



State Trading
(General) Corporation

Bidding Document
(Design & Build)

INTERIOR DESIGN & BUILD OF
Renovation of STC Head Office
STC/SS/MCE/2024/HDOF/INTERIOR/02

DATE OF CLOSING OF : 27/06/2024 2.00PM

COMPANY NAME :

Section II. Submission Data

ITB Clause Reference	A. General
ITB 1.1	The Purchaser is Sri Lanka State Trading (General) Corporation Ltd.
ITB 1.1	Interior Renovation of STC LOBBY, CHAIRMAN OFFICE STC/SS/MCE/2024/HDOF/INTERIOR/02
ITB 4.4 ¹	Reputed Interior Designing Companies, Reputed Contractors having Previous Experience in projects equivalent.
	B. Contents of Bidding Documents
ITB 7.1	For Clarification purposes only, the Purchaser's address is: Contact Person : Mrs.Anupama Peiris Address: Sri Lanka State Trading (General) Corporation Ltd. 100, Nawam Mawatha, Colombo 02. Telephone: +94 702590329 (General 0112422341/ext 235) Fax number: +94 112447970 E mail address: lankagen@sltnet.lk / anupama@stc.lk
	C. Preparation of Bids
ITB 22.2 (c)	All Bids shall bear "Interior Renovation of STC Lobby, Chairman Office STC/SS/MCE/2024/HDOF/INTERIOR/02" on top left hand corner of envelops

Design and Build – Interior Renovation of STC Lobby and Chairman Office

Sri Lanka State Trading (General) Corporation calls Design and Build proposals for Interior Renovation of STC head office Main lobby, chairman office located at 100, Nawam Mawatha, Colombo 02 which operate area as below.

Bidding will be conducted through Limited Competitive Bidding Procedure.

1. STC main Lobby
2. Chairman Office
3. Chairman Secretary office and lobby
4. Pantry and Washroom

4.1. Company Details

Company Name	
Business Address & Contact Details	
Office Address/Workshop Address	

4.2. Contact Person

Contact	Detail
Person Name	
Organization Name	
Address	
Telephone	
Mobile Numbers	
Fax	
E – mail	

4.3. Financial Standing

Financial Data	2021	2022	2023	Average
Annual Revenue				
Profit before tax				
Cash and cash equivalents at the beginning of the year				
Net cash from operating, investing & financing activities.				
Cash and cash				

equivalents at year end				
Balance Sheet Status at year end:				
Equity				
Liabilities				

1.4 Staff Resources

Include the following personal details for the current year and the previous years.

Average manpower	Year before last		Last year		This Year	
	Overall	Total for fields related	Overall	Total for fields related	Overall	Total for fields related
Management						
Technical Officers						
Designers						
Supervisors						
Other staff						

1.5 Experience in the field

Details of Projects Successfully Completed within Last 5 Years, with reference Contact Details & Full Details with Pictures

Indicate the relevant Details in the table below

S.No	Location	Details of the Project	Contact Details
1			
2			
3			
4			

5			
6			
7			

**2.0 Proposed Design and BOQ –
(Submit details in following order – and Tagged)**

2.1) 2D Artwork of the Conceptual Design

2.2) Detailed Concept

2.3) Required Filled Attached BOQ with Price Proposal

2.4) Proposed Time Frame to complete the job – 14-30 days

2.5) Availability of 3D Artwork

2.6) Proposed Interior Requirements

- Furniture – Upholstered/ Polished/ New purchases
- Flooring work
- Ceiling painting work
- Wall pictures
- Wall papers installation
- Light fittings
- Roller blinds
- Civil work – Painting
- Electrical work
- Demolition work
- Construction work
- Rugs
- Signage

2.7) Warranty terms and conditions:

2.8) Mode of payments:

Maximum 20% Advance (Advanced Bond required), 30% (After completion of 50%), 45% Payment after Completion, 5% Retention after 6 months from the completion date.

