

Bidding Conditions.

Procurement of Consultancy service for a Smart Parking Management System for the city of Colombo.

1. The eligible bidders to submit bids in this tender are
  - 1.1 Consultancy firms (except firm consisting of one individual) of carried out similar nature of projects.
  - 1.2 Government organizations having a capacity of similar nature of projects.
  - 1.3 Universities accredited by University Grant Commission who are qualified for providing consultancy service for similar nature of projects as mentioned below.

Projects carried out solely in smart parking management or the projects based on architecture of information Technology with Smart features shall be treated as similar projects and supported by financial analysis.
2. The scope of work in this bid is mentioned in Terms of Reference.
3. Bidders shall quote rates in the form of bid issued with the bidding documents.
4. The bid shall be valid till the date given in the bid notice.
5. Each Bidder shall submit a bid security worth of 2% of the Initial Contract Price valid till the date given in the bid notice. The Bid Security shall be on demand unconditional guarantee and obtained from a reputed Bank or Insurance Company. The bid security may be forfeited
  - (a) if the bidder withdraws his bid during the period of bid validity;
  - (b) if the bidder does not accept the correction of arithmetical mistakes of his bid price.
  - (c) in the case of successful bidder, if he fails within the specified time limit to
    - i. Sign the agreement
    - ii. Furnish the required performance security
6. Eligible Bidder shall have a qualifications and experience mentioned in TOR.
7. Bid Evaluation will be done by a Technical Evaluation Committee appointed by Municipal Commissioner. No bidder can challenge the decision of Technical Evaluation Committee or Colombo Municipal Council on decision to award the contract for whatever reason.
8. Employer reserves the right to accept or reject any bid and to cancel the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders, of the grounds for Employer's action.
9. Bids shall be comprised of and submitted in duplicate as follows.

An envelope marked "ORIGINAL" shall comprise of following documents

- a. Form of bid duly filled and signed by qualified person to do so.
- b. Proof documents for above clause 5.
- c. Bidding conditions duly signed.
- d. Contract conditions duly filled.
- e. Terms of Reference duly signed
- f. Proof documents for 7 & 8 above.
- g. Power of attorney for signatory of the bid (if necessary).
- h. Copy of VAT registration certificate/letter from Inland Revenue Department for non-eligibility for VAT if applicable

An envelope marked "DUPLICATE" shall comprise of following documents.

- a. Form of bid duly filled & signed by qualified persons to do so.
- b. Bidding conditions duly signed.
- c. Contract conditions duly signed.
- d. Terms of Reference duly signed

Both the envelope shall be inserted in another envelope where name of the tender written on top left and corner and submitted as per bid notice.

I agree with the above bidding conditions.

**Signature of bidder:**

**Rubber stamp:**

## Contract Conditions

### Procurement of Consultancy service for a Smart Parking Management System for the city of Colombo.

1. Selected Bidder shall provide service as described in the Terms of Reference.
2. Selected Bidder shall provide a performance security worth of 10% of the Initial Contract Price which will be valid for 365 days. The Contractor shall extend the validity period if necessity arises upon request of the Municipal Commissioner of Colombo Municipal Council. This security should be an unconditioned (on demand) bank guarantee from a reputed bank in Sri-Lanka, addressed to Municipal Commissioner. The performance security shall be forfeited for violation of condition in the agreement prior to terminate the contract. The performance security shall be submitted within 14 days from the Letter of Acceptance. Failure of the bidder to submit it within the time frame specified shall be cause for the annulment of the award. CMC may then award the contract to another bidder as may be decided by the Council and Council has the right to forfeit the bid securities without any further notice.
3. Selected Bidder shall enter in to an agreement with Colombo Municipal Council on agreed terms and conditions to cover the whole scope of work within 28 days of the Letter of Acceptance.
4. Time line for the project.

Commencement Date	14 days from Letter of Acceptance
Draft Technical and Financial Proposal with feasibility report.	02 months from the date of Commencement
Council Approval for Draft Technical and Financial Proposal with feasibility report.	Varied. Approximately 02 months
Final RFP document	02 months from the date of confirming the acceptance of draft proposal.
Tendering and assisting TEC for Evaluation.	Varied. Approximately 02 months.

Delay charges for submitting draft Technical and Financial Proposal with feasibility report and Final RFP document is Rupees 10,000.00 per day.

5. Payments will be made to the contractor as per following payment scheme.

Stage	Description	Payment Percentage from the quoted rentals
Draft Technical and Financial Proposal with feasibility report.	On the acceptance by the Council with the Recommendation on Technical Proposal by the Director Engineering (Traffic Design & Road Safety) and on Financial Proposal by the Municipal Treasurer.	25%
Final Tender document	On the acceptance by the Municipal Commissioner with the Recommendation on Technical Proposal by the Director Engineering (Traffic Design & Road Safety) and on Financial Proposal by the Municipal Treasurer.	50%
Tendering and assisting TEC for Evaluation.	Upon submission of TEC report.	25%

VAT will be paid only if proof documents for VAT registration in Inland Revenue Department are submitted.

