

DEMOCRATIC SOCIALIST REPUBLIC OF SRILANKA

MINISTRY OF DEFENCE



BIDDING DOCUMENT

FOR

**Supply of Fleet Insurance Cover for Vehicles of National Building
Research Organisation**

NBRO/AD/23/184

.....
Name of Bidder

NATIONAL BUILDING RESEARCH ORGANISATION



August 2023

NATIONAL BUILDING RESEARCH ORGANISATION

99/1, JAWATTA ROAD, COLOMBO 5.

TEL : (011) – 2501834, (011) – 2500354, (011) – 2588946

FAX: (011) – 2502611, 589943

E-MAIL: NBRO@SLTNET.LK

web site: www.nbro.gov.lk

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INVITATION TO BIDDERS

- 1.The Chairman, Procurement Committee of National Building Research Organization (NBRO) invites sealed bids from eligible bidders for the Vehicle fleet insurance of attached list of vehicles. (Please refer Annex – I)
- 2.The bidding will be conducted through listed insurance companies of Insurance Regulatory Commission and licensed to carry out insurance business.
- 3.Interested bidders may obtain further information from Director Administration of NBRO, 99/1, Jawatta Road, Colombo 05 from 09.00 hrs to 15.00 hrs from 29.08.2023 to 11.09.2023.
- 4.To be eligible for award, the contract the successful bidder shall not been black listed in the Insurance Regulatory Commission.
- 5.The qualification requirement for award of contract shall;
 - a.The bidder shall have dully registered insurance business in Central Bank of Sri Lanka.
 - b.Listed insurance company in General Insurance business of Insurance Regulatory Commission.
- 6.Dully perfected bids with duplicate address to Chairman, Procurement committee, National Building Research Organisation, 99/1, Jawatta Road, Colombo -05 shall be deposited in the tender box kept at the NBRO premises or sent under registered post to reach, on or before the bid closing date of 14.00 hrs on 11.09.2023. The Bids will be opening soon after the closing time.
- 7.Bids shall be valid for a period of 120 days from the bid closing date.
- 8.All bids shall be accompanied by a bid- security of Rs. 10,000/= Bid security shall be valid up to 120 days from the closing date of the bids. (from 11.09.2023 to 08.01.2024)

Chairman
Procurement Committee
National Building Research Organisation,
99/1, Jawatta Road,
Colombo – 05.

INSTRUCTIONS TO BIDDERS

The general instruction to bidders are given below;

Name of the Purchaser	National Building Research Organisation
Name of the Contract	Supply of Vehicle Fleet Insurance Cover for 2023/2024
Identification Number	NBRO/AD/23/184
Details for <u>Clarification of bid</u>	Attention: Acting Director, Administration Address: Administration Division, National Building Research Organisation, 99/1, Jawatta Road, Colombo 05 Telephone: 011-2588946 Facsimile number: 011-2589943 Electronic mail address: <u>nbro.vehicles@gmail.com</u>
Additional documents to be submitted	Certificate of Business registration or incorporation of the company (Certified Copy);
Bid validity period	The bid shall be validity until 08.01.2024.(120 days from date of bid opening)
Bid Security	The amount of the Bid Security shall be: Rs10,000.00 <i>The validity period of the bid security shall be until</i> 08.01.2024 (120 from date of bid opening) Bid Security shall be a Bank guarantee issued by a reputed bank acceptable to Central Bank of Sri Lanka or a cash deposit made to Cashier, NBRO.
Bid submission	The inner and outer envelopes shall bear the following identification marks: Bid Name: Supply of Fleet Insurance Cover for Vehicles of NBRO Identification No : NBRO/AD/23/184
	For bid submission purposes, the Purchaser's address is: Attention: Chairman/ Procurement Committee Address: National Building Research Organisation, 99/1, Jawatta Road, Colombo 05 The deadline for the submission of bids is: Date: 11.09.2023 Time: 14.00 hrs.
Bid Opening	The bid opening shall take place at: Auditorium of NBRO Address: 99/1, Jawatta Road, Colombo 05. Date: 11.09.2023 Time: 14.00 hrs