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

The following points system will be used for evaluating of the technical team and technical proposal:

Criteria			Maximum point
(i)	Work Experience (25)	a) Supply and installation experience in last 5 years Minimum Points = 5 (For 5 Similar complex project) Above 5 projects, each gets 1 point maximum up to 5 points (1x5= 5)	10
		b) Design experience in last 5 years	5
		Minimum Points = 2.5 (For 5 Similar complex project) Above 5 projects, each gets 0.5 point up to maximum 2.5 points (0.5x5= 2.5)	
		c) Specific experience of bidder or associated parties in interior designer, architectural or any other in previous works Minimum Points = 5 (For 5 Similar complex project) Above 5 projects, each gets 1 point maximum up to 5 points (1x5=5)	10

(ii)	Key Personnel's Qualification & Experience (12)	<p>d) Interior Design Specialist/Architect with 5 years' Experience in similar Works after graduation</p> <p>For minimum requirement = 6 points,</p> <p>Additional 1 point for post graduate qualification</p> <p>Additional years with above requirement, each gets 0.5 points (0.5 x 2=1)</p>	7
		<p>e) Project Manager Qualified with B.Sc (Civil) Engineering with 2 years' experience after graduation or NDT/NCT (Civil) with 5 year experience</p> <p>For minimum requirement = 4 points,</p> <p>Additional 1 point for post graduate qualification</p> <p>Additional years with above requirement, each gets 0.5 points (0.5 x 2=1.0)</p>	5

(iii)	Methodology & Work plan (53)	g) Contractor's Proposal (Design approach) (Evaluation Criteria specified below)	35
		h) Work Programme (Design related Supply and Installation) The points will be allocated to this criteria in accordance with the level of responsiveness in percentage as below; - Very Good : 100% - Good : 75% - Satisfactory : 50% - Not Acceptable : 0%	5
		i) Factory Capacity	7
		j) Any other improvements to Employer's Requirement (Evaluation Criteria specified below) The points will be allocated to this criteria in accordance with the level of responsiveness in percentage as below; - Very Good : 100% - Good : 75% - Satisfactory : 50% - Not Acceptable : 0%	6
(iv)	Financial Capacity (10)	Average annual turnover of Construction Work performed during the last five years shall be at least Sri Lankan Rupees 20 Million for local contractor. For Minimum Requirement= 2.5 points Each additional 5 Mn with above requirement, each gets 0.5 points (0.5 x 5=2.5)	5

		<p>The minimum amount of liquid assets and/or credit facilities (after setting apart for other contractual commitments) and exclusive of any advance payments which may be made under this contract shall be not less than Rs. 12 Million.</p> <p>For Minimum Requirement= 2.5points Each additional 5 Mn with above requirement, each gets0.5 points (0.5 x 5=2.5)</p>	5
		Total	100

Signed:

In the capacity of

Name:

Duly authorized to sign the Bid Form for and on behalf of: (Company name)

.....

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

Design and Build – Interior Renovation of STC Lobby and Chairman Office

(Submit details in following order – and Tagged)

2.1) 2D Artwork of the Conceptual Design

2.2) Detailed Concept

2.3) Required Filled Attached BOQ with Price Proposal

2.4) Proposed Time Frame to complete the job – 14-30 days

2.5) Availability of 3D Artwork

2.6) Proposed Interior Requirements

- Furniture – Upholstered/ Polished/ New purchases
- Flooring work
- Ceiling painting work
- Wall pictures
- Wall papers installation
- Light fittings
- Roller blinds
- Civil work – Painting
- Electrical work
- Demolition work
- Construction work
- Rugs
- Signage

2.7) Warranty terms and conditions:

2.8) Mode of payments:

Maximum 20% Advance (Advanced Bond required), 30% (After completion of 50%), 45% Payment after Completion, 5% Retention after 6 months from the completion date.

