

NAME OF TENDER:

PURCHASE OF OFFICE
PREMISES ON OUTRIGHT
PURCHASE/ LONG LEASE
BASIS AT COLOMBO
ADMEASURING 20,000
SQ.FEET (Approx.)

Tender No :	LIOC/ADMN/PT/01/2016-17
Due Date &Time :	03.03.2017 @ 10:00 Hrs

TECHNICAL/ COMMERCIAL BID

Bid for Office Space

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TECHNICAL BID

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PRICE BID

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I. Invitation for Bids:

1. Lanka IOC PLC (hereinafter the “Purchaser”) intends to purchase and/or enter into a long lease for Office Space (the “Premises”) that will accommodate its officials and staff in central Colombo within close proximity to main transport links and situated in a commercial area.
2. For this purpose, the Purchaser now invites sealed bids from eligible bidders to purchase/long lease of the Premises, with the following requirements [and more fully described in the Technical Bid (Section IV of this document)]:
 - **Specifications:** Suitable commercial property for office space of a multinational company, either in ready to move-in condition or under development with handing over date within 4 years as specified.
 - **Location:** Colombo 1 (within 1 Km radius of Echelon Square), Colombo 2, Colombo 3, Colombo 4, Colombo 7, D.R. Wijewardene Mawatha (Colombo 10) and Baseline Road. (Please refer Annexure A)
 - **Buying Terms:** Freehold purchase or long lease (99 years). Must comply with Land (Restrictions on Alienation) Act and any regulations pertaining to sale/lease to a foreign company. (Please refer to Section IV-Terms and Conditions for further information).
 - **Area Required:** Approx. 20,000 sq.ft. of “Usable Area” located in a single or up to two (02) contiguous floors as defined in the Technical Bid document below
OR
in multiple floors only if the entire building and premises is being offered
 - **Parking Space:** Parking required for at least 15 cars and 20 motor bicycles
3. The bidding information and documents can be downloaded from the Purchaser’s website <http://www.lankaioc.com> (without any tender fee) or can be obtained from the Purchaser’s office on payment of non-refundable amount of LKR 5000 by Demand draft (in favour of Lanka IOC PLC payable at Colombo). The bid documents cannot be transferred to another Bidder and must be either purchased or downloaded in the name of the Bidder.

The address of the Purchaser’s office is as below:

Lanka IOC PLC
Level 20, West Tower, World Trade Centre,
Echelon Square,
Colombo 01
Tel: +94 112475720

4. The Bid Documents will be issued between 09.00 a.m. to 5.00 p.m. on all working days from 28-Jan-17 excluding Mercantile Holidays and Saturdays / Sundays at the Purchaser's office.
5. Pre-Bid meeting shall be held on 23-Feb-17 at the Purchaser's office at the above address for the benefit of bidders who would require any clarification on any of the bid conditions/ provisions. Decisions taken and conveyed in the form of Pre Bid Minutes shall inter alia form part of the Technical Bid. The Pre Bid Minutes shall be required to be submitted by the Bidders along with their Technical Bid.
6. Bids must be submitted to the Purchaser's office on or before 03-Mar-17 (the "Prescribed Date") at 10.00am. **Bids must comprise both a Technical Bid (TB) and a Price Bid (PB)**, which will be opened in two stages. (Please see Instructions to Bidders (Section III) below for further details). TBs will be opened at 10.30am on the Prescribed Date (closing date for submissions) at the Purchaser's office and Bidders may be present for such opening.
7. **Important Dates:**

Application forms are available in the office during the period and in LANKA IOC PLC's website.	28-Jan-17
Last Date for Submission of Pre-bid queries	23-Feb-17 @ 1000 HRS
Pre-Bid meeting	23-Feb-17 @ 1030 HRS
Last date for submission of completed application/s in the office of LANKA IOC PLC	03-Mar-17 @ 1000 HRS
Technical Bid- Opening on	03-Mar-17 @ 1030 HRS

Please refer our website <http://www.lankaio.com>, for any updates on time schedule.

8. At any time prior to the deadline for submission of the Tender, Lanka IOC Plc, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the Tender Document/ Tender conditions by issuing an addendum.
All prospective bidders who have obtained the Tender documents will be notified of the amendment by email and such amendment will be binding on them.
In order to allow prospective bidders reasonable time in which to take the amendment into account in preparing their bid submission, Lanka IOC Plc, at its discretion, may extend the deadline for the submission of the Tender.

II. Pre-qualification Criteria

1. The tender is open to Property Developers/Owners/Builders (“Bidders”) who are interested in offering a suitable Premises as per the Purchaser’s requirements.
2. Lanka IOC employees, board members and their close relatives (spouse and children) are not eligible to participate.
3. The Bidder must be able to prove good title of at least 30 years to the land.
4. Canvassing in any form will automatically disqualify the Bidder.
5. No brokerage will be paid and no Bids submitted by real estate brokers will be entertained.
6. Bidders are required to fulfil each of the criteria mentioned in the table below by marking their eligibility by choosing Yes or No as below. Additional comments if required can be mentioned under “Remarks” (a separate page may be used if space is short):

Criteria	Please indicate Yes / No	Remarks
The bidder shall be either, Owner OR Promoters OR Builder OR Developer and NOT a Broker/ Middle Man/ Agent Adequate proof to this extent shall be enclosed to TB		
Location of “Premises”: Colombo 1 (within 1 Km radius of Echelon Square), Colombo 2, Colombo 3, Colombo 4 and Colombo 7, D.R. Wijewardene Mawatha (Colombo 10) and Baseline Road. (Please refer Annexure A)		
Availability of all required statutory approvals including Certificate of Conformity (COC) obtained from the competent authority (except when the construction work is still in progress OR if the works have not commenced as on the date of opening of Technical Bid.)		
The floors offered must conform to the requirements under the Land (Alienation on Restrictions) Act for purchase/lease by a foreign party (Please see the Terms and Conditions).		