- The Selected Bidder shall submit a professional indemnify insurance indemnifying the Colombo Municipal Council and it's agents against damages and failures to be occurred due any of the shortcomings of the proposal submitted. The amount of the indemnify insurance shall be equal to the Total Bid given in the Form of Bid and the validity period of the indemnify insurance is five years from the date of commencement of Work.
- An advance payment of 10% can be made to the Contractor on request on an unconditional on demand guarantee obtained from a reputed Bank in Sri Lanka and that will be proportionally deducted and recovered from each payment to the Contractor.

I agree with above conditions

Signature of bidder:

Rubber Stamp:

Terms of Reference  
Procurement of Consultancy service for a Smart Parking Management System for the city of Colombo.

**1. Background:**

- 1.1. It is well known that unregulated parking contributes to traffic congestion. It is also known that citizens and businesses within the city will be inconvenienced if parking is unavailable. Therefore, the CMC wishes to obtain the services of a **Smart Parking System Provider** as a critical component of a state-of-the-art parking solution for the city.
- 1.2. Currently, the city has a mix of parking service providers as a mix of public and private sector operators, each with exclusivity in defined geographical areas obtained through a bidding process. Colombo Municipal Council intend to introduce a smart parking management system covering the city as a whole for achieving the efficiency in operation as well as customer attraction.

**2. Scope of Work**

- 2.1. The Works shall be preparation of Tender document for both financially and economically feasible Smart Parking Management System to the city of Colombo which basically includes the following and usable for using for competitive tender process.

- Section I: Instructions to Bidders
- Section II: Condition of contract
- Section III: Special Conditions of Contract
- Section IV: Technical Specification
- Section V: Form of Bid
- Section VI: Form of Price Proposal
- Section VII: Form of Qualification Information/Schedules
- Section VIII: Annexure & Drawings.

- 2.2. In order to prepare a feasible Smart Parking Management System it is necessary carry out both technical and financial feasibility study for at least four alternatives. Each alternative may have smart features for the following basic requirements
1. Introduce SMART Parking System for 7000 No's parking slots.
  2. Include Customer convenience parking System
  3. Include CCTV for parking slots

4. Allow a multiplicity of payment options and can accommodate multiple apps
5. Include functionality to ascertain whether vehicles have paid for parking
6. Permit different parking service contractors to use it
7. Allow occasional visitors to Colombo to obtain parking
8. Permit cash options, excluding currency-note-accepting machines
9. Allow for time-of-day variation of parking fees
10. Include digital dash board to find out available close by parking lots
11. Include a data analytics component.

### 3. Deliverables:

3.1. The first deliverable is the Draft Project Proposal which includes Technical and Financial Proposal with feasibility report for Smart Parking Management System suitable for City of Colombo. It is necessary carry out both technical and Financial feasibility for at least four alternatives. This will take into account existing infrastructure (of payment modes, terminal devices etc.). At least two international real time application that will fit the Sri Lankan and for the environment of City of Colombo will also be explored in proposing options. Various options considered will be listed, along with preferred features of the final system. The technical proposal shall be reviewed by a committee including Director Engineering (Traffic Design and Road Safety) and the Financial Proposal shall be reviewed by a committee including the Municipal Treasurer.

3.1.1. The Technical review shall be based section 2.2 above and special attention shall be given for the following areas.

- 3.1.1.1. Whether the full parking lots are occupied
- 3.1.1.2. Customer conveniences
- 3.1.1.3. Payment options
- 3.1.1.4. Installations
- 3.1.1.5. Maintenance
- 3.1.1.6. Provisions in the system for tariff changes

3.1.2. The Financial proposal shall be evaluated against the criteria mentioned below.

- 3.1.2.1. Total revenue to the Council
- 3.1.2.2. No cost to the council

Number of review is based on the acceptance of the proposal by the review committees and the approval by the General Council of the Colombo Municipal Council. The final version of the Project proposal and the feasibility report shall be submitted.

3.2. The second deliverable is the Final Tender Documents: Based on the above project proposal and the feasibility report the Draft tender document shall be submitted as per

section 2.1 and that shall be submitted for the review of the Technical Evaluations Committee.

3.3. The third deliverable is assisting the Technical Evaluation committee throughout the evaluation.

#### **4. Qualifications & Experience Requirements**

4.1. The bidder shall have experience of 5 years in Consultancy experience in National/GOSL similar nature of projects or International experience.

4.2. The bidder shall have completed 3 no's consultancy projects in National/GOSL similar nature of projects or International projects with the minimum project cost of Rs. 5.0 Million.

4.3. The Composition of the key team of experts shall have at least

a) Information Technology Expert with PhD or Master's qualifications in the field of Information Technology/Computer Science with post-doctoral experience over 05 years.

b) Traffic expert with PhD or Master's qualifications in the Field of Smart parking management with post-doctoral experience over 05 years in Traffic & Transportation.

c) Financial Expert with PhD or Master's qualifications in the field of Accounting/ Economics / Chartered qualification (ACCA/ CIMA / CA Sri Lanka etc.) with 15 years past experience in financial analysis.