BIDDING FORMS

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Bid Submission Form

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

Date: *[insert date (as day, month and year) of Bid Submission]* No.: *[insert number of bidding process]*

To: Chairman, Procurement Committee, National Building Research Organization

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda No.: *[insert the number and issuing date of each Addenda]*;
- (b) We offer to supply in conformity with the Bidding Documents

Supply of Vehicle Fleet Insurance Cover for 2023/2024
- (c) The total price of our Bid without VAT, including any discounts offered is: *[insert the total bid price in words and figures]*;
- (d) The total price of our Bid including VAT, and any discounts offered is: *[insert the total bid price in words and figures]*;
- (e) Our bid shall be valid for the period of time specified in ITB, from the date fixed for the bid submission deadline, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our bid is accepted, we commit to obtain a performance security in accordance with ITB for the due performance of the Contract;
- (g) We have no conflict of interest;
- (h) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared blacklisted by the National Procurement Agency;
- (k) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.

- (l) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

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

In the capacity of :
[insert legal capacity of person signing the Bid Submission Form]

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

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

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

Schedule of Compliances

(Schedule should be filled by the Bidder)

A. Requirement for the Fleet Insurance of Motor Cars.

1.	The period of insurance required is from 14.10.2023 to 13.10.2024 for one year including both days.	Compliance	
		Yes	No
2.	<p>Immediate confirmation of the comprehensive insurance cover on request.</p> <p>(a) Pending documentation and payment.</p> <p>(b) Without inspection of the vehicle for all motor vehicles, if it is already covered with a comprehensive insurance policy.</p>		
3.	<p>The valuation for the vehicles given by NBRO should be accepted.</p> <p>If independent valuation is required, it can be obtained only from Automobile Association of Sri Lanka for which the insurance company has to pay.</p>		
4.	<p>1. Comprehensive Cover The Company will indemnify the insured against loss of or damage to Motor Vehicles Insured Estimated value or market value whichever is less at the time of accident described</p> <p>a. By accidental external means</p> <p>b. By fire, external explosion, self-ignition lightning or burglary, house breaking or theft</p> <p>c. By malicious act</p> <p>d. Whilst in transit by road, rail, inland waterway, lift or elevator.</p> <p>2. Flood with Natural Perils (Limited to estimated value)</p> <p>3. Strike Riot and Civil Commotion (Limit – Sum Insured)</p> <p>4. Free Personal Accident Benefit for Employee Driver up to Rs. 1,000,000.00 per person</p> <p>5. Free Personal Accident Benefit for 3 Employee Passengers up to Rs.100, 000.00 per person</p> <p>6. Third Party Property Damage up to Rs. 15,000,000.00</p> <p>7. Third Party Bodily Injury (Unlimited)</p> <p>8. Terrorism - (Limit - Sum insured)</p> <p>9. Air Bag Cover</p>		
5.	<p>The criteria of granting no claim bonus should be specifically mentioned.</p> <p>The insurer/Bidder should fill all the columns with no claim bonus (with taxes) in the attached tender form.</p> <p>The Bidder who does not complete with the requirements will not be considered for evaluation.</p>		
6.	The Bidder should attach a list of government/private institutions who obtain the vehicle fleet insurance service		