Criteria	Please indicate Yes / No	Remarks
The entire 20,000 sq.ft. (approx.) to be contiguous and on the same floor or up to 4 contiguous floors in case the floor plate area is less than 20,000 sq.ft. OR in more floors only if the entire building and premises is being offered. The area ie. 20,000 sq.ft. (approx.) shall be USABLE AREA. Refer Section IV for definition.		
The property shall be on Freehold or for perpetual lease of 99 years.		
At least 15 car parking slots and 20 bike parking to be available for Lanka IOC PLC with the car parking space to be preferably not less than approx. 2.4 m X 4.8 m X 2.0 m (height). Additional car parking shall be given preference in Technical criteria.		
The building should be either completed and ready for occupation or in case of under development/ to be developed, the proposed date of occupation should be less than 4 years from the date of opening of Technical Bid.		
The minimum clear height between 2 roof slabs to be 10 ft.		
The HVAC design should be capable of delivering an ambient comfort cooling of 22 degree Celsius +/- 2 Celsius. The HVAC system will include the chillers, Piping, AHUs, all allied panels, Dampers and actuators complete.*		
The power provision provided will be able to suffice a requirement of 10W/ sq.ft. of rentable area. This does not include power requirement for the HVAC system.*		
The power backup provision should suffice a requirement of 10W/ sq.ft. along with automatic changeover arrangement i.e. excluding the requirements for HVAC system.*		
Note: *If the Bidder does not have existing facility, the same should be enhanced at the time of possession, without any additional cost to the Purchaser.		

III. Instructions to Bidders

1. The Bid Submission must be contained in a sealed cover. **2 separate sealed covers for the TB and PB must be placed in a single sealed envelope mentioning the name of bidder and the tender no.** Bids if found to have the PB and TB in the same cover are liable to be summarily rejected.
2. The cover containing the TB and PB must be marked clearly as follows:
 - a. **Technical Bid:**
“Technical Bid pertaining to tender called for Office Space at.....(address) called by LANKA IOC PLC vide Advertisement appearing in (Newspaper) dated and on LANKA IOC PLC’s website.”
 - b. **Price Bid:**
“Price Bid pertaining to tender called for Office Space at.....(address) called by LANKA IOC PLC vide Advertisement appearing in (Newspaper) dated and on LANKA IOC PLC’s website.”
3. Please mention the Bidder’s name, full address, telephone number and mobile number (if any) on the sealed envelope containing the sealed TB cover and the PB cover.
4. For buildings under construction, please ensure that the date of occupation is within 4 years of the Prescribed Date of opening of the TB of this Bid.
5. Bidders are requested to deliver the Bid Submission in person to the Purchaser’s office and receive acknowledgement. In case a Bidder intends to send the submission by post/courier it should be addressed clearly to the Purchaser’s office to ensure proper receipt of the Bid Submission. **In all cases, for avoidance of doubt, the Bid Submission must be addressed to Senior Vice President (Engineering).**
6. The Purchaser will not be responsible if any offers sent by post/courier are lost in transit and/or not received by the Purchaser in proper condition.
7. Please note that offers received after the Prescribed Date will not be considered.
8. Only one bid maybe submitted for one Premises and in the event of multiple bids for the same Premises, all bids are liable to be rejected.
9. The Bidder, if found to be involved in corrupt or fraudulent practices or if debarred from participating in public procurement, shall not be eligible and their bid is liable to be rejected during any stage of the tender processing.
10. All Bidders are advised in their own interest to be present on the date and time of opening of the Bids as specified in Section I above.
11. The Bid shall be presented under cover of an Affidavit by the Bidder stating that: (please see the attached sample format in Annexure C)
 - a. The Bidder meets the minimum eligibility criteria as stated in Section II above
 - b. The Submission is complete
 - c. Listing all the specifications of the TB and PB that have been met by the Bidder
 - d. Reasons for not complying with certain sections, if any
12. The Purchaser will shortlist the Bids in a two-stage selection process:
 - a. Qualification from the TB

