



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

BID DOCUMENT FOR LEASING OF A BUILDING FOR THE OFFICE OF  
THE ADDITIONAL GENERAL MANAGER (PROJECTS)

**BID NO.:AGMP/2022/Office**

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ADDITIONAL GENERAL MANAGER (PROJECTS)  
CEYLON ELECTRICITY BOARD  
4<sup>th</sup> FLOOR, LANDMARK BUILDING  
No. 385, GALLE ROAD  
COLOMBO 03

**TELEPHONE:**0112 301677/ 011 2301679

**E-MAIL:** secagmp@ceb.lk

**BID DATA SHEET**

Bid No:	AGMP/2022/Office
Title of the Bid:	Leasing of building space for office of the Additional General Manager(Projects)
Requirement:	<ol style="list-style-type: none"> <li>1. Space extent minimum of 6500 sq. ft.</li> <li>2. Minimum number of 06 (Six) washrooms shall available.</li> <li>3. Air condition facility shall be available for entire space.</li> <li>4. Parking space for a minimum of 10 (Ten) vehicles inside the premises.</li> <li>5. Telephone, Water and Electricity with separate meters.</li> <li>6. Bids shall be solicited from the owners only.</li> <li>7. Premises would within the city limits of Colombo 02, 03, 04, 05, 06, 07 &amp; 08 and outskirts with easy access to main roads.</li> <li>8. Period of lease shall be 02 (Two) years</li> <li>9. Minimum number of rooms/partitioned rooms shall be 10 (Ten)</li> <li>10. Preferred, if fixed filing cupboards are available</li> <li>11. Preferred availability of Building management services by the building owner</li> </ol>
Branch for which the building will be leased	<p>Additional General Manager (Projects) branch</p> <p>Deputy General Manager (C&amp;PC) branch</p> <p>Additional Finance Manager (Projects) branch</p>
Period of lease	Two years (24 Months).
Bid receipt	<p>Bids will be received at</p> <p><b>The Office of Additional General Manager (Projects) Branch</b></p> <p><b>Ceylon Electricity Board</b></p> <p><b>4<sup>th</sup> Floor, Landmark Building</b></p> <p><b>No. 385, Galle Road, Colombo 03</b></p>
Bid closing:	Bid will be closed at 10.00 hrs. on 28-11-2022 and will be opened immediately thereafter at the office of <b>Additional General Manager (Projects) Branch</b>
Bid security	Not Applicable
Bid Validity	Bid should be valid for <b>Ninety (90)</b> days from the date of closing of the Bid.
Documents and Details to Accompany the Bid	<p>Documents and Details to Accompany the Bid</p> <ol style="list-style-type: none"> <li>1. Form of Bid</li> <li>2. Building Plan</li> <li>3. Copy of the Deed of the property</li> <li>4. Schedule of details and prices</li> </ol>
CEB VAT Registration Number	409000010 - 7000

## **BID CONDITIONS**

### **1 Scope**

Office of the Additional General Manager (Projects), Fourth Floor, Landmark Building, 385, Galle Road, Colombo 03 will receive bids for leasing a building with minimum area as specified in bid data sheet.

### **2 Receipt of Bids**

Bid should be enclosed in a securely sealed envelope which should be marked as "Quotation for Leasing of Building for office of the Additional General Manager (Projects)" on the top left hand corner and shall be delivered to the address given in the Bid Data Sheet of this Bid Document before the bid closing time.

### **3 Closing and Opening of Bids**

The receipt of Bids shall be closed on the date and time specified in the Bid Data Sheet. Bids received after the closing time will be **rejected**. Bids will be opened immediately after the closing time. Representatives of bidders can participate the opening of bids.

### **4 Bid Security**

Not Applicable

### **5 Instructions to Bidders**

- a) Duly filled & signed Form of Bid (APPENDIX I) shall be submitted with the bid.
- b) Bidders shall fill in and sign the schedule of Details and Schedule of Prices (Appendix II and III) giving details of the building to be leased for the Ceylon Electricity Board. Offers not on the prescribed form are liable for rejection.
- c) Only the Prices indicated in the Schedule of Prices (Appendix III), shall be taken for evaluation.
- d) The prices quoted shall be written clearly or type written.
- e) If the Bidders are registered for VAT, the amount of VAT should be indicated separately in the price offer.
- f) Bid should be valid for date as specified in Bid Data Sheet from the date of closing of the Bid. Prices indicated in the Schedule of Prices, shall be constant and shall not be subjected to any variation within the validity period of the Bid specified above.
- g) The amounts written in words will be taken as correct in case of a discrepancy in the amounts written in words and in figures.

### **6 Payment**

- a) Payment will be made on monthly basis for the rate agreed upon as per the Letter of Award. The payment will be made as a crossed cheque ("A/C Payee") written in favor of the successful Bidder.
- b) Applicable VAT will be paid by Ceylon Electricity Board at prevailing rates if claimed by the Bidder with the VAT registration Number.
- c) Withholding Tax (if any) will be deducted from the quoted rent at wherever applicable rate at the time of making the payments and remitted directly to the Commissioner General of Inland Revenue.

