

DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA

MINISTRY OF HEALTH & MM

REGISTRATION OF MAINTENANCE CONTRACTOR FOR

**Preventive & Corrective Maintenance & Services of Room
Air Conditioners at the Buildings of the National
Programme for Tuberculosis Control & Chest Diseases,
for the year 2026/2027**

**National Competitive Bidding
(*Bidding Document*)**

National Programme for Tuberculosis Control & Chest Diseases. Narahenpita

<i>Issued to:</i>	<i>Signature of Issuing Officer:</i>
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**Invitation for Registration of Maintenance Contractor for
Preventive Maintenance & Services of Room Air Conditioning Systems in the buildings of
the National Programme for Tuberculosis Control & Chest Diseases. Narahenpita, for the year
2026/2027**

- 1 The Chairman, Department Procurement Committee invites sealed bids from eligible and qualified Applicants for 'Registration of Maintenance Contractor for Preventive & Corrective Maintenance & Services of Room Air Conditioning System at buildings of the **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita**, for the year **2026/2027** as described below.
- 2
- 3 Bidding will be conducted through National Competitive Bidding (NCB) method.
- 4 To be eligible for contract award, the successful bidder shall not have been blacklisted and the bidder shall be incorporated companies Registration. .
- 5 Interested bidders may obtain further information from The Director of the **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita** on working days between 9:00 am. and 2:30 pm.
- 6 A complete set of bidding documents in the English language may be purchased by interested eligible bidders from the Director of the **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita**, on working days between 09:30 am. and 03:00 pm. up to 2026 on submission of a written request to the address below and upon payment of a non-refundable fee of Rs. 1,500.00.
- 7 The bid shall be valid 49days of the period.
- 8 Bids must be delivered to the address below, on or befoream on/..../ 2026 All bids must accompany bid security issued by a reputable bank in Sri Lanka, approved by the Central Bank of Sri Lanka, amounting to LKR **20,000.00**, for the validity period of **77** days. Late bids will be rejected. Bids will be opened in the presence of the bidders' representatives who choose to attend, at the address below, immediately after the time mentioned above.
- 9 The address refers to above is:

The Director,

National Programme for Tuberculosis Control & Chest Diseases.

Narahenpita,

Contact – 0112368275, 0112368274

Fax – 0112368276

SECTION - 01

INSTRUCTION TO APPLICANTS

1.1 INSTRUCTION TO APPLICANTS

1 Scope of the Bid

The Benefiter is

Name: **The Director,**

Address: **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita**

The Works consist of the registration of a Maintenance Contractor for Preventive Maintenance & Services of Room Air Conditioning System.

Located at: the buildings at **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita**

The office for the collection of bid forms is:

The Director,

National Programme for Tuberculosis Control & Chest Diseases. Narahenpita.

The non-refundable fee is

Rupees **1,500.00** paid to the Shroff of this Hospital

The Bid forms will be issued

from..... **2026** until **3:00 pm. 2026**

2 Source of Funds

Work will be financed by the Government of Sri Lanka.

3 Contract Period

One year (365 days) from the Start Date

4 Familiarization

Pre-bid meeting & Site inspections will be held on

5 Place for Bid Submission

Bids shall be delivered to the office of the Director of the **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita** located at,

National Programme for Tuberculosis Control & Chest Diseases.

6 Deadline for Bid Submission

Deadline for submission is at **10:00** am of **2026**

7.1 Qualification of the Bidder

7.2 Qualification of the Bidder

Applicants have experience in maintenance work similar in scope and complexity in the last five (5) years. It is beneficial if the past experience stated in this application would be supported by the following additional documents to prove your experience.

- 1) Completion certificate from the Engineer to prove the timely completion and quality of the work is up to standards
- 2) Certificates from the clients (head of the institution or hospital) to prove the ability to attend the work immediately and complete work successfully on time.

7.3 Qualification of the Bidder

Average annual volume of construction work and financial capability

Average annual volume of construction and maintenance work performed as a contractor in the last Three (3) years

The annual turnover shall be at least Rs. 1 million.

The minimum amount of credit facility shall be Rs.500, 000.00

To prove the above amount shall submit a certified copy of the accounts and a letter from the bank.

7.4 Qualification of the Bidder

Personal Resources

The minimum requirement is one technical officer and one supervisor.

To prove above requirement shall be submit certified copy of education certificates and Letter from employee or agreement or all EPF/ETF payments certificates.

7.5 Qualification of the Bidder

Plant and Equipment

Following plant and equipment should be required for the maintenance work.

If you fill the application shall be submit true certified copies of ownership.

- 1 Tool kit for refrigeration systems repairs (Copper tube cutting,

flowering, bending, etc...)