- b. Shortlisting three (03) Bidders from those qualifying from the TB using the evaluation criteria as mentioned in this document.
13. The Purchaser shall open the TB first. After scrutiny of the TB, visits to the sites and assessment of the Premises on offer, the Purchaser will open the PB of only those Bidders who's TB offers are found suitable by the Purchaser.
 14. The Premises will be visited by the Purchaser's officials/representatives, empanelled valuers, architects and project managers for assessing the valuation and to verify the quality of construction, materials used, etc. The Bidders should provide the requisite information/ documentary proof to the visiting officials of the Purchaser, who will conduct a survey to complete a sign off on all agreed and finalized deliverables and specifications.
 15. The date of opening of the PB will be intimated only to those Bidders whose Bids are found suitable as per the TB.
 16. Subsequent to the opening of the PB, maximum of 3 shortlisted bidders will be required to enter into a Memorandum of Understanding with the Purchaser stating that the offered premises and commercials will be valid for a further period of 90 days which will be referred to as the Exclusivity Period.
 17. The shortlisted/ technically qualified Bidder will offer for a complete survey of the building for completeness of all offered/specified elements as per the sale terms to the Purchaser.
 18. The qualifying Bidder may have to assist the Purchaser in obtaining exemptions for tax etc from relevant authorities that may be necessary for paying for the building through the Purchaser's internal accruals.
 19. All the pages of the offer (both TB and PB) are to be signed by the Bidder. Incomplete applications and applications lacking in details and without signatures are liable to be rejected.
 20. All columns in the tender document must be duly filled in and no column should be left blank. Nil or Not Applicable should be marked where there is nothing to report. Any overwriting or erasures should be duly initialled by the Bidder. The Purchaser reserves the right to reject incomplete tenders or in case where information submitted is found incorrect.
 21. In case the space in the tender document is found insufficient, the Bidder may use separate sheet to provide full information.
 22. The Bidder shall bear all costs associated with the preparation and submission of the Bid Submission and the Purchaser will not, in any case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
 23. Separate application forms are to be submitted in case more than one Premises is offered by the same Bidder.
 24. Not more than one offer can be made for the same Premises. In case of multiple bids for the same Premises are received, all such bids may be rejected. In the event of one of the bidders having multiple properties in the same building, they should bid only for one of the Premises which they consider to be the most suitable for the Purchaser's needs or submit separate bids.
 25. The TB/PB shall comprise of the following requirements and the information pertaining to each shall be included in each sealed envelope:

a) Technical Bid

- i. **Bidder's profile** providing background information as follows:
 - a) Experience and similar projects if any
 - b) If the Bidder is a company, certified copy of the certificate of incorporation, relevant board resolutions authorising the Bid submission and authorised representative.
 - c) If the Bidder is a partnership/proprietorship - a certified copy of the Business Registration Certificate
 - d) Audited Balance Sheet/Financial Statements (or reasons for not presenting the same)
 - e) VAT or other Tax Registration number and details
- ii. **Details of the Premises:** location, space, whether the Premises is for sale or long lease (99 years) and compliance with Land (Restrictions on Alienation) Act and other legal requirements for a foreign Purchaser. (Please see Terms and Conditions below)
- iii. Documents of title to the Premises containing:
 - a) Proof of 30 years of clear title, (Pedigree of Title and Title Report) issued through a Notary Public
 - b) Certified copy of Title Deeds and Plan
 - c) Certified copy of the Agreement between Developers and Land Owners in the case that the land does not belong to the developer and/or the building is under construction.
- iv. Self evaluation and marks claimed as per "Grading System Matrix" as in the Annexure B.
- v. True copies of sanctioned plan, blue prints and layout
- vi. Certified copies of certificates of compliance/approvals for building laws, zoning laws, municipality rent and rates and other health and safety requirements as well as a declaration of No Encumbrance or details of encumbrances as stated in the Technical Specifications (Section IV) below.
- vii. Description and proof of the Premises' conformity with the Technical Specifications (Section IV) (building plans etc.)
- viii. Structural Stability Certificate from licensed structural engineer.
- ix. Certified Copy of Completion Certificate / Occupation Certificate for buildings already completed and ready for occupation.
- x. **The following checklist shall be included in the TB (either handwritten in the space below or enclosed separately):**

PART A : GENERAL INFORMATION		
1	The nomenclature used for the offered office premises (including centre) shall be same in both TB and PB parts - for easy and correct identification.	
2	Details of Bidder	
2.1	Name	
2.2	Address & Phone No:	
	FAX No. & E-mail address:	

2.3	Name of contact person:	
2.4	Constitution of Bidder. (Whether Proprietary / Partnership/Pvt. Ltd. / Public Ltd etc.):	
2.5	In case of a Company, details of Incorporation of Company (Certificate of Incorporation to be submitted)	Incorporation Date and Company No:
2.6	In case of a proprietorship /partnership Business Registration No:	
2.7	Valid VAT or other registration no.	
2.8	Name & Designation of the contact person to whom all references shall be made regarding the Bid	
2.9	Certified Copy of Agreement between Developers and the land owners in case the land does not belong to the builders.	
2.10	Profile of the Vendor detailing experience in similar projects is enclosed.	
3	Marketability of Title of the Bidder:	
3.1	Pedigree of Title and Title Report by Notary Public to be enclosed:	
3.2	Name, office address, email, phone / fax nos. of Notary issuing title report	
3.3	Details of encumbrances, if any on the Premises:	
3.4	Details of local authority/ regulatory compliance certificates and approvals to be enclosed.	
4	Details of Premises	
4.1	Name of owner	
4.2	Location & Address of the property	
	a.Name of the Project	
	b. Street Address	
5.2	Type of Construction: (Load Bearing/ RCC/ Steel framed)	