**7 Conditions of the lease agreement**

Conditions of the lease agreement should be mutually agreed by the Lessor and the Lessee (CEB). These conditions may be discussed and amended at the time of signing the agreement and any special conditions to be included in the agreement are to be notified with the offer. The proposed conditions are annexed for reference. (Appendix iv)

**8 Inspection of Building**

When it is requested, the bidder shall make necessary arrangements for inspection of the building by the representatives of Ceylon Electricity Board.

**9 Letter of Award**

The Letter of Award will be sent by registered post to the successful Bidder to the address given on the schedule of Details (APPENDIX II).

**10 Clarifications**

Further clarifications can be obtained from the office of the Additional General Manager (Projects) on any working day between the hours of 9.00 hrs. and 16:00 hrs.

**Office of The Additional General Manager (Projects)  
Ceylon Electricity Board  
Fourth Floor, Landmark Building,  
No. 385, Galle Road, Colombo 03**

T.P. Direct 0112301677/ 011 2301679  
Email: secagmp@ceb.lk

CEYLON ELECTRICITY BOARD

FORM OF BID

The Chairman,
Divisional Procurement Committee (Projects)
Office of the AGM (Projects),
Ceylon Electricity Board,
4th Floor, Landmark Building,
No. 385, Galle Road, Colombo 03.

I/We having examined the Conditions of Bid, the Schedule of Prices and all other Documents pertaining to this work/supply, do hereby offer and undertake to carry out the work/supply, to the satisfaction of the General Manager, Ceylon Electricity Board strictly in accordance with the conditions of Bid; pertaining to Bid No. AGMP/2022/Office and in consideration of the trouble and expense incurred by you in preparing the contract documents and in examining and considering the Bid, I/We further undertake that this Bid shall not be withdrawn by me/us before the expiration of Ninety days (90 days) from the date of closing, but shall remain binding on me/us and may be accepted at any time before such expiration.

I/We understand that Ceylon Electricity Board is not bound to accept the lowest or any Bid received.

Signature of Bidder

Date : .....

Bidder's Name : .....

Address : .....

Witness

Signature (1) ..... (2) .....

Name ..... .....

Address ..... .....

..... .....

## SCHEDULE OF DETAILS

(To be filled by the bidder and submitted with the offer)

Name of Building Owner/ Company.			
Address of the Building to be leased out.			
Address of the owner/ company for correspondence.			
Contacts of the owner/ company a) Telephone Nos. b) Email			
	Required	Offered	
Available Total floor area of the building (square feet)	Minimum 6500sq.ft.		
No. of available vehicle parking slots <u>within the premises.</u>	Minimum 10 vehicles		
No. of available toilets <u>within the premises</u>	Minimum 6		
Year of construction of the building			
Floor Type (Tiles, Terrazzo etc.)			
Availability of air-Conditioning(Yes/No)			
Area covered by A/C			
Facilities available at the building (Please describe details such as, electricity, water, telephone lines, partitioning, sanitary facilities, standby generator, networking for computers, security and cleaning services if available etc.)		Yes	No
	Electricity Connection		
	Telephone lines		
	Water		
	partitioning		
	Networking		
	StandbyGenerator		
	Security service		
	Cleaning service		
Whether Copies of the deed, Building Floor Plan, Land Plans and other relevant documents submitted with the offer		Yes	No
	Copies of the deed		
	Building Floor Plan		
	Land Plans		
Detail of access road (A sketch showing main access route to the building to be leased shall be attached.)			
If property bound for any obligation please specify (Eg. mortgage )			
If part of the building is rented out to another party (Yes/No).			

**SCHEDULE OF PRICES**

(To be filled by the bidder and submitted with the offer)

Rent per month *	1 <sup>st</sup> Year	.....
	2 <sup>nd</sup> Year	.....
Rent per month (in words) *	1 <sup>st</sup> Year	.....
	2 <sup>nd</sup> Year	.....
Advance Payment	Rs.	
Security Deposit if required *	Rs	
SSCL amount Per Month If applicable,	Rs.	
VAT amount per month,if applicable	Rs	
VAT registration No. if applicable		
Other taxes per month	Rs	
Offered total price(In Figures and Words) for leasing the building for two years period without VAT	1 <sup>st</sup> Year	.....
	2 <sup>nd</sup> Year	.....

\*Any supporting details could be annexed for the figure given above.

I agree to lease my building on the Terms and Conditions laid down by the CEB.

Signature of Bidder : .....

Date : .....

Name of Bidder : .....

Address of Bidder : .....

Witness

Signature (1) ..... (2) .....

Name ..... .....

Address ..... .....

..... .....

APPENDIX IV

PROPOSED CONDITIONS OF THE LEASE AGREEMENT

Conditions of the lease agreement should be mutually agreed by the Lessor and the Lessee (CEB). These conditions may be discussed and amended at the time of entering into the agreement. Any **additional** conditions need to be included are to be forwarded with the bid.

