



**INVITATION FOR SUBMISSION OF BIDS FOR
SUPPLY, INSTALLATION, COMMISSIONING & TRAINING OF
SOLAR PV SYSTEM FOR WASTEWATER TREATMENT PLANT AREA**

REFERENCE: SLC/PRO/CAP/2025/014

Bid Publishing - 8th April 2025
Closing Date & Time - 16th May 2025j

**SRILANKAN CATERING LTD
PROCUREMENT AND SHIPPING DEPARTMENT
AIRLINE CENTRE
BANDARANAYAKE INTERNATIONAL AIRPORT
KATUNAYAKE
SRI LANKA**

Section I. Instructions to Bidder (ITB)

A: General	
1. Scope of Bid	<p>1.1 SriLankan Catering Ltd invites authorized dealers of reputed companies to submit a bid for the SUPPLY, INSTALLATION, COMMISSIONING & TRAINING OF SOLAR SYSTEM FOR WASTEWATER TREATMENT PLANT AREA as specified in Section iii - Schedule of Requirements.</p> <p>You are requested to confirm your intention to submit a bid by forwarding the duly filled Bid Acknowledgement Form attached, 01 week prior to bid closing date.</p>
B: Contents of Documents	
2. Contents of Documents	<p>2.1 The documents consist of the Sections indicated below.</p> <ul style="list-style-type: none">• Section I. Instructions to Bidders• Section II. Data Sheet• Section III. Schedule of Requirements• Sections IV. Bid Submission Form• Annexure A : Bid Acknowledgement Form• Annexure B : Price Schedule Form• Annexure C : Compliance Sheet• Annexure D : Clientele Information Form• Annexure E : Sample Contract• Annexure F : Vendor Information Form• Annexure G : Non-Collusion Affidavit Form• Annexure H : Documents Check List

	C: Preparation of Bid
3. Documents Comprising your Bid	<p>3.1 The document shall comprise the following:</p> <ul style="list-style-type: none"> • Sections IV : Bid Submission Form • Annexure B : Bid Securing Declaration Form with Bank Guarantee • Annexure B : Price Schedule Form • Annexure C : Compliance Sheet • Annexure D : Clientele Information Form • Annexure F : Vendor Information Form • Annexure G : Non-Collusion Affidavit Form • Annexure I : Documents Check List
4. Bid Submission Form and Technical/ General Specifications & Compliance form	<p>4.1 The Bidder shall submit the Bid Submission Form using the form furnished in Section IV. This form must be completed without any alterations to its format, and no substitutes shall be accepted.</p> <p>All blank spaces shall be filled in with the information requested.</p>
5. Prices	<p>5.1 Unless stated in Data Sheet, all items must be priced separately in the Price Schedule Form.</p> <p>5.2 The price to be quoted in the Bid Submission Form shall be the unit price of the Bid.</p> <p>5.3 Prices quoted by the Bidder shall be fixed during the period specified in ITB clause 8.1 and not subject to variation on any account. A Bid submitted with an adjustable price shall be treated as non-responsive and may be rejected.</p>
6. Currency	6.1 The Bidders shall quote in USD, EURO, SGD, GBP, or LKR
7. Documents to Establish Conformity of the service	<p>7.1 The Bidder shall submit following documents along with the bid for evaluation:</p> <ul style="list-style-type: none"> • Form 20 (Company Director details) • Business registration form • Financial statements of last 03 years/ Bank Statement • Client/sales details for last 01 year period (Registration or Sales) • Annexure G: Format for Bid Security Guarantee • Annexure H: Format for Performance Guarantee
8. Period of Validity of bid	8.1 Bids shall remain valid for a period of 120 Days after the bid submission deadline date.
9. Bid Security Guarantee /	<p>9.1 The Bid document should be furnished with an unconditional on-demand Bid Security (Bank guarantee) issued by a commercial bank operating in Sri Lanka and approved by the Central Bank of Sri Lanka to the value of the Rs.100,000/-. Beneficiary of the Bid Security should be addressed as SriLankan Catering Limited, and the validity of Bid Security should be until 4th December 2025. Bid submitted without a Bid Security or a cash deposit (Rs.100,000/-) will be rejected. Cheques or any other guarantees or bonds issued by any other agencies will be rejected. The successful Bidder, on receiving the contract/ order must send his acknowledgement in writing, within 07 days of award of contract/ order; failing which, the</p>

	<p>Bid Security will be forfeited, and the order will be placed to the next successful Bidder.</p> <p>9.2. The Bid Security shall be forfeited: If the Bidder withdraws his/its</p> <ul style="list-style-type: none"> i) Bid during the period of Bid validity specified in the tender. ii) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter “the ITB”) of the IFB; or iii) In case a successful Bidder, fails to furnish the Performance Security as per the Bidding Document.
10. Payment Terms	10.1 Advanced payment of 30% on the submission of an unconditional bank guarantee from a registered reputed Commercial Bank in Sri Lanka, balance 70% after delivery, installation and commission.
11. Format and Signing of Bid	11.1 The bid shall be typed or written in ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. Please ensure all documents are duly signed and stamped in the given area when forwarding.