5.3	Type of Foundation (and the design parameters ie wind load/ live load/ dead load, seismic load etc. as the case maybe)	
5.6	Whether the Bid is for sale of Premises or long lease (if for long lease, term of lease) and compliance with Land (Restrictions on Alienation) Act and regulations applying to foreign Purchasers.	
5.7	No. of Floors and height of each floor including Basement, if any	
5.8	Clear floor height from floor to ceiling	
5.9	No. of Office premises on each floor	
5.10	No. of Office premises in the building	
5.11	Details of other occupants; if any	
5.12	Area of premises offered per unit • Gross Area • Rentable Area • Usable area (Please see Section IV for definitions) <i>(Bidders are advised in their interest not to leave any of the aforesaid columns blank under any circumstances. Bidders are required to enclose layout plans/ blueprints of the Premises on offer.)</i>	sq.ft.
		sq.ft.
		sq.ft.
		Specify floor wise if more than 1 floor is offered.
5.14	List of common areas included for the purpose of computing super Gross area and its percentage to Usable area	
6	USABLE AREA DETAILS	
6.1	Total Usable Area of premises	_____ sq.ft.
6.2	Area of internal columns	_____ sq.ft.
7	CONSTRUCTION SPECIFICATIONS/MATERIALS USED (Separate annexure may be used)	
	a. Floor	
	b. Internal Walls	
	c. External Walls	
	d. Doors/Windows	
	e. Electrical fittings	
	f. Sanction of electricity load	

	g. Separate meter installed	
7.1	AGE/ CONDITION OF THE CONSTRUCTION/BUILDING	
7.1.1	For buildings already constructed: Please enclose Certificate of Compliance and/or Condominium Authority Approval	Less than 2 years from date of opening of TB: Between 2- 7 years from date of opening of TB: Over 7 years from date of opening of TB:
7.1.2	For Buildings under construction: Please enclose and list approval certificates available.	Date of expected completion: (must be within 4 years of date of opening of TB)
7.1.3	Whether structural stability certified enclosed (Certificate shall be from Licensed Structural Engineer)	
8	DETAILS OF BOUNDARIES AND ADJACENT BUILDING	
8.1	Boundary of the property North East South West	
9	AMENITIES PROVIDED (In the premises)	Nos.
	a. Chiller, A/C ducts, AHU(s), Dampers	
	b. Electrical fittings etc.	
	c. Any other facility like intercom/ telephone/ dish antenna /internet etc.	
	d. Details of internal furnishing	
	e. Additional amenities (Please provide itemized list and detailed Annexures thereof)	

b) Price Bid (PB):

The sealed cover for Price Bid should contain the quotations and details as per the “Price Bid” of this document and in no other format. All enclosures have to be part of only Technical Bid and there may be no enclosures/ attachments in the Price Bid (PB) except for tax break-up of the quoted amount if required.

Prices to be quoted in the PB and finally to be agreed by the Purchaser shall be inclusive of all taxes/ levies including NBT/ VAT (wherever applicable) but excluding stamp duty and Registration charges.

IV. Technical Specifications

1. The terms used in this Bid document shall have the following definitions:
 - a. **Gross Area** - Includes exterior wall thickness, and all vertical penetrations (mechanical/electrical, plumbing, elevator shafts, stairwells, etc.). Excludes parking lots and loading docks outside the building line.
 - b. **Rentable Area** - Usable Area and building common spaces, such as the building lobbies, egress corridors, service spaces (mechanical/electrical, toilet, janitorial, etc), and loading docks. Excludes major vertical penetrations, stairwells, elevators, and major shaft spaces.
 - c. **Usable Area (Carpet Area)** - Rentable area minus common spaces such as elevators, exit stairs, mechanical rooms, and core toilets, columns etc. Usable area will be measured from the finished surface of the wall to another finished surface i.e. measurement will be taken from plaster to plastered surface of the walls. Area of the Internal columns shall be included in Usable Area. However, niches, flowerbeds, sit outs, etc. will not be taken into consideration for calculating the Usable Area
 - d. **Warm Shell** - premises with high-side air conditioning (installed AHU's and centralized cooler plant). 100% power back up and finished toilet blocks
2. The Usable Area of the premises must measure approx. 20,000 sq. ft. Joint measurement of Usable Area/Carpet Area will be taken in the presence of the Purchaser's officials /representatives and the Bidder/authorized representatives for finalizing the exact Usable area.
3. Bids are invited from those offering premises for a second sale or lease (99 years) or premises currently under development and/or construction.
4. In the case of premises already constructed and in occupation, they cannot be more than 7 years older than date of first occupation. In the case of premises under construction, the occupation date offered cannot be more than 4 years from the date of submitting the Bid.
5. The construction shall duly adhere to the provisions of relevant National Codes and Regulations relating to Safety and Quality, including:
 - a. Fire safety regulations by the Fire Brigade
 - b. Adhering to necessary sanitary facility standards (proper number of toilets, sanitary facilities including water supply)
 - c. Recommended standards of ventilation
 - d. Safety and quality of wiring for electrical supply and adequate electrical load, air conditioning and backup power generators
 - e. Separate electrical and water meters relating to the Buyer's use of the premises, if shared premises.
 - f. Safety and quality of elevators
 - g. Occupational Health and Safety provisions with regard to fixtures and fittings
 - h. Earthquake resistant design/ construction
 - i. All other recommended safety designs and provisions
6. For premises under construction, the Bidder shall provide, at the minimum, a "Warm Shell". Any and all additional amenities with all finishes of building elements, fixtures and

fittings and specifications which the Seller can provide and has detailed in their TB, shall be given weightage at the time of technical evaluation.