- 2 Manifold gauge set.
- 3 Soldering kit with oxy acetylene lamps & tanks
- 4 Tool kit for removing and re-installation works
- 5 Pullers
- 6 Hydraulic Jacks
- 7 Chain Block
- 8 Tool kit for electrical repairs
- 9 Welding plants
- 10 Hammer Drills and Grinders
- 11 Other

8 Bid Validity Bids shall be valid for **49** (Forty Nine) days from the deadline for submission of Bids

9 Bid Security Bid Security shall be:

- a. for an amount Rs.**20,000.00**
- b. Valid for **77** (Seventy Seven) days from the deadline for submission of Bids
- c. issued by a commercially operated bank in Sri Lanka approved by the Central Bank to Purchaser using the “Form for Bid Security” included in “Standard Forms (Bid)”

10 Sealing and Marking of Bid Submission of Bids: Bids shall be marked as
“Registration of Maintenance Contractor for Preventive & Corrective Maintenance & Services of Room Air Conditioning System at buildings of the **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita.**

11 Performance Security Value of Performance Security issued by a commercially operated bank in Sri Lanka approved by the Central Bank.
is ten percent (10%) of the contract value

1.2 Contract Data

1 Definitions The Benefiter is

Name : The Director – National Programme for Tuberculosis Control & Chest Diseases.

Address : National Programme for Tuberculosis Control & Chest Diseases. Narahenpita.

Name of Authorized Representative : _____

2 Scope of Work Registration of Maintenance Contractor for Preventive Maintenance & Services of Room Air Conditioning System at the buildings of National Programme for Tuberculosis Control & Chest Diseases. Narahenpita.

3 Contract Period One Year (365 Days) from the Start Date.

4 Availability of Spares Contractor shall be prepared to supply the necessary spares throughout the contract period

5 Payments to Supplier The Contract is not subjected to price adjustment
The release of payment for the preventive maintenance & services will be made on a Quarterly basis (at the end of the third month) on the production of the ‘Satisfactory Service Certificate’ from the office.
Payment for the repairs also will be released with the above date of payment, if the approved invoice is received by the finance division 14 days before the above date.

1.3 BID OPENING AND EVALUATION

1.3.1 Bid Opening

- Bids shall be opened in the office of the Director of **National Programme for Tuberculosis Control & Chest Diseases, Narahenpita**, immediately after the prescribed time for bid submission in the presence of the bidder's representative who wishes to be present.
- The presence of the required bid security and such other details as stipulated in the bid document, at its discretion may consider appropriate will be announced at the bid opening.
- Fax/e-mail offer will be treated as defective, invalid, and rejected. Only detailed complete bids received prior to the closing time and date of the bids will be taken as valid.
- Only a summary of prices quoted by the bidders will be read out.
- Bid Evaluation Committee will examine the bids to determine whether they are complete, whether the requisite Bid Bond has been furnished, whether the bids have been properly signed and stamped, and whether the bids are generally in order.
- The bid of any bidder who has not complied with any of the instructions contained herein may not be considered.

1.3.2 Process to be confidential

After the public opening of bids, information relating to the examination, clarification, evaluation, and comparisons of bids and recommendations concerning the award of contract shall not be disclosed to bidders or other persons not officially concerned with such process.

Any effort by the bidder to influence the Employer in the process of examination, clarification, evaluation, and comparison of bids and decisions concerning the award of the contract may result in the rejection of the bidder's bid.

1.3.3 Clarification of Bids

To assist in the examination, evaluation, and comparison of bids, the procurement committee may ask bidders individually for clarification of their bids, including breakdowns of unit prices. The request for clarification and the response shall be in writing at the mailing address, in the price or substance of the bid shall be sought, offered, or permitted except as required to confirm the correction or arithmetical errors discovered by the Institute during the evaluation of the bids

1.3.4 Correction of Errors

Bids determined to be substantially responsive will be checked by the procurement committee for any arithmetical errors in computation and summation. Errors will be dealt by the committee as follows:

- a) Where there is a discrepancy between amounts in figures and in words, the amount in words will govern.

- b) Incorrectly added totals will be corrected.
- c) In case of any clerical error between the rates indicated in figures and words, the rate in words would prevail. In case there is any inconsistency between the rate and the value extended (after multiplication with the tender quantity), the rate quoted shall prevail.

If a bidder does not accept the correction of errors as outlined above, his bid will be rejected.

1.3.5 AWARD OF CONTRACT

Award Criteria

Procurement Committee will award the contract whose bid has been determined to be eligible and to be substantially responsive to the bid documents and who has offered the lowest evaluated bid of the total quantity of machines mentioned in the bill of quantities, provided further that the bidder has the capability and resources effectively to carry out the contract works.

Bid value

consider for evaluation = 100% Service Price + 100% Spare Parts Price Cost

Price Consider for the evaluation = 100% Total of Service Price + 100% Cost Price)

1.3.6 Right any or all to accept any Bid, to Reject Bids

Procurement Committee reserves the right to accept or reject any bid including the lowest and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for the **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita** action.

Notification of Award Prior to the expiration of the prescribed period of bid validity, **National Programme for Tuberculosis Control & Chest Diseases, Narahenpita** will notify the successful bidder in writing or by fax that his bid has been accepted

The notification of award will constitute the formation of the Contract upon the furnishing by the successful bidder of performance security in accordance with the provisions.