4.4. The bidder shall demonstrate the skills of Report writing, presentation, communication and management skills by producing a copy of reports as a sample which has been done by the bidder.

4.5. Ability to provide training in ICT and experience in providing training/ workshops at international level would be an added advantage.

**Signature of Bidder:**

**Rubber Stamp:**

Form of Bid

Procurement of Consultancy service for a Smart Parking Management System for the city of Colombo.

No	Description	Units	Amount (SLRs)
1	Cost for providing Consultancy service for the implementation of Smart Parking Management System for the city of Colombo as described in the Instructions to Bidders, Condition of Contracts and Terms of Reference.	Sum	.....
2	Any other cost if any Pls specify..... ..... ..... .....	Sum	..... ..... .....
	Sub Total		.....
<b>Total</b>			.....
<b>Taxes if any</b>			.....
<b>Total with Taxes</b>			.....

Having examined Bidding Data, Contract Data, Terms of Reference for the procuring of the Consultant for a Smart Parking System for the city of Colombo, I the undersigned, offer to execute and complete such Works for the sum of **Sri Lankan Rupees (Amount in Words)**  
 .....  
 .....

I will have no authority to request any more payments beyond the above value.

**Signature of Bidder:**

**Rubber Stamp:**

Schedules to be submitted by the Bidder

Procurement of Consultancy service for a Smart Parking Management System for the city of Colombo.

The aim of submission of the following schedules shall be to obtain the information of Bidders using given formats and where no formats are specified, free format can be used. The bidder shall provide all the information sought under this project. The Client will evaluate only those Proposals that shall be received in the required formats and complete in all respects

1. General Information Sheet shall be used to provide the corporate/registered/home office address, business address, telephone numbers, fax numbers, E-mail and cable address shall be submitted.
2. Bidders experience in similar nature of projects shall require to be submitted as given in the format
3. The financial status of the bidder shall be submitted in the separate format below
4. Experienced and qualified individual staff shall provide strictly as per format given below for both individual firms and Joint Ventures.

**Schedule 1: General Information Sheet**

<b>Company legal name</b>	
<b>Year of start</b>	
<b>Company legal address in country of constitution</b>	
<b>Authorized representative</b> (Name, Address, Telephone numbers, Fax numbers, e-mail address)	

**Schedule 2: Experience in similar nature projects**

Sl. No.	Project Name	Project Period	Contract Identification and Title	Name, address, email, phone, fax and web address of Employer	Total Contract Amount in RS Million	If partner in a JV, specify participation of total contract amount		Brief Description of the work
						Total	Percent of Total	

The Bidder shall submit the completion certificate as evidence for the above information. Such evidence shall be in client's letter head indicating address, telephone, email, web address and fax numbers of the clients and shall include the name of the project, name of the employers, description of work, duration of project and contract amount.

**Schedule 4: Financial Situation of Firm**

The following shall be used by each Bidder or member of a JV for providing information

Description	Year 1	Year 2	Year 3
1. Total Assets			

3.Total Liabilities			
4.Current Liabilities			
5.Profits Before Taxes			
6.Profits After Taxes			
Net worth (1-3)			
Working Capital (2-4)			

**Please attach the documents listed below under the schedule 'Financial Situation of Firm'**

Attached are copies of the audited balance sheets, including all related notes, and income statements for the last three years, as indicated above, complying with the following conditions.

- All such documents reflect the financial situation of the firm or partner to a JV, and not sister or parent companies.
- Financial statements must be audited by a chartered accountant.
- Financial statements must be complete, including all notes to the financial statements. Financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).

**Schedule 5: Average Annual Turnover (Calculated as certified payments received for contract in progress or completed) for last 3 years**

The following format shall be used by each firm or member of a JV in case of providing above Information.

Average Annual Turnover		
Sl. No.	Year	Rs Million Equivalent
Average Annual Turnover:		

Please attached the payment certificates

**Schedule6: Details of Available Staff**

The firm shall provide the list of permanent staff to meet the requirements. The data on their experience shall be supplied using the Form below.

Sl .No.	Description	Total Nos.	Period of Service	
			Less than 5 years	5 years and above
1.	Total number of Staff :			
	Permanent:			
	Casual:			
2.	Number in Management Level			

4.	Number of Staff shall be allocated for this project on permanent basis			
	Permanent:			
	Casual:			

**Schedule 7: Details of Key Experts**

Key Expert	Name	Academic Qualification	Experience in the related field
Traffic Expert			
Information Technology Expert			
Financial Expert			

The Cv's of this key expert shall be submitted along with Bid. These key staff shall not be changed during the contract period without prior approval of Municipal Commissioner of the Colombo Municipal Council. Change of key staff shall be carried out in very special circumstances on the submission of acceptable reason by the Contractor only upon recruitment of the expert in similar or higher academic and experience.