7. The parking space provided in the Premises shall be sufficient for at least 15 cars and 20 motor bicycles (bikes) and the compound must have a gate and provide sufficient facilities for security purposes.
8. The property should be situated in the specified location with congenial surroundings and in proximity to a main road providing easy accessibility to the Purchaser's employees and other visitors.
9. Additional amenities such as the Gymnasium, Common Cafeteria, ATM and Conference Halls etc. provided/ proposed to be provided inside the Premises should be furnished in the TB.
10. The Bidder must enclose the drawings and/or plans of the premises which have been approved for the Occupancy Certificate/ Certificate of Conformity, or in the case of buildings under construction, plans duly approved by the relevant authorities.
11. The Bidder shall ensure that the required approvals are obtained from the Municipal Authorities for the construction of the building/ office premises and for erecting requisite signage at appropriate places.
12. A copy of Fire No Objection Certificate /Certificate of Compliance and any other statutory pre-requisite certificates and approvals are to be enclosed with the TB as specified in Section III.
13. All approvals/ NOCs for operation of electrical installations, transformer, pumps, lifts, Diesel Generator Sets, sanitary and water supply arrangements, permissions/ approval / NOCs for Fire Fighting Installations, Occupancy certificate for the building etc. shall be obtained from the respective competent authorities and provided by the Bidder in the TB.
14. For buildings under construction, the Bidder shall obtain a confirmation/certificate from the Architect/ civil/ structural engineer confirming that the construction complies with the established standards of safety, strength and stability.
15. The Bidder must provide the following documentation establishing legal title and clearance:
 - a. Pedigree of title showing 30 years' good title issued by a reputed law firm together with certified copies of title deeds
 - b. no encumbrance certificates,
 - c. nil litigation declaration
 - d. up to date payments of all applicable Municipal rates and Inland Revenue Department taxes, relevant registration certificates for rate payments and tax registration ,
 - e. UDA and other planning permission certification (non-vesting certificate, street line, building line, planning permission etc.)
16. There should not be any deviation from the Technical Specifications (TS) that have been stipulated in herein. However, in the event of imposition of any other conditions, which may lead to deviation with respect to these TS, the Bidder is required to attach a separate sheet marking "list of deviations" and specifically mention the reasons therefor.

V. Evaluation of the Bid

1. Technical Evaluation

- Grading system shall be adopted for the purpose of comparison of the properties offered by the respective bidders. The method for marking system is as in the table titled “Grading System Matrix” as in the Annexure B. The Bidders shall be required to self-evaluate their property offered as per the marking system mentioned therein. The Purchaser shall re-assess the self-evaluation and shall be at liberty to make corrections in the marks allocated (by the Bidders) as per documentary evidence submitted by the Bidders and after ascertaining the same by making site visits etc.
- The Purchaser through its appointed Committee will decide on the suitability of the offered premises by allocating marks (with maximum being 15) after site visits etc.
- The marks as obtained as per “Grading System Matrix” (Max. Marks 100) shall be added with marks as allocated by the Purchaser appointed Committee after site visits (Max. Marks 15) to obtain the score for Technical Bid.
- Only the top three (03) Bidders as per the total marks obtained as above shall be considered as qualified for opening of Price Bid.
- The Purchaser will correct any computational errors in the “Grading System Matrix”. When correcting computational errors, details furnished by the bidder may be cross-checked with physical availability.
- In addition to the above corrections, the items described in the Technical Bid but not priced, shall be assumed to be included in the prices of other activities or items.
- The Price Bids of maximum 3 bidders i.e. the top 3 scorers in the Technical Bid shall be opened. Communication by email shall be given to the bidders whose Price Bids are decided to be opened including the date and time of opening of Price Bids. Separate communication shall also be issued to the bidders who were found Technically Qualified but whose Price Bid was not opened.
- The Purchaser may also obtain a valuation report from a reputed valuer before opening the PB.
- The Technically qualified proposals shall be normalised as given below:

$$St = (100 \times T / Tm)$$

In which St is the normalized technical score, Tm is the highest technical score and T is the technical score of the proposal under consideration.

2. Financial Evaluation

- The methodology for financial evaluation shall be on the basis of average rate per sq. ft. as follows:

	Refer Table A of PB		
I	Total Usable Area (Carpet) in sq. ft.	Rate (Rs./USD) per sq. ft.	Amount (Rs./USD)

	a	b	c = a x b
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	Refer Table B of PB		
II	No. of parking slots for cars	Rate per car Parking (Rs./USD)	Amount (Rs./USD)
	d	e	f = d x e

III	No. of parking slots for bikes	Rate per bike Parking (Rs./USD)	Amount (Rs./USD)
	g	h	i = g x h

	Refer Table C of PB	
IV	Other one time Outgoes (Rs./USD)	Amount (Rs./USD)
	Please describe.	j

V	Grand Total (c + f + i + j)	k
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VI	Average rate per sq. ft. (Rs./USD) = (Usable Area)	k / a
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- The lowest evaluated Financial Proposal (Fm) in terms of average rate per sq. ft. will be given the maximum financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be computed using the formula below:

$$Sf = 100 \times Fm / F,$$

In which Sf is the financial score, Fm is the lowest price and F the price of the proposal under consideration.