D: Submission and Opening of Bid	
12. Submission of Bid	<p>12.1 Bidders shall submit their bids by registered post, courier or by hand in a sealed envelope.</p> <p>12.2 The sealed envelope shall bear the specific identification of this bid exercise as indicated follows:</p> <p style="text-align: center;">“SUPPLY, INSTALLATION, COMMISSIONING & TRAINING OF SOLAR SYSTEM FOR WASTEWATER TREATMENT PLANT AREA” SLC/PRO/CAP/2025/014</p> <p>12.3 If any bidder wishes to hand deliver the bids, please contact SriLankan Catering Ltd staff well in advance, for the arrangement of security clearance. Refer Section II- Data sheet, clause 25.1 for contact details.</p>
13. Deadline for Submission of Bid	<p>12.1 Bid must be received by the SriLankan Catering Ltd to the address set out in Section II, “Data Sheet”, and no later than the date and time as specified in the Data Sheet. Clause 23.1</p> <p>To avoid any delay in submitting of bids due to security clearance of the Sri Lankan Catering Ltd, please forward the bids to be reached at least 01 day prior to the bid closing date.</p>
14. Late Bid	13.1 SriLankan Catering Ltd shall reject any bid that arrives after the deadline for submission of bids in accordance with ITB Clause 12.1 above.
15. Opening of Bids	15.1 SriLankan Catering Ltd shall conduct a public bid opening in front of the tender opening committee of SriLankan Catering Ltd on date and time as specified in the Data Sheet

E : Evaluation and Comparison of Bid	
16. Clarifications	<p>16.1 To assist in the examination, evaluation and comparison of the bids, SriLankan Catering Ltd may, at its discretion, ask any Bidder for a clarification of its bid. Any clarification submitted by a Bidder in respect to its bid which is not in response to a request by the SriLankan Catering Ltd shall not be considered.</p> <p>16.2 SriLankan Catering Ltd request for clarification and the response shall be in writing at SriLankan Catering Ltd email address specified in the Data Sheet.</p>
17. Responsiveness of Bids	<p>17.1 SriLankan Catering Ltd will determine the responsiveness of the bid to the documents based on the contents of the bid received.</p> <p>17.2 If a bid is evaluated as not substantially responsive to the documents issued, it may be rejected by the SriLankan Catering Ltd.</p>
18. Evaluation of bid	<p>18. Sample will be subjected to an evolution based on the following criteria:</p> <p><u>Mandatory Evaluation Criteria</u> Bidder should be a registered/ appointed agent of the relevant brand. Relevant agency certificate should be attached along with the bid. Bidder should have completed minimum of 5 projects exceeding 15 million each completed within last 5 years and should provide proof documents.</p> <p><u>Technical Evaluation Criteria</u></p> <ul style="list-style-type: none"> I. Compliance for the technical specification as per in Annexure C of the Bidding Document (60% Maximum) II. No of completed projects within last 5 years - (10%) III. Client feedback - (10%) IV. Warranty - (10%) V. Lead Time - (10%) <p>Total Maximum Points available: 100%</p> <p>Bidders to be selected for Financial Evaluation should receive 70% or higher marks from Technical Evaluation.</p> <p><u>Financial Evaluation Criteria</u> The Shortlisted bids from the Technical Evaluation will be financially evaluated based on the following criteria.</p> <ul style="list-style-type: none"> I. 100% for the Lowest Price (Will be allocated proportionately) <p>Total Maximum Point Available: 100%</p>
19. SriLankan Catering Ltd' Right to Accept any Bid, and to Reject any or all Bid.	<p>19.1 SriLankan Catering Ltd reserves the right to accept or reject any bid, and to annul the process and reject all bids at any time prior to acceptance, without thereby incurring any liability to bidders.</p>

F: Award of Contract	
20. Acceptance of the Bid	20.1 SriLankan Catering Ltd will accept the bid of the Bidder whose offer is not necessarily the lowest evaluated bid and is substantially responsive to the documents issued.
21. Notification of acceptance	<p>21.1 SriLankan Catering Ltd will notify the successful Bidder, in writing, that their bid has been accepted.</p> <p>21.2 After notification, SriLankan Catering Ltd shall complete the contract, and inform the successful Bidder to sign it.</p> <p>21.3 Within twenty one (21) days of receipt of such information, the successful Bidder shall sign the contract.</p>
22. Performance Guarantee	<p>9.3.(i) Within fourteen (14) days of the receipt of notification of award from the SriLankan Catering Ltd, the successful Bidder shall furnish the performance security of 10% of the total value of the contract, using the Performance Security Form included in Annexure H.</p> <p>(ii) The performance security shall be an unconditional, irrevocable, on demand bank guarantee drawn at sight in favor of the SriLankan Catering Ltd valid for the period of contract (Project completion Date) and 28 days thereafter.</p> <p>(iii) Failure of the successful Bidder to submit the above mentioned performance security or sign the contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security. In the event SriLankan Catering Ltd may award the contract to the next lowest evaluated bidder, whose offer is substantially responsive and is determined by SriLankan Catering Ltd to be qualified to perform the contract satisfactorily.</p> <p>(iv) Supplier should sign an AMC (Annual Maintenance Contract) with SLC and provide 1 year comprehensive warranty for the whole system. All repairs should be done free of charge during the warranty period. Should provide 4 numbers of services per year.</p> <p>(V) Supplier should submit an AMC proposal for 3years with 4 nos of services per year. Supplier should attend within 24 hours for breakdowns of system</p> <p>(vi) Performance Guarantee represents to ensure that the calculated Electricity Units will actually be generated by system. System should achieve at least 80% of performance by 25 years.</p>