B. Requirement for the Fleet Insurance of Commercial Vehicles.

1.	The period of insurance required is from 14.10.2023 to 13.10.2024 for one year including both days.	Compliance	
		Yes	No
2.	<p>Immediate confirmation of the comprehensive insurance cover on request.</p> <p>(c) Pending documentation and payment.</p> <p>(d) Without inspection of the vehicle for all motor vehicles, if it is already covered with a comprehensive insurance policy.</p>		
3.	<p>The valuation for the vehicles given by NBRO should be accepted.</p> <p>If independent valuation is required, it can be obtained only from Automobile Association of Sri Lanka for which the insurance company has to pay.</p>		
4.	<p>1. Comprehensive Cover The Company will indemnify the insured against loss of or damage to Motor Vehicles Insured Estimated value or market value whichever is less at the time of accident described</p> <p>a. By accidental external means</p> <p>b. By fire, external explosion, self-ignition lightning or burglary, house breaking or theft</p> <p>c. By malicious act</p> <p>d. Whilst in transit by road, rail, inland waterway, lift or elevator.</p> <p>2. Flood with Natural Perils (Limited to estimated value)</p> <p>3. Strike Riot and Civil Commotion (Limit – Sum Insured)</p> <p>4. Free Personal Accident Benefit for Employee Driver up to Rs. 1,000,000.00 per person</p> <p>5. Free Personal Accident Benefit for 3 Employee Passengers up to Rs.100, 000.00 per person</p> <p>6. Third Party Property Damage up to Rs. 5,000,000.00</p> <p>7. Third Party Bodily Injury (Unlimited)</p> <p>8. Terrorism - (Limit - Sum insured)</p> <p>9. Air Bag Cover</p>		
5.	<p>The criteria of granting no claim bonus should be specifically mentioned.</p> <p>The insurer/Bidder should fill all the columns with no claim bonus (with taxes) in the attached tender form.</p> <p>The Bidder who does not complete with the requirements will not be considered for evaluation.</p>		
6.	The Bidder should attach a list of government/private institutions who obtain the vehicle fleet insurance service		

C. Requirement for the Fleet Insurance of Three Wheelers.

1.	The period of insurance required is from 14.10.2023 to 13.10.2024 for one year including both days.	Compliance	
		Yes	No
2.	<p>Immediate confirmation of the comprehensive insurance cover on request.</p> <p>(e) Pending documentation and payment.</p> <p>(f) Without inspection of the vehicle for all motor vehicles, if it is already covered with a comprehensive insurance policy.</p>		
3.	<p>The valuation for the vehicles given by NBRO should be accepted.</p> <p>If independent valuation is required, it can be obtained only from Automobile Association of Sri Lanka for which the insurance company has to pay.</p>		
4.	<p>1. Comprehensive Cover The Company will indemnify the insured against loss of or damage to Motor Vehicles Insured Estimated value or market value whichever is less at the time of accident described</p> <p>a. By accidental external means</p> <p>b. By fire, external explosion, self-ignition lightning or burglary, house breaking or theft</p> <p>c. By malicious act</p> <p>d. Whilst in transit by road, rail, inland waterway, lift or elevator.</p> <p>2. Flood with Natural Perils (Limited to estimated value)</p> <p>3. Strike Riot and Civil Commotion (Limit – Sum Insured)</p> <p>4. Free Personal Accident Benefit for Employee Driver up to Rs. 1,000,000.00 per person</p> <p>5. Free Personal Accident Benefit for 3 Employee Passengers up to Rs.100, 000.00 per person</p> <p>6. Third Party Property Damage up to Rs. 500,000.00</p> <p>7. Third Party Bodily Injury (Unlimited)</p> <p>8. Terrorism - (Limit - Sum insured)</p>		
5.	<p>The criteria of granting no claim bonus should be specifically mentioned.</p> <p>The insurer/Bidder should fill all the columns with no claim bonus (with taxes) in the attached tender form.</p> <p>The Bidder who does not complete with the requirements will not be considered for evaluation.</p>		
6.	The Bidder should attach a list of government/private institutions who obtain the vehicle fleet insurance service		