3. Composite Evaluation:

- The proposal shall be evaluated using the QCBS (Quality and Cost Based Selection) method of selection of Bidder. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights.

$$S = S_t \times T + S_f \times P.$$

(T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) indicated below:

- The weights given to the Technical and Financial Proposals are:
T = 0.60; and P = 0.40

4. Discussion and Award

1. Bidders are requested to submit their lowest possible quotes in the PB part as only the top 3 offers as above may be called upon by Purchaser for a detailed discussion, along with title deeds in original.
2. The 3 shortlisted Bidders will be required to enter into a Memorandum of Understanding with the Purchaser that the offered premises and commercials will be valid for a period of 90 days which will be referred to as the Exclusivity Period. (Please see Terms and Conditions).
3. Notwithstanding anything contained above, Purchaser reserves the right to accept any of the offers of the technically qualified bidders provided that Purchaser opines that it is most suitable from all aspects including the price and it serves Purchaser's interest due to any reason.
4. Selection of Bidder shall be done on the basis of merit and for the most suitable proposal found after following the above methodology.

VI. Terms and Conditions

1. This Bid consists of two parts i.e. Technical Bid including Technical Specifications and Price Bid. A separate Technical Bid and Price Bid are to be submitted for each proposal, as described in Section III hereinabove. Any Bids failing to conform to the Instructions shall be liable to be summarily rejected.
2. The Premises offered must conform to the Land (Restrictions on Alienation) Act as amended and any other restrictions applicable to purchase/long lease by a foreign party.
3. Submission /receipt of the Bid does not constitute acceptance of any offer made in the Bid by the Purchaser.
4. The Bidder agrees, upon submission of the Bid, that the Purchaser may, at its discretion consider/ reject any or all the offers without assigning any reasons whatsoever and the decision of the Purchaser in this regard is final and binding and its validity shall not be called into question in any legal proceeding or otherwise.
5. Bidders should keep their offers/s valid for a minimum period of 120 days from the date of opening of the Technical Bid.
6. In the case of Premises under construction the finalized construction must not materially deviate from the approved and accepted plan. The Bidder shall provide an undertaking in this regard at the time of executing the conveyance of sale if any.
7. Date of possession should be clearly indicated in the TB and adhered to. In the event of undue delay, the Purchaser reserves the right to, at its discretion, terminate the agreement to purchase any day after the stipulated possession date.
8. The Purchaser may issue public notice in leading newspapers inviting claims from the public, if any, before entering into the conveyance of sale/MOU for the offered property. The Bidder should not have any objection for issuance of the public notice by the Purchaser.
9. The Premises shall be in saleable condition on date of possession indicated. The Bidder shall provide warranties as to quality and fitness for purpose at the time of sale of the Premises.
10. The Bidder warrants that the Premises conforms with all regulatory and health and safety requirements as detailed in the TB (Section III and Section IV)
11. Furthermore, the successful Bidder shall provide warranties as to good and unencumbered title in the conveyance of sale.
12. The price quoted shall remain firm until the time of taking over of the possession of the Premises and there would be no escalation whatsoever, except as provided in Clause 13 below
13. Any variations of taxes and duties arising out of the amendments to applicable laws and regulations , in respect of sale of goods / services covered under this bid shall be borne by the Purchaser, so long as;
 - a. They relate to the period after the opening of the Price Bid, but before the execution of the transfer conveyance, and
 - b. The bidder furnishes documentary evidence of incurrence of such variations, in addition to the invoices/documents for claiming Input Tax credit wherever applicable.

14. The Exclusivity Period mentioned in Section V (Clause 4.2) above shall apply to the Three (03) Shortlisted Bidders and shall be calculated as 90 days from the date of the Memorandum of Understanding with the Purchaser or 90 days from the date of the expiration of 120 days validity period of the TB, whichever is longer.

For avoidance of doubt, the Shortlisted Bidders shall ensure that the Bid and Prices quoted therein shall remain valid for the Exclusivity Period and shall not be withdrawn without the prior consent of the Purchaser.

15. The successful Bidder whose offer is finalized should execute conveyances as requested by the Purchaser (e.g. Sale and Purchase Agreement, Conveyance of Sale etc). In any event, the Bidder must execute the conveyance of sale simultaneously with possession of the Premises complete in all respects within the time frame agreed upon with the Purchaser.
16. The winning Bidder will provide all coordination for securing a fit-out approval for the Purchaser (if it is so required) from the local authorities. The Purchaser will provide all related documentation for this effort.

17. Payment Terms:

- a. The payments terms including the stages for payment including delay penalty shall be mutually agreed to and included in the Sale and Purchase Agreement or agreed to before Conveyance of Sale as the case may be.
- b. The Purchaser will not make any upfront payment towards the cost of the office premises or any charge except when the building is under development/ construction where payment terms shall be negotiated separately.
- c. The Purchaser will not make any advance payments for ready to move in space.
- d. The payment terms mentioned in the PB shall be strictly followed and no deviations will be allowed.
- e. Payment will be made through Account Payee Cheque/ electronic fund transfer only. However, for buildings under development/ construction, separate negotiation shall be entered into for arriving at the payment terms.