2.3 BOQ Format

Main Lobby

NO	CATEGORY	ITEM DESCRIPTION	Unit Price	Quantity	Total
1		Reception chair			
2		One seater sofa			
3		Two seater sofa			
4		Two seater sofa			
5	FURNITURE	Three seater sofa			
6		Reception counter			
7		Coffee table			
8		Reception Table			
9	FLOORING (with stairs)	Luxury Vinyl Tile			
10	CEILING	Ceiling			
	WALL PAPER	Wallpaper			
11		Wall Pictures			
12		Decorative pendant lamp			
13	LIGHT FITTINGS	LED strips			
15		Track Light			
16		Ceiling Mounted			
17		Spot lights			
18	ROLLER BLINDS	Roller blinds Window 01			
19		Roller blinds Window 02			
20		Roller blinds Window 03			
21		Roller blinds Window 04			
22	DEMOLISION WORK				
23	CIVIL WORK	Painting			
24		Electrical			
25		Roof Water Proofing			
26		Plastering			
27		Other			
28	RUGS				
29	SIGNAGE				
30	TRANSPORT				
		Sub Total			

CHAIRMAN OFFICE

NO	CATEGORY	ITEM DESCRIPTION	Unit Price	Quantity	Total
1		Three seater sofa			
2		Two seater sofa			
3		One seater sofa			
4		Chairman's chair			
5	FURNITURE	Coffee table			
6		Visiter chair			
7		Side table			
8		Credenza 2			
9		Tuexdo sofa			
10		Chairman's table			
11		Wall cupboard			
12	FLOORING	Luxury Vinyl Tile			
13	WALL PAPER	Wallpaper			
14		Ceiling			
15	LIGHT FITTINGS	Ceiling			
16		Track Light			
17		Spot lights			
18	ROLLER BLINDS	Roller blinds			
19		Roller blinds			
20	DEMOLISION WORK				
21	CIVIL WORK	Painting			
22		Electrical			
23		Roof Water Proofing			
24		Plastering			
25		Other			
26	RUGS				
27	SIGNAGE				
28	TRANSPORT				
		Sub Total			

WAITING AREA

NO	CATEGORY	ITEM DESCRIPTION	Unit Price	Quantity	Total
1		One seater sofa			
2		Two seater sofa			
3	FURNITURE	Coffee table			
4		Tender box			
5		Wall cupboard			
6	FLOORING	Luxury Vinyl Tile			
7	WALL PAPER	Wallpaper			
8	CEILING				
9	LIGHT FITTINGS	Track Light			
10		Ceiling			
11		Spot lights			
12	CIVIL WORK	Painting			
13		Electrical			
14	RUGS				
		Sub Total			

STAFF AREA

NO	CATEGORY	ITEM	Unit Price	Quantity	Total
1		Exclusive chair			
2	FURNITURE	Visitor chair			
3		Wall cupboard			
4		Stands			
5	FLOORING	Luxury Vinyl Tile			
6	WALL PAPER	Wallpaper			
7	CEILING				
8	LIGHT FITTINGS	Track Light			
9		Spot lights			
10		Ceiling			
11	CIVIL WORK	Painting			
12		Electrical			
13		Construction			
14	ROLLER BLINDS	Roller blinds			
15	TRANSPORT				
		Sub Total			

PANTRY AND WASHROOM

NO	CATEGORY	ITEM DESCRIPTION	Unit Price	Quantity	Total
1		Pantry			
2	FURNITURE	Dining Table			
3		Chairs			
4		Sink			
5		Entrance Doors			
6	WASHROOM	Bathroom Amenities			
7		and Fittings			
8	FLOORING	Luxury Vinyl Tile - Pantry			
9	WALL PAPER	Pantry			
10		Washroom			
11	LIGHT FITTINGS	Pantry cupboard lights			
12		Washroom lights			
13	CEILING	Pantry			
14		Washroom			
15	ROLLER BLINDS	Roller blinds - Pantry			
16		Roller blinds - Washroom			
17	CIVIL WORKS				
18	CONSTRUCTIONS	Bathroom Floor			
19		Pipe Lines			
20		Painting			
21		Electrical			
22	TRASPORT				
23					
		Sub Total			

(a) 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;

(b) 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

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

Grand Total :

VAT if applicable :

Total with VAT :

Total with VAT in Words :
.....
.....

Signed:

In the capacity of

Name:

Duly authorized to sign for and on behalf of: (Company name)

.....

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