1.3.7 Signing of Agreement

Upon the receipt of the notification of award by the successful bidder, the successful bidder shall submit the Agreement in accordance with the form of Agreement on Page No 31 to the **National Programme for Tuberculosis Control & Chest Diseases**. Narahenpita within two weeks of the date of receipt of notification of award. **National Programme for Tuberculosis Control & Chest Diseases**. Narahenpita shall return the draft duly approved

within seven days from the receipt of the draft and the successful bidder shall get the same engrossed, have the correct amount to stamp duly adjudicated by the Superintendent of Stamps, and thereafter return the same duly signed and executed on behalf of the successful bidder, all at his own cost within two weeks from the receipt of the approved draft.

1.3.8 Commencement of Work

The contractor is required to start the work within seven days from the date of award/date of communication of acceptance of the tender. In case, it is found that the work has not been taken up within seven days from the date of acceptance of the tender or issue of the work order, the **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita** at its sole discretion may cancel the work order, and forfeit the Security Deposit, deposited along with tender without any reference to the contractor.

1.3.9 Bill of Quantities

Machine No	Description	Quantity
1	9000Btu/hr capacity split type air conditioners	05
2	12000Btu/hr capacity split type air conditioners	10
3	18000Btu/hr capacity split type air conditioners	14
4	24000Btu/hr capacity split type air conditioners	22
5	36000Btu/hr capacity split type air conditioners	02
6	48000Btu/hr capacity split type air conditioners	05
7	120000Btu/hr capacity split type air conditioners	01

- a. The quantity so indicated in the BOQ is indicative. The client at its own discretion may revise the numbers of machines upward or downward to be given under the Preventive Maintenance & Service Contract. If any machines are removed or added in the mid of the Preventive Maintenance & Service Contract period the contract value will be revised accordingly on pro-rata basis based on the rate quoted for a similar type of machine.
- b. Failure to submit any of the documents asked above would stand disqualified.
- c. All quotations in the prescribed format should be submitted before the time and date fixed for the receipt of quotations. Quotations received after the stipulated time and date are liable to be rejected.
- d. The bidder must ensure that the conditions laid down for submission of offers are correctly and completely fulfilled. The quotations found to be deficient in any respect shall be summarily rejected. Similarly, conditional offers and offers with terms and conditions inconsistent with those contained in this document shall be rejected.

SECTION - 02

STANDARD FORMS

FORM OF BID

Name of Contract: **Registration of Maintenance Contractor for Preventive Maintenance & Services of Room Air Conditioners at the buildings of National Programme for Tuberculosis Control & Chest Diseases. Narahenpita, for the year 2026/2027**

To: **The Director of the National Programme for Tuberculosis Control & Chest Diseases. Narahenpita.**

Gentleman,

1. Having examined the Bidding Document, Working instructions, Qualifications requirements, Bills of Quantities and Addenda for the execution of the above-named Contract, we the undersigned, offer to execute and complete such Works and remedy any defect therein in conformity with the aforesaid Conditions of Contract, Working instructions, Qualifications requirements, Bills of Quantities and Addenda for the sum of Sri Lankan Rupees (LKR (without VAT) or such other sums as may be ascertained in accordance with the said Conditions.
2. We acknowledge that the Contract Data forms part of our Bid.
3. We undertake, if our Bid is accepted, to commence the Supplies as stipulated in the Contract Data, and to complete the whole of the Works comprised in the Contract within the time stated in the Contract Data.
4. We agree to abide by this Bid for the period of Forty Nine (49) Days from the date fixed for receiving or any extended period and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Unless and until a formal agreement is prepared and executed this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.
6. We understand that you are not bound to accept the lowest or any Bid you may receive.

Dated this day of 2026 in the capacity of
duly authorized to sign bids for and on behalf of

.....
(IN BLOCK CAPITALS)

Signature :

Address :

Witness : (1)

(2)

FORM OF BID SECURITY

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

Beneficiary: **The Director of National Programme for Tuberculosis Control & Chest Diseases. Narahenpita**

Date: _____

Bid Security No. _____

We have been informed that -----
[insert (by issuing agency) name of the Bidder] (hereinafter called "the Bidder") has submitted to you its bid dated -----[insert (by issuing agency) date] (hereinafter called "the Bid") for the execution of Registration of Maintenance Contractor for Preventive Maintenance & Services of Room Air Conditioners at the buildings at **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita** for the year **2026/2027** 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) the successful bidder furnishing the performance security, 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)]

SECTION - 03

Questionnaire For Qualification of Contractors

Qualification of Contractors - Questionnaire

This questionnaire shall be completed by the Applicant and submitted with the Application.

SECTION 1 – GENERAL INFORMATION

Eligibility Requirement	Applicant's Qualification
Business Registration number	

Past Registration Details with Government Hospitals	
Have you ever been declared as a defaulted contractor	Yes / No
If yes provide details	
VAT Registration Number	
Legal status : Public Company / Private Company / Partnership / Sole Proprietor	

- Letter of authorization shall be attached if this document is signed by an authorized person other than the applicant / proprietor of the company
- Submit certified true copy of Business registrations

SECTION 2 - EXPERIENCE AS MAINTENANCE CONTRACTOR

a) Details of work of similar nature completed by the Applicant during the Period of last 5 years. If space is not sufficient can be attached and certified supportive documents shall be submitted. (At least details on 3 deferent contract locations)

Name , Address and Contact number of Institution / Client			
Capacities and Quantities of Chiller Plants & Machinery Under the contract			
Contract Price			
Start Date			
Contract Period			
Bidders Remarks (if any)			
Client's Remarks with the signature - or - Attach a letter from the client			

Note: If the space available is insufficient, please provide details in the similar manner in a separate sheet.