18. Mode of Payment:

- a. Prices to be quoted in the PB and finally to be agreed by the Purchaser shall be inclusive of all taxes/ levies including NBT/ VAT (wherever applicable) but excluding stamp duty and Registration charges. No additional payment under any circumstances will be considered by the Purchaser except as provided for in Clause 12 above.
- b. No intermediate / advance payment will be made by the Purchaser under any circumstances except as negotiated for Premises under construction.
- c. Payment to the extent of 97% of the purchase price will be made against possession of the office premises completed in all respects (including conveyance of sale).
- d. Retention Money up to 3% of the purchase price will be retained by the Purchaser towards defect liability to be payable after a period of one year from

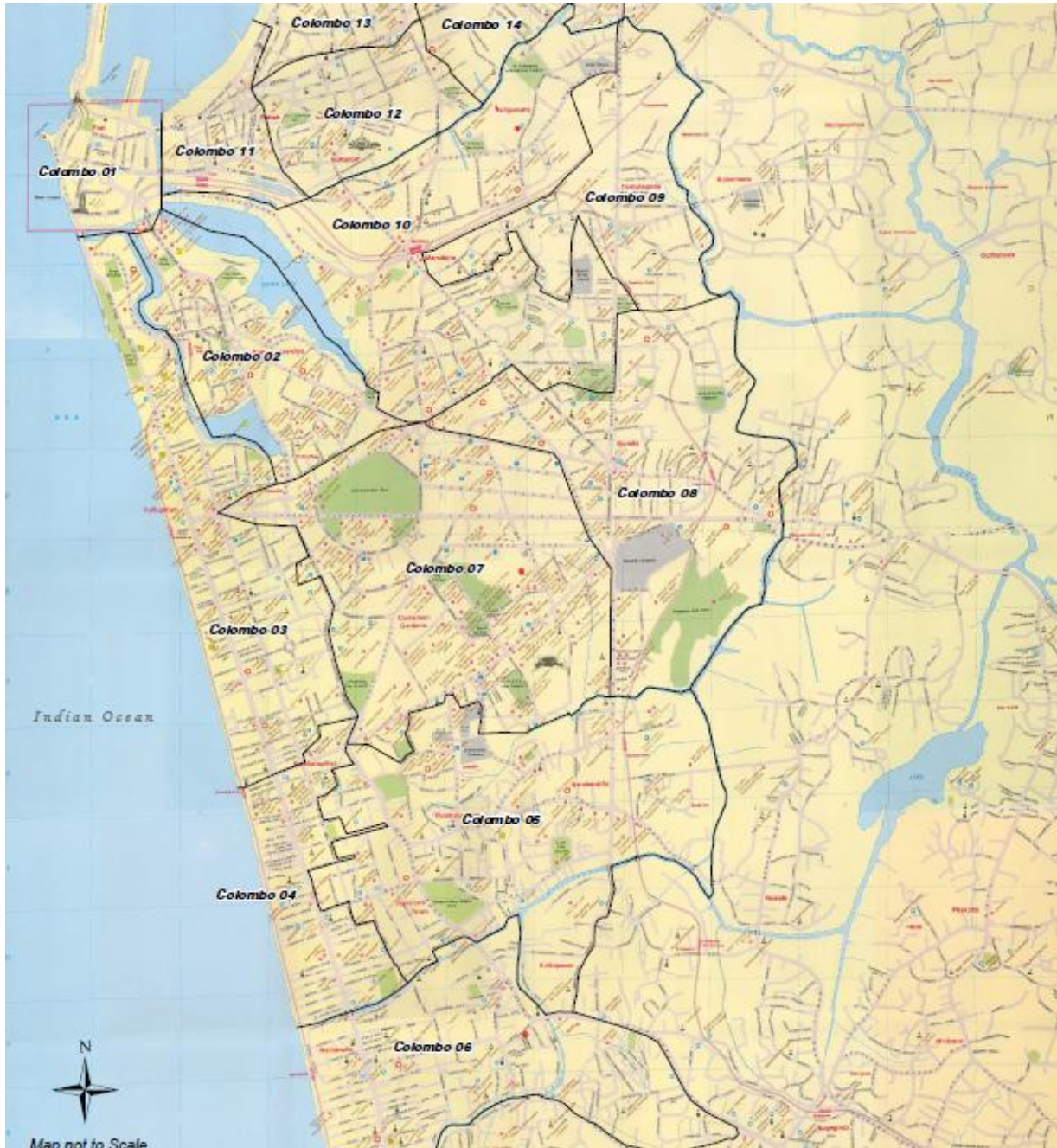
the date of registration and taking possession of the office premises whichever is later. Any defects or internal / external / imperfections, structural repairs to the building internal / external noticed during the currency of the defects liability period will have to be rectified by the Bidder free of cost charge, failing which the said retention money will be utilised by the Purchaser for rectification of the defects.

19. Wherever a Bidder has stated a monetary amount in USD, the rate of exchange will be determined with reference to the publicly available rates published by the Central Bank of Sri Lanka (Daily Indicative Rates of World Currencies) as on the date of opening of the PB. The decision of the Purchaser shall be final and shall not be called into question in this regard.