D. Requirement for the Fleet Insurance of Motor Cycles

1.	The period of insurance required is from 14.10.2023 to 13.10.2024 for one year including both days.	Compliance	
		Yes	No
2.	<p>Immediate confirmation of the comprehensive insurance cover on request.</p> <p>(g) Pending documentation and payment.</p> <p>(h) Without inspection of the vehicle for all motor vehicles, if it is already covered with a comprehensive insurance policy.</p>		
3.	<p>The valuation for the vehicles given by NBRO should be accepted.</p> <p>If independent valuation is required, it can be obtained only from Automobile Association of Sri Lanka for which the insurance company has to pay.</p>		
4.	<p>1.Comprehensive Cover The Company will indemnify the insured against loss of or damage to Motor Vehicles Insured Estimated value or market value whichever is less at the time of accident described</p> <p>a.By accidental external means</p> <p>b.By fire, external explosion, self-ignition lightning or burglary, house breaking or theft</p> <p>c. By malicious act</p> <p>d.Whilst in transit by road, rail, inland waterway, lift or elevator.</p> <p>2. Flood with Natural Perils (Limited to estimated value)</p> <p>3. Strike Riot and Civil Commotion (Limit – Sum Insured)</p> <p>4. Free Personal Accident Benefit for Employee Driver up to Rs. 1,000,000.00 per person</p> <p>5. Free Personal Accident Benefit for Employee Pillion Rider up to Rs.100, 000.00 per person</p> <p>6. Third Party Property Damage up to Rs. 100,000.00</p> <p>7. Third Party Bodily Injury (Unlimited)</p> <p>8. Terrorism - (Limit - Sum insured)</p>		
5.	<p>The criteria of granting no claim bonus should be specifically mentioned.</p> <p>The insurer/Bidder should fill all the columns with no claim bonus (with taxes) in the attached tender form.</p> <p>The Bidder who does not complete with the requirements will not be considered for evaluation.</p>		
6.	The Bidder should attach a list of government/private institutions who obtain the vehicle fleet insurance service		

E. Services to be provided for Motor Cars, Commercial Vehicles, Three Wheelers and Motor Cycles, by the Bidder.

Item No.	Description	Compliance	
		Yes	No
1.	<input type="checkbox"/> On-site inspections <input type="checkbox"/> 24-hour helpline & Call Centre <input type="checkbox"/> Island-wide network of approved garages <input type="checkbox"/> An advance payment by considering labor and parts. <input type="checkbox"/> FTU - (On site settlement) up to Rs. 50,000/- (Other than Motor Cycle) <input type="checkbox"/> The original bills and completed original claim form should be submitted in the event of an accident repair. <input type="checkbox"/> The claim payment will be made within 3 working days after submitting all documents. <input type="checkbox"/> Cashless Settlement Once the repair is completed to the insured's satisfaction the payment will be made directly to the garage		
2.	If any Additional services provide by the bidder		

F. Deductions/Excesses

F.1. Motor Cars

Year	Body Parts/Windscreen	Suspension System	Engine part & All drive parts	Rubber Parts/Plastic Items	Electrical/Electronic	Air Bag/Seat belt	Any Other
1 st							
2 nd							
3 rd							
4 th							
5 th							
6 th							
Beyond							

F.2. Commercial Vehicles

Year	Body Parts/Windscreen	Suspension System	Engine part & All drive parts	Rubber Parts/Plastic Items	Electrical/Electronic	Air Bag/Seat belt	Any Other
1 st							
2 nd							
3 rd							
4 th							
5 th							
6 th							
Beyond							

F.3. Three Wheelers

Year	Body Parts/Windscreen	Suspension System	Engine part & All drive parts	Rubber Parts/Plastic Items	Electrical/Electronic	Air Bag/Seat belt	Any Other
1 st							
2 nd							
3 rd							
4 th							
5 th							
6 th							
Beyond							

F.4. Motor Cycles

Year	Body Parts/Windscreen	Suspension System	Engine part & All drive parts	Rubber Parts/Plastic Items	Electrical/Electronic	Air Bag/Seat belt	Any Other
1 st							
2 nd							
3 rd							
4 th							
5 th							
6 th							
Beyond							

Note:

Insurance provider/bidder should fill all the columns of attached forms.