Marks will be given if Certificates from the clients to prove that the work has been completed satisfactorily and the Engineers certification.

SECTION 3 - FINANCIAL INFORMATION

a) Summary of assets and liabilities as per audited financial statements* of the last three (3) financial years.

(If your organization is a multi-discipline firm, please include details pertaining to 'services department of Room Air Conditioning Systems' only)

* Attach copies of the audited financial statements of the last three financial years.

b) The amount of credit facility (minimum Rs.1,000,000.00)

Letter from the Bank providing credit line and that facility exclusively for this project:

--

c) Contractors Turnover during the Last 3 years in Room Air Conditioning System Maintenance (Minimum One million per year)

YEAR	AMOUNT
2025	Rs.
2024	Rs.
2023	Rs.

Attach certified copies of documentary evidences to substantiate the entries made in (a), (b) and (c) above.

SECTION 3 -PERSONNEL RESOURCES

Details of Site Staff / Professional Staff

Copies of Certificates, EPF/ETF Records or letter from employee should be submitted with certification.

Minimum requirement

Technical officer - At least **2** Nos

Supervisor - At least **1** No

(i) Staff that can be made available for this maintenance works:

Designation/ Name	Basis of Employment (Permanent/ Contract)	Qualification (Year)		Experience (Years)
		Academic	Professional	
Services Engineer				
Technical Officer				
Technical Officer				
Supervisor				

Note: If the space available is insufficient, please provide detail in the similar manner in a separate sheet. And annex copies of the highest qualification obtained related to the field by the respective Engineer, Technical officer and Works Supervisor.

SECTION 4 – PLANT AND EQUIPMENT

The Detail of Main Plant and Equipment available for the maintenance work should be submitted in the following format. The Applicant should submit the certificates of ownership (certificate from Grama Sewaka).

Description of Plant / Equipment	Make, Capacity, Nos. and Year of Manufacture	Owned or Leased
Tool kit for refrigeration systems repairs (Copper tube cutting, flowering, bending, etc...)		
Manifold gauge set.		
Soldering kit with oxy acetylene lamps & tanks		
Tool kit for removing and re-installation works		
Pullers		
Hydraulic Jacks		
Chain Block		
Tool kit for electrical repairs		
Welding plants		
Hammer Drills and Grinders		
Other		

Note: If the space available is insufficient, please provide detail in the similar manner in a separate sheet. Documentary Evidences should be submitted for each entry.

SECTION - 04

Specification – Schedule of Maintenance

Price Schedules

Specification – Schedule of Maintenance

The maintenance services will consist of:

- a) Attending to complaints raised by **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita** [Client] on daily basis.
- b) Onsite preventive and corrective maintenance of Room Air Conditioning System at buildings of **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita**.
- c) The maintenance contract will include necessary repairs to the installed systems and replacement of defective/damaged parts, components, and other accessories.

The maintenance services will be provided on all working days from **09.30 Hrs.** to **18.00 Hrs.** (Monday to Friday). The agency shall make the services of officers available on Saturdays, Sundays, or other holidays in case of any exigency.

The agency shall also carry out periodic preventive maintenance including external cleaning of equipment once every month, during days and timings convenient to the users.

ROUTINE SERVICES (ONCE IN 3 MONTHS)

Routine maintenance services shall include at least the following services:

- a) Cleaning / Adjusting / Measuring flow details (Temperature, flow speed).
- b) Checking operation of the controls/ components of the Room Air Conditioning Systems such as selector Switches, Control Circuits, Invertors, Thermostats, Relays, Magnetic Contactors, Displays, etc.
- c) Checking Vibrations, Noises, and do the necessary adjustment to control to an acceptable level.
- d) Checking operation of the electrical power input and consumption.
- e) Checking operation of the drive motors, electric heaters, air blowers, and fans.
- f) Checking copper pipe connections, control & power wire connections, etc.
- g) Checking the Firmness of the Supporting arrangement for the Room Air Conditioning System casing, Vibration isolators and fixing of the plants and the Piped Distribution System, etc.
- h) Record the requirement for replacement of any component of the Room Air Conditioning System found defective after the above checks and tests.
- i) Adjusting and tuning all possible adjustment points during the period of Contract if the need arises.
- j) All above data shall tabulate in a logbook separately

ON-CALL SERVICES:

On-call PREVENTIVE MAINTENANCE & SERVICE CONTRACT services shall include attending to any complaint any time of the year, on receipt of verbal/written complaint from the coordinating officer of the **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita.** The response time should be within 6 hrs. & restoration time within 24 hrs. Failing which, a standby machine would be provided. Non-compliance with this provision will attract a penalty of Rs. 1000/- per complaint per day or part thereof will be deducted from the PREVENTIVE MAINTENANCE & SERVICE CONTRACT bill.

