authority will have the right of claiming the Performance Bond value on demand if the company does not provide a satisfactory service.

4.5. It should be clearly understood that in the event that the service is not provided per the quality expected by the CAASL, the performance Bond is liable to be forfeited. No interest on performance Bond would be payable by CAASL under any circumstances.

5. OTHER TERMS & CONDITIONS

5.1. Printed Terms and conditions of the Bid will not be considered as forming part of the Bids. In case terms and conditions of the contract applicable to this invitation to Bid are not acceptable to any bidder, the Bidder should clearly specify deviation in the bid. Chairman, Procurement Committee of CAASL reserves the right to accept or reject them and will not be bound to give reasons for its refusal to consider the bid with such deviations.

5.2. Hypothetical and conditional Bids will not be considered for evaluation.

5.3. Taxes, if any, shall be quoted separately failing which the quoted rates would be taken as inclusive of taxes and no subsequent request for enhancement of rates would be applicable.

5.4. Selected Bidder shall enter into an agreement with CAASL which shall be signed within 10 days from the date of Awarding.

5.5. Selected bidder shall be informed of the Awarding by CAASL with the copy of the agreement and Bidder shall respond in writing about the acceptance together with the signed agreement and performance Bond.

6. SCOPE OF WORK/SPECIFICATIONS

6.1 The company shall provide Management services for Weerawila Circuit Bungalow of CAASL covering following functions;

Item no.	Description	Work Summary
01	Administration of the bungalow	Administration of the Bungalows as per the rules and regulations laid down by the Civil Aviation Authority of Sri Lanka
02	Security Services	24hrs security service shall be carried out to protect the premises, occupants and goods/items installed at the Bungalow. Avoid any theft on the premises, provide security for visitors. Etc.
03	Janitorial Services	Janitorial service shall be carried out to always maintain clean and hygienic environment including all units and landscaped area. 24 hrs janitorial service shall be available as and when required. All materials and equipment required for cleaning work (both inside and outside) shall be supplied by the selected bidder
04	Minor Maintenance activities	The Selected bidder shall bear the cost of minor repairs/ replacements and painting work not exceeding Sri Lankan Rupees Ten Thousand (Rs. 10,000/-) per month. All materials and equipment required for these maintenance works shall be supplied by the selected bidder.
05	Room Services/ Cooking	All room services including laundry management, providing consumables etc. be available for visitors by the selected bidder. The selected bidder shall provide cooking facilities for the visitors, on request for an additional charge.

7. STAFF

7.1. The selected bidder shall maintain an adequate and qualified staff for efficient operation. Upon being hired, employees will be subject to the rules and regulations of the CAASL while on the premises. Composition of the staff shall be as follows;

- Employees 04 (at any given time)
 - Areas of specialization
 - Supervising of work
 - Security
 - Janitorial and Room Services
 - Cooking

7.2. Profile of employees shall be provided with the bid document (qualifications and experience of potential employees).

7.3. These personnel shall be experienced and specialized in attending the job.

7.4. The selected bidder shall provide suitable uniforms for all employees. Uniforms shall be worn during duty hours.

7.5. Further, periodical visits from a supervisory level employee of selected bidder are required to monitor the work of stationed employees.

7.6. All activities and employees of Selected bidder shall comply with all health and safety requirements of Law of Sri Lanka and CAASL.

8. HEALTH AND SAFETY CONDITIONS

8.1. Safety shall be the priority for all jobs. Personal protection planning and implementation shall be considered for all workers on all tasks and the safety of other people in the working area. Applicable Personal Protective Equipment (PPE) shall be worn by workers when attending to duties. PPE's shall be provided by the selected bidder considering the risk of the task.

8.2. When in doubt about the application of any safety rules, the operation of any device or the correct procedure for safe completion of a task, discuss the situation with the CAASL Management is essential.

8.3. It is the responsibility of Selected bidder and their employees to avoid creating safety hazards while performing their duties.

9. GENERAL CONDITIONS

9.1. Minor Repairs

- The Selected bidder shall bear the cost of minor repairs and replacements to the premises not exceeding Sri Lankan Rupees Ten Thousand (Rs. 10,000/-) per month. This amount will be accumulated for proceeding months if not utilized in the given month. Consumables required for maintenance activities will be charged against this petty cash amount.

9.2. Major repairs

- All major repairs shall be informed to CAASL without a delay.

9.3. CAASL shall not hold any responsibility or liable to pay insurance for the workers employed by the selected bidder.

9.4. The CAASL will provide lodging facilities for the employees of the selected bidder including linen requirements. The Selected bidder shall supply required stationary and other supplies to support their operation.

