

Procuring Building Facility for the Ministry of Telecommunication and Digital Infrastructure on lease basis

Terms and Conditions of Contract

1. The Chairman, Ministry Procurement Committee, on behalf of the Ministry of Telecommunication and Digital Infrastructure, now invites quotations for Procuring Building Facility on lease basis for the The Ministry of Telecommunication and Digital Infrastructure.
2. **General Details and Required Common Facilities** (*Details should be provided in the attached format (Annex 1)*)
 - I. Should be located in Colombo City limits, preferably in Rajagiriya, Battaramulla, Colombo 02, Colombo 03, Colombo 04 , Colombo 05
 - II. Parking and accessibility
 - 50 Vehicles (Min)
 - Ministry Fleet 30
 - Visitors 20
 - Access by differently-able people
 - III. Office Area - Total approximate Area required 25,000 Sq Feet (**Annex-2**)
 - IV. Elevators – 01 dedicated (VIP Access) + 02-03 Common elevators
 - V. Safety Measures
 - Fire alarm system
 - Fire distinguisher
 - CCTV Camera system (optional)
 - VI. Water supply and sanitation
 - VII. Electricity
 - Separate electricity meter for each floor
 - Facility to disconnect each floor from the central supply of electricity and Air Condition
 - Eco-friendly power generating facilities
 - VIII. Cleaning service (inclusive/exclusive)
 - IX. Security services (inclusive/exclusive)
 - X. Internet Facilities and Cable/Dish TV Facility

3. Rental Period should be **Three Years (36 Months)** on a fixed rental basis from the date of commencement. The effective date shall be decided at the time of signing the contract by both parties but shall not be more than seven (07) days beyond the date of finalization of the contract.
4. The bidders should submit a bid security amounting to Rs.1,800,000/= with bidding document.
5. Erroneous figures must be struck off by a single line and only the correct figures must be written clearly and initialed. All alterations and erasures must be authenticated; otherwise, the bids are liable to be treated as invalid and rejected. Fluid Ink should not be used for corrections.
6. The contract shall be entered into between the successful bidder and the Secretary, Ministry of Telecommunication and Digital Infrastructure within 14 days of the awarding of contract. The designation “Secretary” shall mean and include the officer for the time being holding such office and his successors in office for the time being of the Ministry in charge of the subject of Telecommunication and Digital Infrastructure. The successful tender applicant must produce at his expense, stamps to be affixed to the contract in payment of a stamp duty (if applicable).
7. Bidders should keep the offers open for acceptance up to ninety (90) days from the date of closing of tenders. Rates/ prices quoted shall be firm and not subjected to any adjustments. Once submitted bidder is not allowed to withdraw the bid after closing of bids.
8. Interested eligible bidders may obtain further information from the Procurement Division of the Ministry of Telecommunication and Digital Infrastructure No. 79/1, 5th Lane, Colombo 03 (Tel: 0112577330) and inspect the bidding documents free of charge from 9.00 a.m. to 3.00 p.m. on working days. Inspection of the bid document has also been facilitated through the Ministry website www.mtdi.gov.lk.
9. A complete set of bidding documents (prepared in English language) could be purchased by interested bidders from the Procurement Division on submission of a written application to be received from 9.00 a.m. on 06.02.2017 to 03.00 p.m. on 27.02.2017, and upon payment of a non-refundable fee of Rs. 30,000/= in cash. The bidding document can be purchased only from 9.00 a.m. to 3.00 p.m. on working days.

10. The interested bidders may deposit the sealed Bid Documents into the Tender Box located at the Procurement Division on the 2nd floor of the Ministry premises on working office days from 06.02.2017 to 28.02.2017, 2.00p.m. Alternatively, sealed Bid Documents can be sent by Registered Post to reach the above mentioned address before the closing date/time for submission.

11. The top- left-hand corner of the envelope containing the bid document should be marked as **“OFFICE COMPLEX ON LEASE BASIS – 2017”**. Bids will be closed at 2.00 p.m. on 28.02.2017 and opened immediately thereafter on the same date at 2.00 p.m. at the above mentioned address. The bidder or his authorized representatives may attend it. Late bids will be returned to the bidder without opening.

12. Calling for bids or cancellation of calling for bids for this procurement, is carried out at the discretion of the Ministry Procurement Committee.

Chairman

Ministry Procurement Committee

Ministry of Telecommunication and Digital infrastructure

No. 79/1, 5th Lane, Colombo 03.

2017.02.06