- i. The Lessor do hereby let lease and demise unto the Lessee the land and premises more fully described in the schedule hereto for a period of **Twenty Four(24)** months commencing from the \_\_\_\_\_ day of \_\_\_\_\_ Two Thousand Twenty Three.
- ii. The rental for the demised premises per month is Rupees \_\_\_\_\_ (Rs. \_\_\_\_\_) and aggregating to Rupees \_\_\_\_\_ (Rs. \_\_\_\_\_) for the full term of the period hereof.
- iii. The Lessee shall pay to the Lessor at the time of execution of these presents a sum of Rupees \_\_\_\_\_ (Rs. \_\_\_\_\_) of lawful money of Sri Lanka (the receipt whereof the Lessor both hereby admit and acknowledge) being ..... (\_\_\_\_) months rent calculated at the rate of Rupees \_\_\_\_\_ (Rs. \_\_\_\_\_) per month, as an **advance payment**, which sum shall be set off against the rent payable during the term hereof.
- iv. The Lessee shall pay to the Lessor at the time of execution of these presents a sum of Rupees \_\_\_\_\_ (Rs. \_\_\_\_\_) of lawful money of Sri Lanka as a **refundable security deposit** which sums all only be refunded to the Lessee at the expiration of the lease period or sooner determination of the lease after deducting damages if any to the Demised Premises and any arrears of water and electricity bills telephone rentals and charges. The deposit made by on the \_\_\_\_\_ day of \_\_\_\_\_ Two Thousand Twenty Three as the last term deposit shall continue for the new term also. (The receipt whereof the Lessor both hereby admit and acknowledge).
- v. The Lessee shall use and-occupy the said Demised Premises only for official use of Ceylon Electricity Board.
- vi. The Lessee shall pay all Electricity, Water and Telephone bills in due time in respect to the Demised Premises and shall maintain such accounts and shall produce the payment receipts thereof if required by Lessor for verification purposes.
- vii. The Lessee shall not assign, sub-let or part with the possession of the said Demised Premises or any part or portion thereof without the prior written consent of the Lessor.
- viii. After giving prior notice to the Lessee the Lessor may enter upon the said Demised Premises for the purpose of either inspecting or carrying out structural alterations or repairs to the Demised Premises. The time shall be convenient for both the parties.
- ix. The Lessee shall keep and maintain the Demised Premises in good, clean and sanitary condition in conformity with all regulations, Laws and by Laws of the relevant Local Authorities and keep the Lessor



indemnified from any actions, costs claims or proceedings by reasons of breach or non-performance of the said laws and by laws.

- x. The Lessee shall effect all minor repairs to the Demised Premises the cost of which shall not exceed Rupees \_\_\_\_\_ (Rs. \_\_\_\_\_)
- xi. The Lessee shall not affect any structural alterations or improvements to the demised premises without the prior written consent and the authority of the Lessor having first had and obtained during the continuance of the term hereof.
- xii. The Lessee shall effect all the repairs caused by any damage arising from any act of negligence or omission on the part of the Lessee or his servant, agents or licensees.
- xiii. Should the Lessee not require the Demised Premises at any time during the tenure of this lease agreement, the Lessee shall have the right to terminate the agreement, on giving three (03) months' notice to Lessor, of his intention to do so. The Lessor shall pay back on demand the advance made by the Lessee on Pro- rata basis.
- xiv. The Lessee shall deliver the yield up vacant possession of the Demised Premises to the Lessor within one month period from expiration or sooner termination of the Agreement, in the same reasonable wear and tear condition as at the date of commencement of this Lease Agreement.
- xv. On the Lessee handing over quiet peaceful and vacant possession of the Demised Premises the Lessor shall refund to the Lessee the security deposit of Rupees \_\_\_\_\_ (Rs. \_\_\_\_\_) deposited as refundable deposit after deducting any arrears of rent, damages if any, to the Demised Premises and any arrears of electricity, water and telephone bills.
- xvi. In the event of the Lessee failing to hand over the peaceful vacant possession of the Demised Premises on the expiration or sooner termination of the term hereby agreed, the Lessee shall pay Rupees \_\_\_\_\_ (Rs. \_\_\_\_\_) per day as liquidated damages and not as penalty to the Lessor until vacant possession is handed over to the Lessor, subject to condition xv above.
- xvii. The Lessor shall pay all rates and taxes payable to the relevant Local Authorities during the occupancy of this tenancy.
- xviii. All notices between the Lessor and the lessee shall be sent by registered post in the case of a notice to the Lessor to an address notified. In the case of a notice to the Lessee, to Additional General Manager (Projects) Branch, No.385, 6<sup>th</sup> Floor, Landmark Building, Colombo 03, Ceylon Electricity Board.
- xix. The stamp duty payable on this lease agreement and the legal fees of the lawyers for drawing and attesting this agreement shall be borne by the parties hereto equally.
- xx. A renewal of the lease shall only be by mutual consent and provided that the Lessee shall have given notice to the Lessor in writing of his desire to renew the said lease three (03) months prior to expiration of this lease. The renewal of the lease shall be on fresh terms and conditions to be mutually agreed upon by the parties.