TERMS AND CONDITIONS:

1. PREVENTIVE MAINTENANCE & SERVICE CONTRACT will be for a period of **one year** commencing from the date the Agreement comes into force. If the services are found satisfactory the contract may be extended for a period of one more year or months on the same terms & conditions.
2. The service provider shall maintain an adequate stock of required spare parts in the store in his nearest service center.
3. **The spare parts used for replacement should be standard parts with reputed branded high quality as installed in the particular Machine/ Equipment/ Part with a warranty or guarantee of One year period. As well as all the goods and works involved in the task should comply with international standards and good engineering practices.**
4. The service provider shall maintain a services logbook/file containing a maintenance report duly countersigned by the official of **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita.**
5. The details of the Room Air Conditioning System installed in the **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita.** are enclosed on page No 11. Bidders can visit the installation site before quoting the price in the attached BOQ.
6. The quoted price shall be inclusive of all the expenses on account of excise duties, sales tax, VAT, transportation, handling insurance, etc. as applicable except service tax competent which is to be shown separately.
7. Unsatisfactory performance of service will render this contract to be terminated without notice
8. At the end of the period, the service provider shall demonstrate satisfactory testing and operation of all the Room Air Conditioning systems.
9. It will be the sole responsibility of the Contractor to abide by the provisions of the following acts as to the workers engaged by him for the performance of this contract
 - i. Employment of Labour / Contract Labour Act
 - ii. Industrial Employment Act
 - iii. Minimum Wages Act
 - iv. Employee Provident Fund Act

v. Any other act or legislation that may govern the nature of the contract.

10. Any liability arising on the **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita** shall be deducted from the bills of the contractor and if the full amount is not recovered then the same shall be recovered from the security deposit of the Contractor. There would be no liabilities towards the workers of the Contractor by the **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita**

11. National Eye Hospital reserves the right of altering the specifications of works by adding to or omitting any items of work or of having portions of the same carried out itself or otherwise and such alterations and variations shall not violate this contract.

12. In the event of the contractor failing to execute the work under contract in whole or in part, an alternative arrangement will be made by the **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita** totally at the cost and risk of the contractor besides any suitable fine / penalty.

13. The contractor shall be liable to pay compensation for any loss and damage caused to the property of the **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita** by the contractor or his workers.

14. The contractor shall personally be responsible for the conduct of his staff and in case of any complaint against any staff; the contractor will be under obligation to change the worker when instructed by authority. The contractor shall observe all the laws and will be responsible for any prosecution or liability arising from a breach of any of those laws. **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita** will not hold any responsibility with regard to staff on the role of the contractor whatsoever.

15. The contractor and his staff shall follow the rules and regulations of the National Eye Hospital in force and instructions issued from time to time. **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita** will be free to take action against the contractor for violating the same.

16. In the event of any dispute arising out of or in connection with this contractor, whether during the subsistence of the contract the decision of violating shall be final.

17. **Dress Code:** The workers/supervisors should be properly dressed (preferably in uniforms with the company's logo) to be identified separately.

18. **Identity card:** The contractor must issue an identity card to his workers/supervisors and submit a police verification certificate for all workmen engaged by him along with supervisors to the **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita**

19. Any action on the part of the bidder to influence any officer of the Centre or canvassing in any form shall make the bid liable for rejection.

20. The contract will be for a period of one year initially, which can be extended further on satisfactory performance of the previous year of the contract. **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita** may renew/extend the contract to such further period(s), as it may deem proper, having regard to the quality and manner of the contractor's performance. However, it shall be with consent / written request by the contractor in this regard.

21. The quantities indicated are purely tentative and likely to vary on either side up to any limit.

22. Time is the essence of this contract. In case the contractor fails in fulfilling the obligations fully and in time, the **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita** shall have the absolute right to take up the work at the contractor's cost and risk and recover any and all such expenses from the amounts due to the Contractor including Security Deposit/Bank guarantee. **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita** shall have the right to impose a penalty commensurate with the fault and if any, shall be deducted from the bill.

23. If at any stage, it is found that the work is not being executed as per detailed specifications and special conditions as per the contract, it will be the duty of the contractor to remove all such works from the work site and make them good. The entire cost so incurred shall be borne by the Contractor. The detailed specifications and special conditions are part of this contract.

24. If it is observed at any stage that the quality of work is not satisfactory, the contract/work order as a whole will be terminated and the security deposit will be forfeited. The contractor will have no claims whatsoever on the **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita** In case it is found at a later date that the work done is of inferior quality and proper action was not taken at the time of execution of the work, the Contractor shall remain liable to pay compensation to the **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita** for inferior works as determined by the assigned technical committee of **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita**

25. The contractor will be fully responsible for any accident or mishaps involving workers engaged by the contractor and the contractor would pay claims made on this part. The contractor shall indemnify the mishaps from any claims arising out of accidents, disabilities of any nature, or death arising out of provisions under the law, or any other nature in respect of all workers engaged by the contractor.

