

CEYLON ELECTRICITY BOARD
(Establish by Act of Parliament No.17 of 1969)

DGM (E)/R/S-3/2021
EASTERN PROVINCE



REGISTRATION OF CONTRACTORS
FOR
WAY LEAVE CLEARING OF MV & LV LINES
IN EASTERN PROVINCE - 2021

Reference No. & Name

DGM (E)/R/S-3/2021

Registration of Contractors for Way Leave Clearing of MV & LV Lines in Eastern Province

Submission of Applications

The application shall be enclosed in a sealed envelope. Reference No, Name, Branch and contracted work applied for as given above shall be marked on the Top left hand corner of the envelope and shall be addressed to the Deputy General Manager (Eastern Province), Ceylon Electricity Board, Nilaveli rd., Trincomalee.

The Application sealed marked and addressed as above shall be sent through registered post or shall be hand delivered to the office of the Deputy General Manager (Eastern Province) of the above address.

Place Of Acceptance of Applications

Office of the Deputy General Manager (Eastern Province), Ceylon Electricity Board, Nilaveli rd., Trincomalee.

Closing Date & Time

Receiving of Applications will be closed at 1400 hrs on **16-12-2020** and the applications received will be opened immediately thereafter at the Office of the Deputy General Manager (Eastern Province), Ceylon Electricity Board, Nilaveli rd., Trincomalee.

REGISTRATION FEE: Rs. 5,000.00

(Must be paid and the receipt should be submitted along with the application for registration.)

Registration Fee (Rs. 5,000.00) will be released to Non – Selected Bidder.

Registration Fee (Rs. 5,000.00) will be released to selected Bidders after successfully completed the contract period.

INSTRUCTIONS TO APPLICANTS
REGISTRATION OF CONTRACTORS FOR WAY LEAVE CLEARING – MV &
LV LINES IN EASTERN PROVINCE - 2021

A. General Conditions

1. Scope of Work

Ceylon Electricity Board (referred to as "CEB" in this document) Eastern Province intends to register Contractors for Way Leave Clearing – MV & LV Lines in Eastern Province from recognized registered contractors for a period of twelve months and extended up to another maximum period of three months, whenever such services are required.

B. Submission of Applications for Registration

1. Application for registration shall be submitted on or before 2.00 p.m. on **11/11/2020** to the Deputy General Manager (East), Ceylon Electricity Board, Nilaveli rd., Trincomalee. Duly signed "Certificate of Purchase of Application Document" should be submitted with the application.
2. Application shall be made on Original Forms and submitted in sealed envelope. The envelope shall be marked "**Application for Registration of Contractors for Way Leave Clearing – MV & LV Lines in Eastern Province - 2021**" on top left hand corner.
3. The name and mailing address of applicant shall also be indicated on the envelope.
4. The registration document, which is in English, shall be completed in English.
5. Application Form shall be completed fully. Additional sheets may be attached, if necessary. The Applicant shall sign each sheet. The DGM (East) reserve the right to seek clarification or request additional information from any applicant. Written answer to such clarification shall be submitted by the applicant within the period stipulated therein.
6. Summary sheet (Annexure III) also to be attached along with the application.
7. Any form of canvassing will result in the rejection on the outcome of the evaluation.
8. The Application may be accepted or rejected on the outcome of the evaluation based on documents supplied with the application.
9. Each applicant will be informed in writing whether his application be accepted or rejected.
10. Any contractor registered for Way Leaves Clearing for the year 2021 will be called for submitting bids as and when DGM (East) requires it.
11. However, DGM (East) reserves the right to call quotations from any other contractors if necessary.

C. Evaluation for Registration

Applications will be evaluated independently.

Experience, financial capability and past record of applicants will be considered in the evaluation.

Contractor's experience will be evaluated based on documentary proof of services provided to CEB during last five (05) years. Business experience of the contractor will also be considered.

Contractor's financial capability will be evaluated based on letters from reputed banks certifying their financial strength and credit availability, audited statements of accounts, bank balances etc.

Applicants shall be considered successful only if they achieve more than the minimum level of points determined by the C.E.B.

D. Invitation of Bids

When the CEB required to obtain the service, Invitation letters will be sent to all the pre-qualified contractors requesting to submit bids. The required bid documents could be purchased from relevant Area Electrical Engineer's Office by paying a non-refundable bid document fee as determined by the CEB.

Registered suppliers shall be abide by the General Bid Conditions given in the bid document.

E. Defaulting Suppliers

If a bidder fails to carry out his contract in a satisfactory manner, or is guilty of improper conduct, or does not respond to bids call for three consecutive quotations, or quote exorbitant prices to exploit C.E.B., the DGM (East) will serve him a written notice requesting him to show cause in writing within two weeks.

If the DGM (East) is not satisfied with the explanation furnished, action will be taken to remove his name from the register of contractors and the Bid Bond / Performance Bond will be forfeited and the contractor will be duly informed.

Defaulter may be placed on Province defaulters list by the DGM (East). This information will be communicated to other Province as well. Such contractors will not be registered in future for this services.

F. Registration Document

The Registration document contains as follows :

- a) Form 1 - Letter of Application
- b) Form 2 - General Information
- c) Form 3 - Financial Data
- d) Form 4 - Record of Experience

If necessary, additional sheets may be added to give more, information and they shall be numbered and the number of additional sheets attached shall be mentioned in the last sheet.