Section II: Data Sheet

ITB Clause Reference	
23.1	<p>The address for submission of Bids is :</p> <p>Attention : Chief Executive Officer</p> <p>Address : SriLankan Catering Ltd, Airline Center Bandaranaike international Airport, Katunayake, Sri Lanka.</p> <p>Details should be provided one day in advance to arrange security clearance if the bidder wishes to hand deliver bids.</p>
24.1	<p>Deadline for submission of bids is on or before 16th May, 11.00 a.m. SriLankan Time (GMT +5:30)</p> <p>Details should be provided one day in advance to arrange security clearance if the bidder wishes to hand deliver bids.</p>
25.1	<p>Opening of bids will be done public by SriLankan Catering Ltd bid opening committee in front of the Bidders on 16th May, 11.30 a.m m . (Public opening as per clause 14.0)</p>
26.1	<p>For Clarification/ handing over bids/ samples:</p> <p>Contact Person : Kawishka Isuru Senanayake - Executive - Procurement and shipping Telephone: +94 (0) 19733 4147 / <u>Mobile - +94 77 640 4825</u> E mail address: kawishka.senanayake@srilankancatering.com</p> <ul style="list-style-type: none"> Details should be provided one day in advance to arrange security clearance if the bidder wishes to hand deliver bids.
	<p>Pre bid meeting</p> <ol style="list-style-type: none"> Pre bid meeting will be held on 23rd April, 11.00 a.m at SriLankan Catering Ltd, Airline Centre, BIA, Katunayake. Prior to participation, please contact above 25.1 contact person Lahiru Praveen to arrange entry passes.
General Items	<ol style="list-style-type: none"> If the bid is accepted, it is mandatory that the Bidder signs the Contract with SriLankan Catering Ltd. If there is any special condition of supplier (such as payment terms) it has to be mention separately in the bidding document.
	Standstill Period

	<p>An unsuccessful bidder who is aggrieved by the recommendation of the Minor Procurement Committee may appeal in writing against the recommendation to the Department Procurement Appeal Committee within the Standstill Period.</p> <p>Before the expiry of the third (3rd) working day of the Standstill Period, any unsuccessful bidder may request a debriefing from the Procurement Entity. The Procurement Entity shall conclude the debriefing before the expiry of the fifth (5th) working day of the Standstill Period. If any successful bidder wishes to submit an appeal, such an appeal shall be made before the expiry of the Standstill Period.</p> <p>Each appeal shall be made in writing and shall be accompanied by a non-refundable cash deposit of Sri Lankan Rupees Ten Thousand (LKR 5,000/=) payable to Sri Lankan Catering Ltd. (Bank account details will provide with the recommendation).</p> <p>All appeals shall be handed over to the relevant entity, and an acknowledgment shall be obtained, or, with the recommendation of the Minor Procurement Committee, an official email address will be provided for online submission, then an acknowledgment shall be obtained. It shall be the responsibility of the appellant) to ensure that the appeals submitted contain all relevant documents relied upon to support the grievance.</p> <p>1.The address for the submission of bid appeals is as follows:</p> <p>For hand delivery: Attention: Chairman</p> <p>Address: Procurement Appeal Committee Sri Lankan Catering Ltd, Airline Center, Bandaranaike International Airport, Katunayake, Sri Lanka.</p>
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Section III. Schedule of Requirements

Job Description

There is a Wastewater Treatment Plant in SLC premises & it is proposed to implement a Solar Roof on Top of the Area for Electricity Generation. Contractors are needed to visit the location & propose a Solar System within the allocated area. SLC is preferred to have a system which can generate the maximum Electricity within this Area.

Scope of the Job

Overall System:

1. Supplier should utilize only the marked area in Annexure 1A & 1B, to implement the Solar System. The capacity of Solar System should be **minimum 50 kW.**
2. Supplier Should supply & install all necessary Equipment & Accessories required for Solar Panel Installation
3. Supplier should Design, supply & install the Mounting structure required to fix the solar panels
4. Supplier should get all necessary Approvals from CEB & the all the Cost related to CEB Approvals should be included in the offer. Getting this approval is solely the responsibility of the contractor & SLC will give fullest support regarding this.
5. AC output of Solar Generation should be connected to bus bars of ATS – CEB at Main Panel Room.
6. The system should be able to monitor & Troubleshoot through On-line Portal through any devices connected with internet.

Solar Panel/Inverter/Cables:

1. Supplier should draw the Solar Panel layout in the given drawing in Annexure 1A & 1B & submit with the Bid.
2. Supplier should mention the Capacity in kW & the Monthly Average Electricity Generation in kWh.
3. Should mention the Solar Technology & Panel Type used in the system
4. Should mention the Brand/Model/Country of Origin & Capacities of below Key Components in the system
 - Solar Panels
 - Invertors
 - String Combiner Box
 - DC Cables
 - AC Cables
 - Earth Cable
 - Cable Trunking
 - MCCB
 - Other Isolators
 - SPDs
 - ELR & other Protective components
5. Should mention the no of Solar Panels & Invertors in the system
6. All DC & AC Cables should be laid in a Cable Trunking or PVC Pipes
7. Contractor should fix the inverters in the given location in Annexure 1A & 1B & should fix a Angle canopy roof there. Below key components should be installed inside DB of the Invertor Area.

- Inverters
- Distribution Board
- MCCB
- Over Current/Voltage & Short Circuit Protections
- Earth Leakage Relay
- SPD – AC & DC
- Power Analyzer
- Indicators

8. All Solar Panels, Structure, Inverters,..etc should be Properly earthed.

Structure:

1. Solar Panel mounting structure should be minimum 8ft height with reference to the Treatment Plant Tank finish floor Level as per the given drawing in Annexure 1A & 1B.
2. Contractor should use Galvanized H – Iron for Main Columns & Galvanized C – Channels for Beams. Size & thickness should be designed by the contractor, based on the loads & should mention.
3. Contractor should use Aluminium bars & Stainless-Steel nut & bolts for Solar mounting purpose.
4. Contractor should fix a 450mm width walking path for maintenance purpose using Aluminium Checker Plate. Also, should fix a Ladder to access this path.
5. All steel structural components should be applied marine paint for corrosion protection.