26. All letters posted to the contractor at the address given by him will be considered to have been delivered in time.

27. **TERMS OF PAYMENT:**

The release of payment will be made on a quarterly basis (at the end of the third month) on the production of the 'Satisfactory Service Certificate' from the office.

28. Merely submission of Quotation does not entitle the firm to forward its claim for awarding the PREVENTIVE MAINTENANCE & SERVICE CONTRACT even if it has quoted the lowest rates. The PREVENTIVE MAINTENANCE & SERVICE CONTRACT will be awarded to the eligible firm only after all the formalities as per the terms and conditions are complied with and valid documents are produced to the satisfaction of this office.

29. A Security deposit / Bank Guarantee for 10% of the contracted value will have to be deposited by the contractor to whom the PREVENTIVE MAINTENANCE & SERVICE CONTRACT is awarded before the commencement of the contract. This will be refunded on the completion of the Annual Maintenance Contract. The Security Deposit will be forfeited if

any of the conditions of the contract is contravened besides any other action that may be taken against the contractor.

30. Indemnity

The contractor is liable to indemnify the **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita.** to the extent but not limited to any damages/loss arising out of the mishandling of the machines, improper servicing, usage of inferior quality spares, and poor workmanship, etc.

31. Removal of Machines

The contractor will not remove any machines or machine parts without the prior approval of the coordinating officer of the **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita.** If it is required to take out any machines to the contractor workshop, the contractor has to apply for the gate-pass well in advance in proper format and the same may be issued only after it is processed by the **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita.**

32. Cancellation of Contract:

Notwithstanding any other provisions made in the contract, the **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita.** reserves the absolute right to terminate the contract after giving one month's notice in writing, without assigning any reasons. The contractor shall raise no compensation or claim in the event of such cancellation.

33. If at any later date, it is found that the documents and certificates submitted by the contractor are forged or have been manipulated, the work order issued to the contractor shall be canceled and the Security Deposit/Bank Guarantee issued to the **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita.** shall be forfeited without any claim whatsoever on National Eye Hospital

34. TAKING OVER ROOM AIR CONDITIONING SYSTEM FOR PREVENTIVE MAINTENANCE & SERVICE CONTRACT

The equipment of the system shall be taken over for PREVENTIVE MAINTENANCE & SERVICE contract on an “as and where installed” basis.

37. The contractor shall ensure that all Room Air Conditioning systems are in proper working conditions at the time of taking over.

Any repairs required on the Room Air Conditioning System at the time of taking over for the PREVENTIVE MAINTENANCE & SERVICE contract shall be payable on a chargeable basis after prior approval of the **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita.**

38. The Contractor shall hand over all machines in working conditions to the coordinating officer of the **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita.** at the end of each contract period.

Price Schedule

Prices for Preventive Maintenance & Service as described in specifications

Table - PS1

Machine No C1	Description C2	Numbers of Normal services per year C3	Numbers of Air Conditioner Machines C4	Normal Service Rate in rupees C5	Contract Value for the Year C6= C3 x C4 x C5
1	9000But/hr Capacity Split Type Air Conditioner	05 Normal Services			
		01 Full Service			
2	12000But/hr Capacity Split Type Air Conditioner	05 Normal Services			
		01 Full Service			
3	18000But/hr Capacity Split Type Air Conditioner	05 Normal Services			
		01 Full Service			
4	24000But/hr Capacity Split Type Air Conditioner	05 Normal Services			
		01 Full Service			
5	36000But/hr Capacity Split Type Air Conditioner	05 Normal Services			
		01 Full Service			
6	48000But/hr Capacity Split Type Air Conditioner	05 Normal Services			
		01 Full			

		Service				
7	120000But/hr Capacity Split Type Air Conditioner	05 Normal Services				
		01 Full Service				
Total for Preventive Maintenance and Services						
Service frequency may be varied (increased) based on the AC unit installed at the commencing of the work. The rate quoted above will be governed by the invoicing. 6 Nos of services per year considered for the evaluation.						

1. Total value of annual service agreement (i.e. 'Total for Preventive Maintenance and Services' in table – PS1) : Rs.(without VAT & NBT) in figures.

[Sri Lankan Rupees.....
(value in wordings)]

2. Summation of unitary charges of repair replacement parts (i.e. 'Total Spare Part charges' in table – PS2) : Rs.(without VAT & NBT) in figures.

[Sri Lankan Rupees.....
(value in wordings)]

Name of Firm

Signature

Address in Full

Tel. No

Mob No.

Service Tax No

(Please note : Quotations must be made in the letter head of the firm with complete address, Tele No., Mob No, Tax No. etc.)