10. DELIVERY OF WORK AND COMPLETION

10.1. The validity of the period of the contract is for one year commencing from the date of awarding the Bid. The contract may be extended on the same terms and conditions for further one year subjected to;

- a. The Company makes a written request for such extension at least three months prior to expiry of period of the 1st year.
- b. The Company has rendered satisfactory services.
- c. Other relevant factors considered by the CAASL.
- d. Approval of the appropriate authority

10.2 However, the Authority has the sole discretion to determine whether the contract shall be extended for further one year and in determining same, the Authority shall evaluate the service rendered by the party of the Service Provider.

10.3. In case of failing lack of the services rendered for management, the Civil Aviation Authority may cancel the offer at any given time, even prior to the expiration of the contract, and forfeit such amount or full amount of the performance Bond of the firm, as deemed fit, besides procuring the material from any other source at the risk and cost of the bidder. Decision of the Chairman – DPC shall be final and binding.

11. PAYMENTS

11.1. Payment will be released to the successful bidder as monthly payments.

12. REQUEST FOR INFORMATION

12.1 The Selected bidder shall respond completely, accurately and sufficiently to each of the items below:

- a. Legal name of the company
- b. Bidders shall submit documents or other evidence of their ability to carry out the Contract indicating factors such as not less than three (3) years' experience in similar projects.

Provide a summary of clients and properties for which the selected bidder is currently providing services. Indicate the number of years for which selected bidder has provided such services to these clients/properties.

Include the name of the client, the contact person for that client site, the contact's titles, phone number, email address and postal address.

- c. Bio-data/ Profile of employees who will be assigned to work at CAASL premises shall be submitted along with the Bid documents.
- d. Further to above, following documents shall be submitted with the duly signed and sealed document;
 - a. Certificate of Incorporation/Business Registration. – The company should be a registered company under Companies Act No. 7 of 2007 or should hold a valid Business Registration.
 - b. Copy of V.A.T. Registration if available.
- e. Other required documents to fulfill the evaluation criteria as per 15.2.

13. UNDERTAKING

13.1. CAASL shall bear the cost of water, electricity, and telephone charges. LP Gas to be provided by the selected bidder and the charges for LP gas could be recovered by the guest with the limitation approved by CAASL per unit, only if meals are requested by guests.

13.2. All reservations will be made by CAASL and will be informed to the management of the bungalow and the selected bidder is not allowed to rent or hire the bungalow without any permission of CAASL to any outside parties.

13.3. Monthly report on confirmation of reservation shall be sent to CAASL for verification.

13.4. At least 04 employees are to be employed in the operation of the management of bungalow.

14. RISK PURCHASE CLAUSE

14.1. If the firm after submission of bid and due acceptance of the same fails to abide by the terms and conditions of the bid document, or fails to execute the work as per prescribed schedule given or at any time repudiates the contract, the CAASL will have the right to forfeit the invoke the bid bond/performance bond, deposited by the firm and get the work done from other firm at the risk and consequence of the firm.

14.2 The cost difference between the alternative arrangement and firm bid value will recovered from the firm along with other incidental charges including duties, taxes, freight and insurance etc. Value of the performance Bond will be retained with CAASL till one years and 90 days.

15. EVALUATION OF BIDS

15.1. Evaluation will be carried out by the technical Evaluation Committee (TEC) appointed by the Department of Procurement Committee (DPC) of CAASL to select the most suitable Bidder. The maximum price will not be the sole criteria for selection.

15.2 Evaluation Criteria

Evaluation Criteria	Documents to be submitted	Weighted score
Experience of the Management service provider in providing property Management services	Bidder must have satisfactorily carried out similar services for a least 3 years period the date of bidding. Include a brief description of each contract, the time period services were performed, contact name, address and phone number of the representative of the client/property owner having knowledge of the firm's work, and the contract value for the services.	10
Experience of the Key staff to be assigned to the contract Bidder's Staff Proposal	At least 04 employees are to be employed for the operation of the management of bungalow including a person experienced with cooking.	20
Executive summary providing the methodology to achieve the end goal, procedures and processes to provide the scope of services	Briefly describe the firm's procedures and processes for (a)Admiration of the Bungalow -07 (b)Cleaning of different areas -07 (c) The products to be used -07 (d) Equipment to be used -07 (e)Specialized room services -07 (f)Technician/Maintenance Services-07 (g)Security Services -07 (h)Providing cooking services-07 (I)Providing room services-07 (J)Work plan of work to be performed monthly and annual-07	70
Total Marks		100

16. TERMINATION OF THE CONTRACT

Both parties have the right of terminating the contract having informed to the other party in writing prior to one calendar months of the date of terminating. CAASL has the right to claim for any damages on the building/ items/ furniture through the Performance Bond in this case.