Warranty/After Service:

1. Supplier should provide 1-year comprehensive warranty for the whole system. All repairs should be done Free of Charge during this period
2. Supplier should provide 4 Nos of free services per calendar year during comprehensive warranty period
3. Supplier should submit a proposal for Annual Maintenance Agreement for 3 years. There should be 4 Nos of services per Year.
4. Supplier should provide a Performance Warranty for the system, to ensure that the calculated Electricity Units will be actually generated by system. System should achieve at least 80% of Performance by 25 years warranty.
5. If Production decrease in first year, it should be achieved adding extra solar modules or using another method FOC
6. Supplier should have a Technical Team to provide after sale services & should attend within 24 hrs for troubleshooting during the AMC
7. Supplier should provide individual item warranty as given below for following components.

• Solar Panels	- More than 20 Years
• Inverters	- More than 8 Years
• Structure	- 5 Years
• Electrical Switch Gears/Components	- 3 Years

Documentation

1. Supplier should submit a ROI sheet along with the Bid. Tariff Category is Industrial (I3)
2. Supplier Should submit all catalogs along with the Bid
3. Contractor Should submit a project Report with all diagrams, devices catalogs, operational Manuals,..etc (Both soft & Hard copies)
4. Total System should be inspected by a Chartered Electrical Engineer & should submit the approved documents with project completion.

Other Terms & Conditions:

1. Supplier should be reputed & should be in PV Solar business more than 5 years
2. Supplier should provide customer references for same scale projects with contact details.
3. Supplier Should provide a 1- Day full training session on the project (Both Theoretical & Practical)
4. Supplier should adhere to OSHAS guidelines during project implementation
5. Any damage occurring to SLC property during project implementation, should be rectified by Contractor.
6. All necessary Tools, Scaffoldings, Safety Items...etc should be supplied by Contractor

Price Table

Supplier should fill the Compliance Sheet in the Annexure 2 & quote as per the table below,

Description	Qty	Unit Price	Amount
Supply & Installation of Solar Panels & Inverters			
Supply & Installation of Steel Structure			
Charges Related to CEB Approvals			

Total Amount

Section IV - 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 will be accepted.]

Date:

To: SriLankan Catering Ltd

We, the undersigned, declare that:

- (a) We have read and have no reservations to the document issued;
- (b) We agree to supply conforming to the documents issued and in accordance with the Schedule of Requirements SUPPLY, INSTALLATION, COMMISSIONING & TRAINING OF SOLAR SYSTEM FOR WASTEWATER TREATMENT PLANT AREA: (Asper Section III)
- (c) The price of our bid is in the bidders shall quote in USD, EURO, GBP, SGD or in **LKR**
.....(per unit in words)
..... (per unit in number).
- (d) Our bid shall be valid for the time specified in ITB Clause 8.1
- (e) We understand that our bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.
- (f) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- (g) Bid Securing Declaration is attached and same is valid for a period of 120 days after the bid submission deadline date.

Signed:

Name:

Date

ANNEXURE A: Bid Acknowledgement Form

IMPORTANT

All Bidders should confirm the intention to submit a Bid by forwarding the duly completed Bid Acknowledgement form given below, 07 working days prior to the Bid closing date.

RECEIPT OF THE BID DOCUMENTS

Receipt of your Bid invitation document no. is hereby acknowledged.

☐

You may expect to receive our proposal on or before.....

.....
.....
.....

☐

We do not intend to bid because

.....
.....
.....
.....

Signed :

Title :

Company :

Date :

ANNEXURE B: Price Schedule Form

INVITATION FOR SUBMISSION OF BIDS FOR SUPPLY OF CHILLER TRUCK

Item Description	UOM	Brand	Required Quantity	Price (Deliver to SLC) LKR	Currency	Duty Free Price				Lead Time
						FOB Price	Freight	Insurance	Other Cost	
SUPPLY, INSTALLATION, COMMISSIONING & TRAINING OF SOLAR PV SYSTEM FOR WASTEWATER TREATMENT PLANT AREA	01		01							

Payment Term

Advanced payment of 30% on the submission of an unconditional bank guarantee from a registered reputed Commercial Bank in Sri Lanka, balance 70% after installation & Commissioning.

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ANNEXURE C: Compliance sheet

Parameter	SLC Requirement	Comply	Not Comply	Other Details
Details - Overall System				
Capacity of Solar System	Should be minimum 50 kW			
Monthly Generation	Supplier should mention the Monthly Average Electricity Generation in kWh.			
Structure	Supplier should design & build the structure of Plant			
Necessary Approvals	Supplier should get all necessary Approvals from CEB & the all the Cost related to CEB Approvals should be included in the offer			
Final Connection	AC output of Solar Generation should be connected to bus bars of ATS – CEB at Main Panel Room			
Online Monitoring	The system should be able to monitor & Troubleshoot through On-line Portal through any devices connected with internet			
Solar Panel/Inverter/Cables				
Solar Technology	Should mention the Solar Technology & Panel Type used in the system			
No of Solar Panels	Should mention the no of Solar Panels & Invertors in the system			
Cable Laying	All DC & AC Cables should be laid in a Cable Trunking or PVC Pipes			
Should include these components & mention Capacities/ Qty/Brand/Model/Country of Origin & Warranties	• Solar Panels			
	• Invertors			
	• String Combiner Box			
	• DC Cables			
	• AC Cables			
	• Earth Cables			
	• Cable Trunking			
	• AC/DC Enclosures			
	• MCCB			
	• Other Isolators			
	• Over Current/Voltage & Short Circuit Protections			
	• ELR & other Protective components			
	• SPDs - AC			
	• SPDs - DC			
	• Power Analyzer			
Canopy Roof	Supplier should fix a Angle canopy roof at Inverter Area			
Earthing	All Solar Panels, Structure, Invertors,...etc should be Properly earthed.			