VII. Annexures

a. Annexure A

Postal Zones in Colombo



b. Annexure B

Grading System Matrix

S. No.	Attributes	LIOC Requirement	Max. Marks	Offer Made	Marks	Marking System Legend
1.0	Availability of Usable Area					
1.1	Area Requirement	20,000 sq. ft.	20			20,000 sq. ft. $\pm 10\%$ -20 Marks; 20,000 sq. ft. $\pm 20\%$ - 8 Marks;
	Sub-total 1		20			
2.0	Distance of Public amenities					
2.1	Railway Station	< 0.5 km	8			< 0.5 km - 8; 0.5km to 1 km - 5; > 1km -2;
2.2	Bus stop	< 0.5 km	5			< 0.5 km - 5; 0.5km to 1 km - 2; > 1km -1;
2.3	Bank / ATM	Within Building/ Campus	3			Within Campus/ Building - 3; < 0.2 km - 2; > 0.2 km -1;
2.4	Hospital	< 2.0 km	2			< 2 km - 2; 2 km to 5 km - 1; > 5 km -0;
2.5	Restaurant/ hotels/	Within Building/ Campus	2			Within Campus/ Building - 2; Outside the Campus/ Building -0
	Sub-total 2		20			
3.0	Type of Developments/ Conditions of Surrounding Area/ Locality.					

S. No.	Attributes	LIOC Requirement	Max. Marks	Offer Made	Marks	Marking System Legend
3.1	Low lying area and prone to water stagnation/ flooding	Not preferred	3			No low lying area around the offered building -3; otherwise -0;
3.2	Surrounding Area development potential	Preferably in a developed commercial area	4			Developed/ Under development commercial/ retail area - 4; Residential/ Mixed use area -2; Vacant Plot/ Industrial Area/ Slums -0;
3.3	Hazards from possible fire/ Disturbance from industrial noise etc	Preferably away from such areas	3			Yes -3; No - 0;
	Sub-total 3		10			
4.0	Permitted usage of Building					
4.1	Type of Usage	Commercial/ Retail	8			Commercial/ Retail -8; Mixed use including Residential-2
	Sub-total 4		8			
5.0	Building Attributes					
5.1	Façade	Glass	5			Full Glass-5; Concrete/ Metal Cladding/ Partial Glass -2;
5.2	Storey- Floor being offered Note: (i)Independent and entire building when offered will be eligible for full marks of 8 and (ii)In case of multiple floors, avg. Shall be worked out.	Higher than 10th Floor	8			Floor No. 11 and higher -8 Marks; Floor No. 5-10 -5 Marks; Floor No.1 - 4 - 2 Marks
5.3	Car Parks (each parking space measuring approx. 2.4 m X 4.8 m X 2.0 m (height))	15 nos.	7			20 or more parking Slots- 7 Marks; 15-20 Parking Slots -4 Marks;

S. No.	Attributes	LIOC Requirement	Max. Marks	Offer Made	Marks	Marking System Legend
5.4	No. and capacity of elevators/ lifts (Criteria of Capacity of 10 persons not applicable in case of entire building being offered and full marks shall be allocated if lift is available in working and good condition)	Capacity - Atleast 10 persons; Waiting Time < 2 mins	4			If capacity of individual elevator is for less than 10 persons -0; If capacity is for 10 persons and waiting time < 2mins - 4; otherwise -0
5.5	No. of Emergency Staircase & Width	Atleast 2 nos for buildings higher than 30m.	4			2 nos. and each atleast 1.2 m wide -4; 1 no. and atleast 1.2 m wide -2;
5.6	Is the access to the offered storey Disabled friendly	Disable Friendly Access	2			Yes -2; Partial/No -0;
5.7	Age of Building	Preferably not more than 7 years	12			More than 7 years - 6 Marks; 4-7 years - 9 Marks; 0-4 years - 12 Marks; upto 4 years for handing over/ availability of CoC -6 Marks;
	Sub-total 5		42			
	GRAND TOTAL		100			
	Bonus Marks					
	Buildings built under green standard (awarded Leeds Certification)		5			

C. Annexure C

* - Delete as appropriate:

AFFIDAVIT

I (name), holder of National Identity Card No. of (address), being a Roman Catholic do hereby solemnly, sincerely and truly make oath and swear/* being a Buddhist/Hindu/Muslim do hereby solemnly, sincerely and truly declare and affirm as follows:

- a. I am the deponent/declarant* above named.
- b. I am the (designation) of (company)/(organization)* situated at (address) and declare that I am entitled to make this affidavit for and on behalf of the Bidder in Bid No..... for Office Space by Lanka IOC PLC.
- c. I state that the Bidder meets the minimum eligibility criteria as stated in Section II of the Standard Bid Document issued by Lanka IOC PLC.
- d. I state further that the Bidder has attached the duly completed Technical Bid and Price Bid together with true copies of all supporting documentation.
- e. I state that the pricing details/commercials contained in this Bid are valid and will remain valid for a period of 120 days from the opening of the Price Bid.
- f. I state that in the event that this Bid is shortlisted, the pricing details included in the Price Bid will be valid for a period of 90 days from the opening of the Price Bid. I also state that the Bidder will enter into a Memorandum of Understanding with Lanka IOC PLC to guarantee the validity of such pricing details, if required.
- g. I state that the Bidder has submitted the Bid for Premises that meets with all the specifications of the Technical Bid and furthermore, that all the requirements of the Price Bid have been met by the Bidder*/ that some requirements of the Technical Bid/Price Bid have not been complied with, the details of which have been provided as follows:

The foregoing affidavit having been read over and explained to the deponent/declarant* within named, understood, affirmed and signed at on this day of 2017

}
BEFORE ME

JUSTICE OF PEACE/COMMISSIONER FOR OATHS