ITEM	9000BTU	12000BTU	18000BTU	24000BTU	36000BTU	48000BTU	120000BTU
Supply & Installation of new Outdoor Unit, breezing work, leak testing with dry nitrogen gas, vacuuming & testing the system & Recharge the Gas.							
Supply & Installation of Re - Condition Outdoor Unit, breezing work, leak testing with dry nitrogen gas, vacuuming & testing the system & Recharge the Gas.							
Supply & Installation of new Indoor Unit, breezing work, leak testing with dry nitrogen gas, vacuuming & testing the system & Recharge the Gas.							
Supply & Installation of Re - Condition Indoor Unit, breezing work, leak testing with dry nitrogen gas, vacuuming & testing the system & Recharge the Gas.							
Leak testing with dry nitrogen, Carried out breezing work, Vacuuming system, Recharge the R22 Gas							

Leak testing with dry nitrogen, Carried out breezing work, Vacuuming system, Recharge the R32 Gas						
Leak testing with dry nitrogen, Carried out breezing work, Vacuuming system, Recharge the R410 Gas						
Supply & Installation of new compressor, breezing work, leak testing with dry nitrogen gas, vacuuming & testing the system & Recharge the R22 Gas.						
Supply & Installation of new compressor, breezing work, leak testing with dry nitrogen gas, vacuuming & testing the system & Recharge the R32 Gas						
Supply & Installation of new compressor, breezing work, leak testing with dry nitrogen gas, vacuuming & testing the system & Recharge the R410 Gas						
Supply & Installation Condenser with all necessary materials, Carried out breezing work, Recharge the R22 Gas						

Supply & Installation Condenser with all necessary materials, Carried out breezing work, Recharge the R32 Gas						
Supply & Installation Condenser with all necessary materials, Carried out breezing work, Recharge the R410 Gas						
Supply & Installation of new compressor & Condenser with all necessary materials breezing work, leak testing with dry nitrogen gas, vacuuming & testing the system & Recharge the R22 Gas.						
Supply & Installation of new compressor & Condenser with all necessary materials breezing work, leak testing with dry nitrogen gas, vacuuming & testing the system & Recharge the R32 Gas.						
Supply & Installation of new compressor & Condenser with all necessary materials breezing work, leak testing with dry nitrogen gas, vacuuming & testing the system & Recharge the R410 Gas.						
Supply & Installation new condenser Fan motor						
Supply & Installation of new Blower Motor						

Supply & Installation of new Condenser Fan Motor Bearing							
Supply & Installation of new Blower Motor Bearing							
Supply & Installation of new fan blade							
Supply & Installation of new fan blower cage							
Supply & Installation of new fan Motor capacitor							
Supply & Installation of Compressor capacitor							
Supply & Installation of blower Motor capacitor							
Supply & Installation of indoor PCB card							
Supply & Installation of outdoor PCB card							
Supply & Installation magnetic contactor – 2 pole							
Supply & Installation magnetic contactor – 4 pole							
Supply & Installation of new wire harness							
Supply & Installation of new air filter for indoor unit							
Supply & Installation Pipe sensor							
Supply & Installation Return sensor / Room sensor							

Supply & installation Capillary tube						
Supply & Installation Louver Swing Stepper Motor						
Supply & Installation Outdoor temperature controller						
Removing & Re-installing Air Condition unit						
Extra copper pipe with normal insulate chargers (1m)						
Extra copper pipe with double insulate chargers (1m)						
Supply & Installation only armaFlex insulation (1m)						
Relocating of A/C Unit (Excluding of copper pipe)						
Rewinding of condenser Fan motor						
Gas Top up R22 1 kG						
Gas Top up R32 1 kG						
Gas Top up R410 1kG						
Casing (1m)						
Remote Controller (Original)						
Remote Controller (Universal)						
Replace the IR sensor						
Drain line installation with insulation						

SECTION - 05

Format of Preventive Maintenance & Service Agreement

Format for the Preventive Maintenance & Service Contract Agreement:

Agreement for Preventive Maintenance and Services of Room Air Conditioning System.

ON-SITE PREVENTIVE MAINTENANCE & SERVICING AGREEMENT FOR Room Air Conditioning System (ACs) installed in the buildings at the **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita**

This agreement is made on between the Director of the **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita**

And

M/s, a registered company with a registered office athereinafter referred to as "Agency" and both the parties as mentioned above set forth and agree to abide by the following terms of this agreement.

1. SCOPE OF THE AGREEMENT

The maintenance services under the maintenance contract shall comprise preventive and corrective maintenance of ACs, as mentioned in para 2 of this agreement.

All the terms and conditions as mentioned in the Tender document.

Maintenance services shall be provided at the location of the **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita**

Any of the machines (issued with the tender document) may be withdrawn at any time during the period of the maintenance contract; maintenance charges for such equipment will be payable on a pro-rata basis. Similarly, the equipment can be added during the period of the maintenance contract, and maintenance charges will be paid pro-rata basis.

The relationship between the **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita** and the agency shall be that of the "Client" and the "Maintenance service provider" or "Contractor".

2. SCOPE OF THE WORK

The maintenance services will consist of:

- Attending to complaints raised by the Client on daily basis.
- Onsite preventive and corrective maintenance of Room Air Conditioning System at Client.
- The maintenance contract will include necessary repairs to the installed systems and replacement of defective/damaged parts, components, and other accessories free of cost other than the listed item as spare parts in the pricing schedule (page No:29).