Structure				
Height	Solar Panel mounting structure should be minimum 8ft height with reference to the Treatment Plant Tank finish floor Level			
Main Columns	Contractor should use Galvanized H – Iron - Size & thickness should be mentioned			
Beams	Contractor should use Galvanized C - Channels - Size & thickness should be mentioned			
Solar mounting Structure	should use Aluminium bars & Stainless-Steel nut & bolts			
Walking Path	should fix a 450mm width walking path for maintenance purpose using Aluminium Checker Plate. Also, should fix a Ladder to access this path			
Painting	All steel structural components should be applied marine paint for corrosion protection.			
Warranty/After Service				
Service Agreement	Supplier should provide 1-year comprehensive warranty for the whole system. All repairs should be done Free of Charge during this period			
Free services	Should provide 4 Nos of free services per calendar year during Comprehensive warranty period			
Annual Maintenance Agreement	Supplier should submit a proposal for Annual Maintenance Agreement for 3 years. There should be 4 Nos of service per Year.			
Performance Warranty	should provide a Performance Warranty for the system, to ensure that the calculated Electricity Units will be actually generated by system. System should achieve at least 80% of Performance by 25 years warranty.			
	If Production decrease in first year, it should be achieved adding extra solar modules or using another method FOC			
After sale services	Should have a Technical Team to provide after sale services			
Breakdowns	Should attend within 24 hrs for breakdowns of system during the AMC			
Individual Warranty for Key Components	Solar Panels - More than 20 Years			
	Inverters - More than 8 Years			
	Structure - 5 Years			
	Electrical Switch Gear/Components - 3 Years			
Documentation				

ROI	Should submit a ROI sheet along with the Bid			
Catalogs	Should submit all catalogs along with the Bid			
Project Report	Should submit a project Report with all diagrams, devices catalogs, operational Manuals,,,etc (Both soft & Hard copies)			
Chartered Electrical Engineer report	Total System should be inspected by a Chartered Electrical Engineer & should submit the approved documents with project completion.			
Other Terms & Conditions				
Supplier Competence	Supplier should be reputed & should be in PV Solar business more than 5 years			
References	Should provide customer references for same scale projects with contact details.			
Training	Should provide a 1- Day full training session on the project (Both Theoretical & Practical)			
Work Safety	Should adhere to OSHAS guidelines during project implementation			
Damages	Any damage occurring to SLC property during project implementation, should be rectified by Contractor.			
Tools/Machineries	All necessary Tools, Scaffoldings, Safety Items...etc should be supplied by Contractor			

• **Payment term** - Advanced payment of 30% on the submission of an unconditional bank guarantee from a registered reputed Commercial Bank in Sri Lanka, balance 70% after installation & Commissioning.

- Goods will be imported to Sri Lanka under duty free basis.
- Financial evaluation will be carried based on the internal exchanged rate.
- Support necessary approval process

Payment terms : - Advanced payment of 30% on the submission of an unconditional bank guarantee from a registered reputed Commercial Bank in Sri Lanka, balance 70% after installation & Commissioning.

Name of the bidder:-.....

Contact details :-

Address :-

Signature and company stamp:-

ANNEXURE D: Clientele Information Form

Name of the Customer		Company Representative's Contact Details (Please state name, official email address and telephone number)	Client since	Machinery/ Equipment provided
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

ANNEXURE E: - Sample Contract

**SUPPLY, INSTALLATION, COMMISSIONING & TRAINING OF
SOLAR SYSTEM FOR WASTEWATER TREATMENT PLANT AREA**

THIS AGREEMENT made and entered in to in Colombo on this ... day of, Two Thousand and Twenty-Five (/ /2025) by and between

1. **SRILANKAN CATERING LIMITED** a Company incorporated in Sri Lanka bearing company registration No. PV1418PB and having its registered office at No.07, Bandaranaike International Airport, Katunayake, Sri Lanka (hereinafter referred to as **"SLC"**), and
2. **M/s**, a Company incorporated in bearing company registration no. and having its registered office at(hereinafter referred to as the **"Supplier"**).

WHEREAS

- A. SLC is desirous of SUPPLY, INSTALLATION, COMMISSIONING & TRAINING OF
- B. SOLAR SYSTEM FOR WASTEWATER TREATMENT PLANT AREA (hereinafter referred to as (Goods) as per Annexure A and whereas the Supplier is desirous of supplying same.
- C. The Supplier has agreed to supply to SLC quantities of the Goods on terms and conditions set out below.

NOW THEREFORE THE PARTIES AGREE AS FOLLOWS

1.0 OBLIGATIONS OF SUPPLIER

- 1.1 Supplier shall supply the said Goods as per specifications in respect of quality, size, quantity, brand, volume and prices as per Annexure and time of delivery as shall be from time to time indicated by SLC and also be subject to such health certificates/country of origin/certificate for genetically modification free and halal certificate as may be required.

Provided that nothing herein shall prejudice the right of or prevent SLC from checking prices from other sources at any time.

- 1.2 The Purchase Order shall be placed either by telephone, e-mail or facsimile message, which message shall be confirmed by an official Purchase Order along with the relevant reference number.
- 1.3 The Supplier shall confirm receipt of the Purchase Order and its ability to supply same. The Supplier shall supply the Goods in accordance with the instructions of SLC. Any change in the specification/brand/quality/packing/texture/colour shall be subject to prior approval by SLC.
- 1.4 SLC shall be at liberty to cancel/decrease/increase any order prior to delivery, provided however that Goods obtained or manufactured specifically for the purpose of SLC shall not be cancelled after purchase, manufacture or shipment.
- 1.5 All packing shall conform to accepted standards and be designed to prevent and/or minimize damages while in transit/transport or delivery.