All the Bidders should fill columns of premium of the price schedules as specified with all taxes and VAT component.

If not their offers will be treated as not responsive & rejected.

Pricing Schedule

(Please refer Annex – I)

Motor Cars								
No.	Reg. No.	Premium (without Tax & VAT) SLR	Other Tax & Charges	Premium without VAT	% of No Claim bonus	Amount of VAT Component SLR	Premium with No Claim Bonus with VAT & all Taxes SLR	Remarks
1.	301-7660							
2.	301-8386							
3.	CAQ-9233				+-			
4.	CAQ-9234							
5.	CAF-1926							

Commercial Vehicles

No.	Reg. No.	Premium (without Tax & VAT)	Other Tax & Charges	Premium without VAT	% of No Claim bonus	Amount of VAT Component SLR	Premium with No Claim Bonus with VAT & all Taxes SLR	Remarks
1.	PH-3752							
2.	PY-4620							
3.	LH-8973							
4.	DAF-3306							
5.	LO-7346							
6.	LN-0786							
7.	PG-2948							
8.	PG-2631							
9.	PF-8427							
10	PF-8418							
11	PE-2890							
12	PF-8649							
13	PE-2893							
14	PF-8454							
15	PE-2884							
16	PE-2880							
17	PF-8441							
18	PF-8451							
19	PG-0097							

Three Wheelers			
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No.	Reg. No.	Premium (without Tax & VAT)	Other Tax & Charges	Premium without VAT	% of No Claim bonus	Amount of VAT Component SLR	Premium with No Claim Bonus with VAT & all Taxes SLR	Remarks
1	QV-2859							

Motor Cycles			
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No.	Reg. No.	Premium (without Tax & VAT)	Other Tax & Charges	Premium without VAT	% of No Claim bonus	Amount of VAT Component SLR	Premium with No Claim Bonus with VAT & all Taxes SLR	Remarks
1	WX-3165							
2	WX-3187							
3	WX-3206							
4	WX-3176							
5	WX-3182							
6	WX-3188							
7	WX-3199							
8	WX-3193							
9	WX-3189							
10	WX-3153							

As per the List of vehicles supply by the NBRO (Annex- I), to be insured with their present value, the Total Quoted Premium (Excluding Taxes)

Sri Lankan Rupee

(For comprehensive Cover)

NAME OF THE BIDDER:

.....

NAME OF THE AUTHORIZED PERSON:

.....

SIGNATURE:

Date:

COMPANY SEAL:

[This Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]

Beneficiary: National Building Research Organization,
99/1, Jawatta Road, Colombo 5.

BID GUARANTEE No. :..... *[insert (by issuing agency) number]*

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

- (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.

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

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Form – 1**Bidder's Information Sheet** *(Bidder shall fill following table)*

Bidder's Information	
Bidder's legal name	
In case of Joint Venture, legal name of each partner	
Bidder's country of constitution	
Bidder's year of constitution	
Bidder's legal address in country of constitution	
Bidder's authorized representative (name, address, telephone numbers, fax numbers, e-mail address)	
Black Listed Supplies	
Have you been declared as a defaulted Supplier by NPA or any other Agency? Yes/No	
If yes, Provide details	
Any Other	

Declaration from of the Bidder:

I/We the under signed having read and fully acquainted myself/ourselves with the contents of the “**Information and Instructions to Bidders and Terms and Conditions of Bids**” pertaining to the above Bid, along with Schedules attached. Thereto, do hereby undertake to supply and deliver the services referred to therein, in accordance with the aforesaid Instructions, Terms and Conditions. The makeup of the aforesaid total Bid Price is given in the accompanying Price Schedules.

2. I/We confirm that this offer shall be valid until on **13th of October 2024** and that it will not be withdrawn or revoked prior to that date.