The maintenance services will be provided on all working days from **09.30 Hrs.** to **19.00 Hrs.** (Monday to Friday). The agency shall make the services of service engineers available on Saturdays, Sundays, or other holidays in case of any exigency.

The agency shall also carry out periodic preventive maintenance including external cleaning of equipment once every month, during days and timings convenient to the users.

ROUTINE PREVENTIVE MAINTENANCE & SERVICE CONTRACT SERVICES (ONCE IN 3 MONTHS)

Routine maintenance services shall include at least the following services:

- a) Cleaning / Adjusting / Measuring flow details (Temperature, flow speed).
- b) Checking operation of the controls of the Room Air Conditioning System such as selector Switch, Control Circuits, and Investors. Thermostats, Relays, Solenoids, Magnetic Contactors, Displays, Indicator panels, Valves, Pressure-gauges, and Alarms, etc.
- c) Checking Vibrations, Noise, and Variations, and do the necessary adjustment to control to an acceptable level.
- d) Checking operation of the electrical power input and consumption.
- e) Checking operation of the drive motors, electrical controllers, air blowers, coolers, and fans.
- f) Checking pipe connections such as Copper pipe network, discharge lines, condensed water outlet, flexible connections, etc.
- g) Checking Firmness of the Supporting arrangement for the Room Air Conditioning System casing, Vibration isolators, and fixing of the Room Air Conditioning System, etc.
- h) Record the requirement for replacement of any component of the Room Air Conditioning System found defective after the above checks and tests.
- i) Adjusting and tuning all possible adjustment points during the period of the Contract if the need arises.
- J) All above data shall be tabulated in a logbook separately

ON-CALL PREVENTIVE MAINTENANCE & SERVICE CONTRACT SERVICES:

On-call PREVENTIVE MAINTENANCE & SERVICE CONTRACT services shall include attending to any complaint at any time of the year, upon receipt of verbal/written complaint from the coordinating officer of the **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita** The response time should be within 6 hrs. & restoration time within 24 hrs. Failing which, a standby machine would be provided. Non-compliance with this provision will attract a penalty of Rs. 1000/- per complaint per day or part thereof will be deducted from the PREVENTIVE MAINTENANCE & SERVICE CONTRACT bill.

3. GENERAL CONDITION:

- a) **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita** reserves the right to increase or decrease quantities of any item of the work and the agency shall maintain the same at the rate quoted for similar items.

- b) It shall be the responsibility of the firm to ensure that sufficient numbers of standby equipment/components are kept to meet the stipulated response time.

4. TERMS OF PAYMENT:

The release of payment will be made on a Quarterly basis (at the end of the third month) on the production of the 'Satisfactory Service Certificate' from this office.

5. PENALTIES:

- a) If the services provided by the agency under this maintenance services contract are not to the full satisfaction of the **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita** the maintenance contract may be terminated by the **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita** and the charges shall be payable only up to the period, till the time the agency has rendered satisfactory services. The decision of the **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita** in this regard shall be final and binding on the agency.
- b) In case of non-compliance with the contract, the **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita** reserves the right to cancel/ rescind/ revoke the contract and impose a suitable penalty in proportion to the damages.

6. ARBITRATION:

For all disputes arising out of this contract agreement, the decision of the **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita** will be final.

7. COMMENCEMENT OF THE AGREEMENT AND TERMINATION

- a) The contract will be initially for two years from the date of signing of this agreement.
- b) The contract may be renewed for one year at the discretion of the **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita** and based on satisfactory services provided by the agency.
- c) This Agreement may also be terminated by the **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita** forthwith if at any time:

If the contractor fails to rectify major pending complaints that have become due and such failure continues for a period of seven days.

or

the contractor goes into liquidation (not being a voluntary liquidation, for the purpose only of a bona fide reconstruction or amalgamation) or enters into any composition arrangements with its creditors or a receiver of its assets is appointed.

- d) In case of any matter relating to terms and conditions not specified in this Agreement, the same shall be decided by mutual agreement of the **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita** and the contractor.

8. AGREEMENT AND WARRANTY

- Nothing in this Agreement shall create, or be deemed to create, a partnership or the relationship of employer and employee between the parties.
- The agency and the **National Programme for Tuberculosis Control & Chest Diseases. Narahenpita** represent, warrant, and undertake that they have full powers and authority to enter into this Agreement and perform on the obligations they have assumed thereunder. The parties further represent warrant and undertake that there are no restrictions whatsoever preventing them from performing their obligations of entering into this Agreement.

IN WITNESS WHEREOF the parties have caused this Agreement to be executed by the hands of duly authorized representatives on the day, month, and year is first before written.

Signed: For and on behalf of Client (**National Programme for Tuberculosis Control & Chest Diseases. Narahenpita**)

.....
Director of the WNational Programme for Tuberculosis Control & Chest Diseases. Narahenpita

WITNESSES:

- 1.
- 2.

For and on behalf of Contractor.

.....
Authorized Signatory

WITNESSES

- 1.
- 2.