- 1.6 If or any reason whatsoever the Supplier is unable to supply the Goods ordered or any part thereof, referred to herein as per purchase orders places by SLC, or SLC rejects same as not being in conformity with the specifications and conditions of supplies, SLC shall be entitled to obtain same from any other source.
- 1.7 SLC shall have complete authority to reject any item as not being in conformity with the specifications and/or conditions of supply/purchase order and the decision of the SLC in that regard shall be final and the supplier shall not have any right of appeal therefrom.
- 1.8 Shall the market price fall below the agreed price during the Contract Period SLC reserves the right to lower the agreed price for such periods.
- SLC shall be at liberty to purchase the products from an alternate cheaper source provided the contractor does not agree to lower the price in par with the prevailing lower prices.
- 1.9 All maintenance activities should be accompanied by the comprehensive warranty

2.0 DELIVERY

The prices in Annexure A is based on delivered to the Flight Kitchen located at Katunayake, Sri Lanka.

3.0 GOODS IN TRANSIT

The Supplier shall at all-time be held responsible for the goods in transit. All orders undertaken shall be supplied in good order as per the quantities, qualities and the specifications mentioned in the relevant Purchase Order.

Any damages, shortages, quality deviations to the goods while in transit shall be made correct immediately and all arrangements shall be made to comply with the original order.

All other procedures such as insurance queries or investigations etc., shall be processed subsequent to the above process.

4.0 PRICE

The Supplier shall sell and SLC shall purchase the goods referred to in Annexure A at prices listed therein from 2025 to the conclusion of the contract.

SLC shall reserves the right to decide the period of implementation within the period stated in the quotation application form.

5.0 LEAD-TIME

SLC shall give the supplier a notice ofto get goods ready.

6.0 INSURANCE

All deliveries shall be subjected to a comprehensive insurance coverage as per follows, as agreed by the both parties.

Full insurance coverage to be procured by supplier for local deliveries to the point of delivery.

7.0 TERM and TERMINATION OF CONTRACT

- 7.1 This Agreement shall come in to force on the Execution Date and shall remain in force for a period of 01 year (the "Contract Period") and the parties may renew this Agreement for a further term(s) on mutually agreed terms and conditions.
- 7.2 Notwithstanding Clause 7.1 SLC may terminate this Agreement by giving to the Supplier 30 days written notice without cause (such termination to take effect on the expiry of the notice period).
- 7.3 SLC may terminate this Agreement forthwith in writing in the event the Supplier does not:
 - 7.3.1 Provide the Goods at the time, manner and/or to the specifications/ quality required by SLC as per purchase orders pursuant to this Agreement;
 - 7.3.2 Comply with the requirements and/or notices of SLC; and/or
 - 7.3.3 Perform, fails or is failing in the performance of any of its obligations under this Agreement.
 - 7.3.4 Either party shall have the right to terminate this Agreement forthwith at any time by giving written notice to the other upon the happening of any of the following events:
 - 7.3.5 If the other party is in breach of any of the terms or conditions of this Agreement;
 - 7.3.6 If the other party enters into liquidation whether compulsory or voluntary (otherwise than for the purpose of amalgamation or reconstruction) or compounds with or enters into a scheme of arrangement for the benefit of its creditors or has a receiver appointed of all or any part of its assets or takes or suffers any similar action in consequence of debt; and/or
 - 7.3.7 If the other party shall cease substantially to carry on trade or shall threaten to cease substantially to carry on trade.
- 7.4 Termination of this Agreement pursuant to the provisions of this Clause shall be without prejudice to the accrued rights and liabilities of either party.
- 7.5 On termination of this Agreement the Supplier shall only be entitled to payment of monies (less any monies as SriLankan Airlines is entitled to deduct/set-off under this Agreement) for Goods duly provided in accordance with the terms of this Agreement. The Supplier shall not be entitled to any further costs, remuneration consequential or special damages, loss of profits or revenue claimed to have been suffered by the Supplier (including its agents, employees and representatives) as a result of this Agreement.

8.0 INDEMNITY AND LIABILITY

- 8.1 The Supplier shall indemnify and hold harmless SLC free and clear from and against any and all losses, costs, expenses, claims, damages and liabilities, to SLC, its officers, agents, employees, representatives or any third parties and/or any property, that may arise pursuant to this Agreement, in particular pursuant to (but not limited to) any:
 - 8.1.1 claim in respect of any workers of the Supplier under the Workman's Compensation laws or any other law;
 - 8.1.2 accident, injury or death caused to any person except where such liability arises by negligence or willful misconduct of SLC, its servants, agents employees or representatives;
 - 8.1.3 acts of theft, pilferage of property or other acts committed by the Supplier or its workers which cause financial loss or are likely to bring SLC into disrepute;
 - 8.1.4 defect(s) in the Goods provided under this Agreement;
 - 8.1.5 violation of any laws, regulations or intellectual property rights of any party;
 - 8.1.6 non-conformity of the Goods with any samples provided by the Supplier and approved by SLC;
 - 8.1.7 Lack of merchantable quality and/or fitness for the purposes of Goods envisaged under this Agreement.
- 8.2 Notwithstanding, Clause 8.1 above, SLC may, without prejudice to its right to terminate this Agreement, require the Supplier to pay SLC the total value of any property lost, damaged or pilfered by the Supplier or its workers.
- 8.3 SLC shall indemnify and hold harmless the Supplier free and clear from and against any and all losses, costs, expenses, claims, damages and liabilities that may arise pursuant to the death or injury of a worker of the Supplier or damage to the Supplier (or its workers) property caused by SLC's negligence or willful misconduct.

9.0 LIQUIDATED DAMAGES

Liquidated damages for late delivery of Goods ordered shall be as follows;

- 9.1 One percent (1%) of the amount of monies payable in respect of the relevant goods as per purchase order per day, for the relevant period of delay, after a grace period of One day.
- 9.2 Liquidated damages have stipulated in sub Clauses 9.1 and 9.2 of this clause shall also apply in the case where staggered deliveries are required.
- 9.3 The Supplier shall in the aforementioned instances make good the irregularity, breach and/or lapse as soon as possible to the satisfaction of SLC and shall reimburse SLC any expenses incurred by it in such said instances.