3. I/We attach hereto the following documents as part of my/our Bid.

- i. Price Schedules.
- ii. Documentary evidence to establish eligibility to bid.
- iii. Documentary evidence to establish that services offered from an eligible source and origin.
- iv. Bid guarantee.
- v. Documentary evidence to establish qualifications for the performance of the contract.
- vi. Any other document.

4. I/We understand that the National Building Research Organisation (NBRO) is not bound to accept the lowest Bid and that the NBRO reserves the right to reject any or all Bids or to accept any part of a Bid without assigning any reasons therefore.

5. We undertake to adhere to the Delivery Schedule attached.

6. My/Our Bank Reference is as follows;

Name of Bank :

Address :

.....

Telephone :

Fax :

E-mail :

VAT Reg. No. :

.....

Signature of the Bidder & Seal of the Company.

Date:

In the presence of:

Witnesses:

1. Name and NIC No.

Signature

Address

2. Name and NIC No.

Signature

Address

No .	Vehicle No.	Model	Year of Manufacture	Purchasing Value Rs.	Valuation Amount (2023) Rs.	Premium
1	CAF-1926	Jeep	2015	7,250,000.00	12,500,000.00	
2	301-7660	Car	2000	1,200,000.00	2,300,000.00	
3	301-8386	Car	2000	1,200,000.00	2,300,000.00	
4	QV-2859	Three wheel	2009	325,000.00	725,000.00	
5	PH-3752	Van	2016	10,243,500.00	6,500,000.00	
6	PY-4620	Single Cab	2014	1,450,000.00	2,250,000.00	
7	LH-8973	Motor Lorry	2010	4,000,000.00	4,300,000.00	
8	DAF-3306	Single Cab	2016	1,725,000.00	2,400,000.00	
9	LN-0786	Motor Lorry (Boom Truck)	2017	9,400,000.00	9,500,000.00	
10	LO-7346	Motor Lorry (Boom Truck)	2019	18,540,000.00	14,500,000.00	
11	PG-2948	Double Cab	2015	6,590,000.00	12,500,000.00	
12	PF-8427	Double Cab	2014	6,390,000.00	12,500,000.00	
13	PF-8418	Double Cab	2014	6,390,000.00	12,500,000.00	
14	PE-2890	Double Cab	2012	8,650,000.00	12,500,000.00	
15	PF-8649	Double Cab	2014	6,390,000.00	12,500,000.00	
16	PE-2893	Double Cab	2012	8,650,000.00	12,500,000.00	
17	PF-8454	Double Cab	2014	6,390,000.00	12,500,000.00	
18	PE-2884	Double Cab	2012	8,650,000.00	12,500,000.00	
19	PE-2880	Double Cab	2012	8,650,000.00	12,500,000.00	
20	PF-8441	Double Cab	2014	6,390,000.00	12,500,000.00	
21	PF-8451	Double Cab	2014	6,390,000.00	12,500,000.00	
22	PG-2631	Double Cab	2015	6,590,000.00	12,500,000.00	
23	PG-0097	Double Cab	2015	3,349,732.00	12,500,000.00	
24	CAQ-9233	Car	2016	7,390,000.00	6,500,000.00	
25	CAQ-9234	Car	2016	7,390,000.00	6,500,000.00	
26	WX-3165	Motor Bike	2011	165,000.00	170,000.00	
27	WX-3187	Motor Bike	2011	165,000.00	170,000.00	
28	WX-3206	Motor Bike	2011	165,000.00	170,000.00	
29	WX-3176	Motor Bike	2011	165,000.00	170,000.00	
30	WX-3182	Motor Bike	2011	165,000.00	170,000.00	
31	WX-3188	Motor Bike	2011	165,000.00	170,000.00	
32	WX-3199	Motor Bike	2011	165,000.00	170,000.00	
33	WX-3193	Motor Bike	2011	165,000.00	170,000.00	
34	WX-3189	Motor Bike	2011	165,000.00	170,000.00	
35	WX-3153	Motor Bike	2011	165,000.00	170,000.00	