



**ප්‍රධාන ලේකම් කාර්යාලය - බස්නාහිර පළාත**  
**பிரதான செயலாளர் அலுவலகம் - மேல் மாகாணம்**  
**OFFICE OF THE CHIEF SECRETARY - WESTERN PROVINCE**



204, ඩෙන්සිල් කොබ්බෑකඩුව මාවත, බත්තරමුල්ල.  
 204, டென்சிஸ் கொப்பேகடுவ மாவத்தை, பத்தரமுல்ல.  
 204, Denzil Kobbekaduwa Mawatha, Battaramulla.

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මගේ අංකය / எனது இலக்கம் / My No. } CSWP/FIN-AP/03/FI/06(B) } ඔබේ අංකය / உமது இலக்கம் / Your No. } } 2022.06. } 24


**මූල්‍ය වකුලේඛ 12/2022**


ආණ්ඩුකාර ලේකම් (බ.ප.),  
 අමාත්‍යාංශ ලේකම්වරු (බ.ප.),  
 සභා ලේකම් (බ.ප.),  
 පළාත් කොමිෂන් සභාවල ලේකම්වරු (බ.ප.),  
 නියෝජ්‍ය ප්‍රධාන ලේකම්වරු (බ.ප.),  
 දෙපාර්තමේන්තුවල ප්‍රධානීන් (බ.ප.),  
 ව්‍යවස්ථාපිත අධිකාරිවල සභාපතිවරු (බ.ප.),  
 බස්නාහිර පළාතේ සියලුම ප්‍රාදේශීය ලේකම්වරු.

**ප්‍රසම්පාදන කාර්යය සංග්‍රහය සඳහා වන අතිරේක අංක 37 බස්නාහිර පළාත් සභාවට**  
**අදාළ කර ගැනීම**

ප්‍රසම්පාදන කාර්යය සංග්‍රහය සහ මාර්ගෝපදේශ සංග්‍රහය 5.2.1 සංශෝධනය කරමින් “ලංසු කැඳවීමේ ලේඛණවල අන්තර්ගතය” සම්බන්ධයෙන් 2021.04.09 දිනැතිව නිකුත් කරන ලද අතිරේක අංක 37 සංශෝධන රහිතව බස්නාහිර පළාතට අදාළ කර ගැනීමට ගරු ආණ්ඩුකාරතුමාගේ අනුමැතිය ලැබී ඇත. (අතිරේක අංක 37 හි පිටපතක් මේ සමඟ අමුණා ඇත.)

03. එමෙන්ම මෙම වකුලේඛයේ සඳහන් විධිවිධාන 2022.06.09 දින සිට වලංගු වන අතර ඒ අනුව කටයුතු කරන මෙන් කාරුණිකව දන්වමි.

  
 ජේ.එම්.සී.ජයසිංහ  
 ප්‍රධාන ලේකම්,  
 පළාත් මුදල් අමාත්‍යාංශ ලේකම් හා  
 පළාත් භාණ්ඩාගාර ලේකම්,  
 බස්නාහිර පළාත.

නියෝජ්‍ය ප්‍රධාන ලේකම් பிரதான செயலாளர் Deputy Chief Secretary	පාලන நிர்வாகம் Administration	ජීවිත් හා පුහුණු ஆளணி மற்றும் பயிற்சி Personnel & Training	මූල්‍ය நிதி Finance	සැලසුම් நீட்டமிடல் Planning	ආර්ථික பொருளியல் Engineering	ප්‍රධාන අභ්‍යන්තර විභාග பிரதான உள்நகல் கணக்காய்வாளர் Chief Internal Auditor	
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10/11/2021

Democratic Socialist Republic of Sri Lanka

Supplement 37

To the

PROCUREMENT MANUAL

Issue Date: 09.04.2021

Effective Date: 09.04.2021

To be used along with the Government Procurement Guidelines - 2006  
(Goods and Works)

This supplement supersedes the Procurement Manual

Guideline Reference: 5.2.1

Contents of the Bidding Document for procurement of Works, Goods and  
Services other than Consultancy Services

DEPARTMENT OF PUBLIC FINANCE



PROCUREMENT GUIDELINE REFERENCE: 5.2.1

Contents of the Bidding Document

The PEs are expected to prepare bidding documents for each procurement, both to inform and instruct potential bidders, suppliers and contractors of the requirements expected from them. Thus bidding documents should be drafted so as to permit bidders to submit responsive bids. Bidding documents should clearly define the scope of works, goods or services to be supplied, the rights and obligations of the PE and of suppliers and contractors, and the conditions to be met in order for a bid to be declared valid and responsive. They should also set out fair and non-discriminatory criteria for selecting the winning bid.

The bidding documents shall furnish all relevant information necessary for a prospective bidder to prepare a bid for the Goods or Services or Works to be offered in response to the invitation to bid (or quote). The bidding document should contain clauses on prohibiting the employment of expatriate unskilled labour. It should also contain clauses that skilled expatriate labourers may be employed with the prior approval of the PE. In turn PE shall obtain prior concurrence from the Treasury. The detail and complexity of these documents may vary with the size and nature of the proposed Procurement. The following are the essential contents of a bidding document:

	Measure & Pay	Works		Goods		Services
		Lump Sum	Design and Build	Supply and install	Custom Design, Supply, install Commissioning and Maintenance	
Invitation to Bid	X	X	X	X	X	X
Instruction to Bidders	X	X	X	X	X	X
Bidding Data	X	X	X	X	X	X
Conditions of Contract	X	X	X	X	X	X
Contract Data/Special Conditions	X	X	X	X	X	X
Specifications	X	X				
Employer's Requirements			X	X	X	X
Drawings/Sketches	X	X	X	X	X	X
Bill of Materials	X					
Delivery Schedule		X	X			
Terms and Conditions				X	X	X
Duration of Contract	X	X	X	X	X	X
Performance Schedules			X	X	X	X
Security of Bid	X	X	X	X	X	X
Performance Security	X	X	X	X	X	X
Advance Payment						
Other Forms**						

\*\*if applicable

Contract  
per  
M/20  
dated  
lands  
app  
Pr  
c

Contract Data /Special Conditions -Note 1

As per the Cabinet Decision dated 14.12.2020 for the Cabinet Memorandum No. CM/20/1852/317/012 "Solution for the Quarrying Industry carried out in Government Lands" dated 13.11.2020, the Cabinet of Ministers has granted the approval to obtain pre-data of the lands which are recommended for the excavation of granite, at the same time of calling application for the procurement of granite for large scale development projects. Accordingly Procuring Entity shall ensure the inclusion of said pre-data to the bidding document under the contract data/special conditions.

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XVIII

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