10.0 PAYMENTS

SLC shall pay the Supplier based on the rates and currencies set out in Annexure A. Subject to section 3.0, no increase in price/or rates shall be permitted.

Terms of payments under this Agreement will be.....

11.0 REJECTION OF GOODS

In the event, where the Goods supplied fail to meet the requirements set out in Annexure **A** and in the opinion of SLC are not keeping with the approved samples or not in keeping with this specification agreed or is in excess of or below the quantity ordered, SLC reserves the right to reject such Goods supplied by notification in writing within 14 days and the supplier shall be required to replace the rejected Goods with the correct requirement immediately without any additional charges or return money in full as recommend by SLC.

Any freight charges/delivery charges incurred in this regard shall be borne by the supplier.

12.0 GOVERNING LAW AND JURISDICTION:

This Agreement shall be governed by the laws of the Democratic Socialist Republic of Sri Lanka and subject to the jurisdiction of the courts of Sri Lanka

13.0 FORCE MAJEURE:

13.1 In the event that either party shall be wholly or partly unable to carry out its obligations under this Agreement by reasons or causes beyond its control, including by way of illustration Acts of God or the public enemy, fire, floods, explosions, epidemics, insurrection, riots or other civil commotion, war, Government order or by any other cause (excluding, however, strikes, lockouts or other labour troubles), which it could not be reasonably be expected to foresee or avoid, then the performance of its obligations in so far as they are affected by such cause shall be excused during the continuance of any inability so caused. Such cause(s) shall however as far as possible be remedied by the affected party with all reasonable dispatch.

13.2 Notwithstanding the above each party shall give the other as soon as possible notice of the occurrence or imminent occurrence of an event as indicated above and where such notice is given verbally it shall be followed immediately in writing.

14.0 GENERAL

14.1 SLC shall after notification in writing to the Supplier, be entitled to assign or transfer the whole or any part of the contract to a subsidiary or associated company or SLC.

14.2 The rights and remedies of SLC against the Supplier for the breach of any condition and for obligations undertaken by the Supplier under this agreement shall not be prejudice or deemed to be waived by reason of any indulgence or forbearance of SLC.

14.3 Nothing in this Agreement shall prevent SLC from availing itself or any remedies provided under the general law in addition to the remedies stipulated in the Agreement.

- 14.4 This Agreement together with the Annexures/Schedules contains the entire Agreement between the parties and shall not be varied amended or affected by the conditions of sale or delivery etc. of the Supplier.
- 14.5 Each party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such party's obligations hereunder have been duly authorized and that their duly authorized signatories have been authorized to execute and deliver this Agreement.
- 14.6 Any notice or other communication required or authorized by this Agreement to be served or given by either party to the other shall be deemed to have been duly served or given if in writing and left at or sent by prepaid registered post to the last known place of business of that; or sent by telex or telegram to such place of business and confirmed by prepaid registered post, similarly addressed, within 24 hours of the dispatch of such telex or telegram;

14.6.1 In the case of SLC to –

Attn : Mr. Kawishka Isuru Senanayake
E-mail : kawishka.senanayake@srilankancatering.com
Tele : 0197334147
Fax : 0197334142

14.6.2 in the case of Supplier to -

Address :
Attn :
E-mail :
Tel :

IN WITNESS WHEREOF the parties hereto have caused their authorized signatories to place their hands hereunto and to one other of the same tenor on the date first referred to above.

For and on behalf of
SriLankan Catering Limited

For and on behalf of
.....

.....
Name: Mr. Mangala Wijesekara

.....
Name:

Designation: CEO

Designation:

Witness :

Witness :

Date :

Date :

ANNEXURE A: Price Schedule Form

**INVITATION FOR SUBMISSION OF BIDS FOR SUPPLY, INSTALLATION, COMMISSIONING & TRAINING OF
SOLAR PV SYSTEM FOR WASTEWATER TREATMENT PLANT AREA**

Item Description	UOM	Brand	Required Quantity	Price (Deliver to SLC) LKR	Currency	Duty Free Price				Lead Time
						FOB Price	Freight	Insurance	Other Cost	
Supply, installation, commissioning & training of Solar PV system for wastewater treatment plant area	01		01							

Payment Term

ITB Clause 10.1 Advanced payment of 30% on the submission of an unconditional bank guarantee from a registered reputed Commercial Bank in Sri Lanka, balance 70% after Installation and Commissioning.

ANNEXURE F: Vendor Information Form



VENDOR INFORMATION FORM
SRILANKAN CATERING LIMITED

Section A – Basic Information of the Vendor

1. Registered Name of the Vendor

2. Registered Address

3. Check Delivery Address

4. Date of Incorporation

5. Business Registration Number

6. Country of Incorporation

7. Nature of the Business

8. Business Type (Local/ Import)

9. Currency:

10. Telephone and Fax Numbers

Telephone :
Fax :

11. E-mail Address

12. Other Contact Details (If Any)

13. Registered Name and the Address of Local Agent (If Any)

Section B – Bank Details of the Vendor

14. Name of the Bank and the Address

15. Account Number

16. SWIFT Code / SORT Code

17. Payment Terms

18. Registered for VAT : YES/ NO

If YES, VAT Registration Number :

Section C – Details of the Directors, Shareholders and Related Parties

19. Name(s) of the Directors

20. Name(s) of the Shareholders

21. Name(s) of the Directors of parent/subsidiary who are also Directors of SriLankan Catering Limited	
22. Name(s) of the Directors of parent/subsidiary who are also Employees of SriLankan Catering Limited	
23. Names of Close Family Members who are either Directors/Employees of SriLankan Catering Limited	

Section D – Conflict of Interest

24. I hereby certify that to my knowledge, there is no conflict of interest involving the vendor named below:

	Yes	No
I. No SLC employee or SLC employee's immediate family member has an ownership interest in vendor's company or is deriving personal financial gain from this contract.		
II. No retired SLC employee who has been retired or separated from the SLC for less than one (1) year has an ownership interest in vendor's Company.		
III. No SLC employee is contemporaneously employed or prospectively to be employed with the vendor.		
IV. Vendor hereby declares it has not and will not provide gifts or hospitality of any monetary value or any other gratuities to any SLC employee to obtain or maintain a contract.		
<p>V. Please note any exceptions below: Name of SLC employees, elected officials, or immediate family members with whom there may be a potential conflict of interest</p> <p>I. Name :-----</p> <p>II. Relationship to employee:-----</p> <p>III. Interest in vendor's company:-----</p> <p>IV. Other:-----</p>		

Section E – Supporting Documents

25. Please Attach Copies of ,

- I. Business Registration
- II. Form 20 (Names of the Directors)
- III. VAT/SVAT Registration/ Details
- IV. Attach a Copy of Bank Statement/ Bank Book/ Bank Details printed on Company Letterhead.
- V. Three Years Audit Statement Signed by Approved Accountant

As authorized representative of [Name of the Vendor], I hereby confirm on behalf of [Name of the Vendor] that the information provided above are true and accurate and acknowledge that the bid of [Name of the Vendor] submitted herewith shall be rejected in the event all or any of the information submitted above is found to be incorrect.

Details of the Vendor's Authorized Signatory

Name:

Designation:

Date:

Signature & Company Rubber Stamp:

OFFICE USE ONLY**SECTION E : VENDOR REGISTRATION DETAILS**

26. System

INFLAIR

ORACLE

27. Supplier Selection Criteria

28. Supplier Code

29. Estimated Value of the Contact (Based on the Estimated Consumption)

Approval

Approval

Manager – Procurement and shipping

Manager - Finance

<Company Letter Head>

<Date>,
Accountant – Payments and Compliances,
SriLankan Catering Limited,
Bandaranaike International Airport,
Katunayake.

Dear Sir,

PROCESSING OF PAYMENTS THROUGH ONLINE/INTERNET BANKING

This is to inform you that <Supplier Name> bank details as follows for transfer future payments.

Company Details	Bank Details
Name of the Bank (HNB account holders will get payment on the same day)	
Branch Name	
Account Number	
Bank Code (If any)	
Branch code (If any)	
SWIFT Code (If any)	
IBAN (If any)	
Contact Details	
e-mail Address (for payment notification)	
Mobile Number (to send you remittance via SMS alternatively) (Not applicable for foreign Suppliers)	
Name of the contact person (to be contacted for clarifications, if any)	

Your corporation in this regard is highly appreciated.

Thanking you.
Yours faithfully,

.....
<Authorized Signature>
<Designation>

ANNEXURE G: Non-collusion Affidavit (Mandatory Document)

The undersigned bidder or agent, hereby solemnly, sincerely, and truly declares and affirms/makes an oath and states as follows;

a) That he/she has not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership representing him/her, entered into any combination, collusion, or similar agreement with any person in connection with the price to be bid;

b) That he/she or anyone representing him/her has not taken any step whatsoever to prevent any person from bidding, nor to induce anyone to refrain from bidding; and

c) That this bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to this bid.

He/she further states that no person, firm, or corporation has received or will receive, directly or indirectly, any rebate, fee, gift, commission, or thing of value in connection with the submission of this bid.

The bidder accepts full responsibility for ensuring the absence of collusion and hereby pledges to abide by fair and ethical competition practices throughout the procurement process and fully comply with the applicable Procurement Guidelines.

I hereby affirm, under the penalties for perjury, that all statements made by me in this affidavit are true and correct.

The foregoing Affidavit having been duly read over and explained by me to the Affirmant above named and he/she having understood the contents therein and admitted to be correct, affirmed and set his/her signature hereto before me)

on thisday of at

BEFORE ME,

JUSTICE OF THE PEACE/COMMISSIONER OF OATH

ANNEXURE H : PERFORMANCE GUARANTEE

----- [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 Contractor/Supplier] (hereinafter called "the Contractor") has entered into Contract No. ----- [reference number of the contract] dated ----- with you, for the ----- [insert "construction"/ "Supply"] of ----- [name of contract and brief description of Works] (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 Contractor, 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 contract completion date] and any demand for payment under it must be received by us at this office on or before that date.

[signature(s)]

ANNEXURE I: Document Check List

Please submit the completed document check list along with the Bid with the below requested documents.

Document Ref	Title of the Document	Status	Completed, Signed, Stamp	Response of Bidder
Sections IV	Bid Submission form	Mandatory	Submitted/ Not Submitted	
Annexure B	Bid Security declaration	Mandatory	Submitted/ Not Submitted	
Annexure C	Price Schedule form	Mandatory	Submitted/ Not Submitted	
Annexure D	Compliance Sheet	Mandatory	Submitted/ Not Submitted	
Annexure G	Vendor Registration Form including Business Registration Certificate, Form 20(Directors/share holder details)	Mandatory for new suppliers	Submitted/ Not Submitted	
Above documents are mandatory requirement when Bid submission and Bids without above documents (not Completed/Not signed/Not stamped) will be stand rejected				

Successful Bidder/Bidders should submit the performance security as stated in Section 1, 20.4 and 20.5. Agree/ Not Agree

.....

Date:
 Stamp

Name/ Signature

Company