**Deputy General Manager
(Eastern Province)
Ceylon Electricity Board**

**Telephone : 026-2221030
Fax : 026-2222158
E-mail : ecomep.dd2@ceb.lk /
dgmeep@ceb.lk**

**REGISTRATION OF CONTRACTORS FOR WAY LEAVE CLEARING – MV & LV LINES
IN EASTERN PROVINCE 2021
LETTER OF APPLICATION**

Registered Business Name :
Registered Business Address :
Telephone :
Fax :

TO Deputy General Manager (East)
Ceylon Electricity Board

Sir,

1. We hereby apply to be qualified with the Deputy General Manager (East), Ceylon Electricity Board as a prospective contractor for the registration of contractors for Way Leave Clearing – MV & LV Lines in Eastern Province, for year 2021
2. We authorize the Deputy General Manager (East), Ceylon Electricity Board or its authorized representatives to conduct any investigations to verify the statements, documents and information submitted and to clarify the financial and technical aspects of this application. For this purpose, we hereby authorize any public officer, bank, manufacturer, distributor or any other person or firm to furnish pertinent information deemed necessary and requested by the Deputy General Manager (East), Ceylon Electricity Board to verify statements and information provided in this application or regarding our competence standing.
3. The name and position of person who may be contacted for further information, if required are as follows.
 - a) Financial :
.....
 - b) Personal :
.....
4. We declare that the statements made and the information provided in the application is complete, true and accurate to best of my/our knowledge.
5. We Hereby agree to abide by the conditions given in the **"INSTRUCTIONS TO APPLICANTS – REGISTRATION OF CONTRACTORS FOR WAY LEAVE CLEARING – MV & LV LINES IN EASTERN PROVINCE – 2021"** in this document.

Yours faithfully,

Date :

.....
(Seal & Signature of the Applicant)

GENERAL INFORMATION

1) Main Lines of Business

.....

1.Since:

.....

2.Since:

.....

2) Local Office Address / Address of Workshop (if any)

.....

.....

.....

Telephone No. : Fax No. :

Email :

3) Name / Names / of the Owner / Partner / Director

.....

.....

Business registration No. & Year
(Copy to Business registration be attached)

V.A.T. No.:
.....

Tax File No. :
.....

Date :

.....
(Seal and Signature of the Applicant)

Information Copy - Not for Bidding

Note: Documentary evidence shall be submitted to support the information given above.

FINANCIAL DATA

A. Credit facilities available in Rs..
(Copies of the proof documents to be attached.)

.....
.....

B.

b) Annual Average Turn Over during last 3 yrs. -
(Documentary evidence to be submitted)

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

Date : (Seal and Signature of Applicant)

Note: Documentary evidence shall be submitted to support the information given above.

PLP/-

Information Copy - Not for Bidding

RECORD OF EXPERIENCE

Item Category : Clearing of Way Leaves

- i. For how many years has the company been clearing Way Leaves in CEB - Years
- ii. For how many years has the Company been engaging in Way Leaves Clearing or similar works in other institution (specify the work) to other institutions - Years

CEB Experience :

A. Furnish the details of Way Leaves Clearing records during last five calendar years

NAME OF THE PROVINCE / UNIT OF THE CEB	TYPE OF WAY LEAVES CLEARING (HT OR LT)	NO. OF KM.	VALUE	DATE / DURATION

B. Experience in other Institutions

NAME OF THE INSTITUTION	TYPE OF SERVICE	NO. OF KM.	VALUE	DATE / DURATION

.....
 Date : (Seal and Signature of the Applicant)

Note: Documentary evidence shall be submitted to support the information given above.

**CERTIFICATE OF PURCHASE OF APPLICATION DOCUMENT
(TO BE SIGNED & ATTACHED WITH THE OFFER)**

DATE:

ISSUED TO M/s:

.....

ON BEHALF OF M/s:

.....

C. Non refundable Registration Document Fee receipt number
dated

Information Copy - No.

.....
Chief Engineer (Commercial) – East Province
CEYLON ELECTRICITY BOARD
NILAVELI RD., TRINCOMALEE

Date:.....

(To be filled by the Applicant)

I/We agree to abide by the Conditions of the Registration No. **DGM(East)/CE(Com)/Registration of Contractors for Way Leave Clearing – MV & LV Lines in Eastern Province – 2021** and therefore submit My/Our in attached application.

Position & Name of Signatory:.....

D. Address :

Date:.....

.....
Signature of Applicant and Seal

Ceylon Electricity Board

SUMMARY SHEET
(To be attached with Bid)

Bid No. DGM(E)/R/S-3/2021

***REGISTRATION OF CONTRACTORS FOR WAY LEAVE CLEARING
OF MV & LV LINES IN EASTERN PROVINCE - 2021***

Sl No.	Description	if attached, mark (✓)	Annexure No:
1.	Certificate of purchase of bid document.		
2.	Duly filled registration form - Form I		
3.	Payment receipt of the registration fee		
4.	Document proof for past experience – Form IV		
	4.1 CEB		
	4.2 Other		
5.	Document proof for financial Capacity (Or Credit Limit), Annual average turnover during last 3 years		
6.	Business Registration certificate to carry out this type of contract		
7.	VAT registration certificate		
8.	Resource availability – Proof documents to be attached (CR Copy, Vehicle Insurance)		
	8.1 Vehicles & Machineries suitable for above contract		
	8.2 Technical Staff		
	8.3 Other		