Chairman
Department Procurement Committee
Civil aviation Authority of Sri Lanka
No. 152/1, Minuwangoda road,
Katunayake

ANNEXURE I

Item no.	Description	Work Summary
01	Administration of the bungalow	Administration of the Bungalows as per the rules and regulations laid down by the Civil Aviation Authority of Sri Lanka
02	Security Services	24hrs security service shall be carried out to protect the premises, occupants and goods/items installed at the Bungalow. Avoid any theft on the premises, provide security for visitors. Etc.
03	Janitorial Services	24hrs janitorial service shall be carried out to always maintain clean and hygienic environment including all units and landscaped area. All materials and equipment required for cleaning work (both inside and outside) shall be supplied by the selected bidder
04	Minor Maintenance activities	The Selected bidder shall bear the cost of minor repairs/ replacements and painting work not exceeding Sri Lankan Rupees Ten Thousand (Rs. 10,000/-) per month. All materials and equipment required for these maintenance works shall be supplied by the selected bidder.
05	Room Services/ Cooking	All room services including laundry management, providing consumables etc. be available for visitors by the selected bidder. The selected bidder shall provide cooking facilities for the visitors, on request for an additional charge.

We, undertake Management services of Circuit Bungalow of Civil Aviation Authority of Sri Lanka under the above mentioned rates.

Signature :

Name :

Company :

Designation :

ID Number :

Telephone No. :

Email Address :

Postal Address :

.....

.....

Date :

(Official Stamp of the Company)

Annexure II

Form: Bid Security (Bank Guarantee)

Whereas, [name of Bidder] (hereinafter called “the Bidder”) has submitted his Bid dated [Date] for providing Services for [name of Contract] (hereinafter called “the Bid”).

Know all people by these presents that We[name of Agency] having our registered office at[address] (hereinafter called “the Bank”) are bound unto[name of Employer] (hereinafter called “the Employer”) in the sum of Sri Lankan Rupees[The Bidder should insert the amount of the Guarantee in words and figures] for which payment well and truly to be made to the said Employer, the Bank binds itself, its successors, and assigns by these presents.

Sealed with the Common Seal of the said Bank this [day] day of [month], [year].

The conditions of this obligation are:

1. If, after Bid opening, the Bidder withdraws his Bid during the period of Bid validity specified in the Form of Bid; or
2. If the Bidder having been notified of the acceptance of his Bid by the Employer during the period of Bid validity:
 - a) fails or refuses to execute the Form of Agreement in accordance with the Instructions to Bidders, if required; or
 - b) fails or refuses to furnish the Performance Security, in accordance with the Instruction to Bidders; or
 - c) does not accept the correction of the Bid Price.

We undertake to pay to the Employer up to the above amount upon receipt of his first written demand, without the Employer’s having to substantiate his demand, provided that in his demand the Employer will note that the amount claimed by him/her is due to him/her owing to the occurrence of one or any of the three conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date [Usually 28 days after the end of the validity period of the Bid.] days after the deadline for submission of bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Employer, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

Date..... Signature of the Bank.....

Witness..... Seal.....

.....
[Signature, name, and address]

Annexure III :Form: Performance Guarantee (unconditional)

Number:

Date:

Sum Guaranteed:

To: [name and address of Employer] (Herein after called and referred to as “the Employer”)

..... [address of Employer].

Whereas[name and address of Contractor] (hereinafter called “the Contractor”) has undertaken, in pursuance of Contract No.[Number] dated[date] to execute[name of Contract and brief description of Services] (hereinafter called “the Contract”);

And whereas it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract ;

And whereas we have agreed to give the Contractor such a Bank Guarantee;

Now therefore we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of Rupees [amount of Guarantee] [amount in words], such sum being payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of [amount of Guarantee] as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Services to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition, or modification.

This Guarantee shall be valid until a date 28 days from the date of issue of the Certificate of Completion.

Signature and seal of the Guarantor.....

Name of Bank.....

Address.....

Date.....

Witness

Annexure IV: Form of Bid

..... [Date]

To: The Director General of Civil Aviation and Chief Executive Officer

Civil Aviation Authority of Sri Lanka

No.152/1, Minuwangoda Road

Katunayake

Having examined the bidding documents, we offer to provide **Management services for Circuit Bungalow at Weerawila of Civil Aviation Authority of Sri Lanka.**

accordance with the Employer's Requirements services providing this Bid for the Contract Price of Rs.

.....
.....[amount in words] or
any other sum derived in accordance with the said documents.

This Bid and your written acceptance of it shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Bid you receive.

We hereby confirm that this Bid complies with the Bid validity required by the bidding document.

Authorized Signature:

Name and Title of Signatory:

Name of Bidder:

Address: