

To :
Tender No : LCL-020-2020
Title: : Providing service of a JLG Operator for Engineering Maintenance Activities

TENDER FOR PROVIDING SERVICE OF A JLG OPERATOR FOR ENGINEERING MAINTENANCE ACTIVITIES

PART I – GENERAL

1. DESCRIPTION

This document covers details related to the tender for Providing service of a JLG operator for engineering maintenance activities of terminal equipment, lighting towers, buildings and gate houses.

2. SCOPE

Supply of man power for operation the JLG Machine for maintenance activities.

3. WORK DESCRIPTION

The JLG is a type of Man Elevated Working Platform (MEWP) and used to have safe access elevated locations of terminal equipment, lighting towers, buildings and gate houses or any other elevated locations.

The operator should assist to access those locations with the repair/ maintenance teams and tools & equipment to carry out such repairs.

The operator should;

1. Assist maintenance activities carried out in terminal equipment, lighting towers, buildings and any other location at higher elevations by operating and assist the technicians/ labor to access the required location.
2. Carefully operate the JLG with maximum safety and as per the training given
3. Be able to drive the unit through the terminal to any given location with maximum safety
4. Follow the SAGT safety guide lines and avoid unsafe acts
5. Inform the engineering management about any faulty or breakdown condition without delay
6. Keep the unit and the man bucket in a clean and tidy

4. REQUIRED LICENSES, CERTIFICATES AND ASSESSMENTS

The Operator should have one or more of below licensing requirements.

1. A valid driving license to operate Heavy Vehicles or the Driving License with “J-Class” endorsement And/ or;
1. Trade certificate issued by a reputed training institute (Private or Public) in Sri Lanka to operate Fork lifts (Up to 10 ton)
2. Certificates/ Letters confirming previous work experience of similar equipment

In addition to the above, the operator should pass the practical test to operate the JLG unit at SAGT which will be organized by the Training Department.

5. WORKING HOURS

- The normal working hours of the operator would be 7.00 am to 5.00 pm.
 - The operator will have to continue his duty and work extra hours if requested with a short notice.
 - Working on Weekends and Holidays will also be required with prior notice.
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- Ability to attend Emergency Work with a short notice of 2 hours is a must. Service provider is strictly advised to have extra trained operators to allocate for JLG operation depending on the requirements of the engineering department and other department as and when required.

6. COMPLIANCE FOR THE TENDER

The service provider should agree and confirm the compliance by answering the list given in the below table.

1. The service provider has to accept below compliance and forward his offer accordingly.

	Description	Yes/ No
1	Provide a JLG operator with required competency	
2	Agree to carry out duty during normal working hours of the operator would be 7.00 am to 5.00 pm.	
3	Agree to carry out duty during extra hours (after normal hours) if requested with a short notice	
4	Agree to carry out duty during Weekends and Holidays will also be required with prior notice	
5	Agree to report to duty in case of Emergency Work with a short notice of 2 hours is a must	
6	Agree to provide a replacement for the JLG Operator in case of absenteeism, termination or any other restrictions due to which the operator is denied entering the terminal	

2. The service provider should provide below information with reference to charges for providing a JLG operator
 - (a) Daily Rate to operate the JLG during normal working days
 - (b) Hourly Rate to operate the JLG during extra working hours/ weekends/ holidays
 - (c) Hourly Rate to operate the JLG during any emergency situation

7. OTHER TERMS AND CONDITIONS

The service provider should strictly follow below terms and conditions regarding his worker(s).

1. The service provider should provide all safety equipment for his operator (s) including, but not limited to;
 - a. Full Body Safety Harness
 - b. Safety Helmet
 - c. Safety Shoes
 - d. Sufficient no of Overalls as per SAGT Standards
 - e. Gloves (all types)
 - f. Goggles (to wear during welding/ grinding works that could be carried out)
2. The service provider agrees to follow all safety guide lines, rules and procedures of SAGT
3. Supervise his workers and ensure all safety rules and prevailing labor laws/ guidelines of the country are followed
4. Obeys all SLPA rules and regulations and ISPS Codes
5. Obtain a relevant insurance policy to cover his labor and damages to terminal equipment due to accidents
6. Agrees to cover the damages to SAGT terminal equipment and other properties due to mis handling/ mis use of JLG
7. Provide food, transport and lodging for his workers
8. Ensure the operator is in a good health and his physical and mental conditions are acceptable to operate the JLG, especially with reference to working at higher elevations.

8. PERFORMANCE BOND

At or before the execution of the Contract, the successful Bidder(s) shall provide a Performance Bond (in the format as per Schedule 1) as security for the due performance relating to the work. The Performance Bond shall be a "pay on demand" bank guarantee from a commercial bank carrying on business in Sri Lanka. The performance bond should be 10% of the bid value. This value may increase with final measured quantity. validity for a period of 365 calendar days. Contractor should extend the validity period of the bond with request of the client.

9. DEFECTS AND LIABILITY

The service provider is liable for any damages caused to company property, equipment or people due to poor quality of tools and equipment, misuse or failures of tools & equipment and poor workmanship. Such defects will be valued by SAGT management at the time of occurrence and the relevant amount will be deducted from the final invoice of the job.

The service provider is therefore advised to obtain an insurance cover for this purpose.

10. DEADLINE FOR SUBMISSION OF BIDS

Sealed offers should reach The Chief Executive Officer, South Asia Gateway Terminals (Pvt) Ltd, P.O.Box 141, Port of Colombo, Colombo or delivery by hand to Finance department or email to quotations@sagt.com.lk on or before 3.00 on 30th October 2020.

Any quotations received through any other channel will not be considered for evaluation.

You may contact Gimhani/Madumal on 011 2457292/011 2457273 for any further clarifications.

11. BID EVALUATION

To assist in the examination, evaluation and comparison of bids, SAGT may at its discretion, ask the bidder for a clarification of its bid. All responses to requests by the company for clarifications shall be made in writing or in the form of presentation as required by SAGT.

Short listed Bidders may be requested to provide further details of the services if required.

12. MODIFICATION AND WITHDRAWAL OF BIDS

The Bidder may modify or withdraw its bid after submission, provided that a written notice of the modification or withdrawal is received by SAGT prior to deadline prescribed for submission of bids.

The successful Bidder shall not modify, change or substitute the types and specifications of the services indicated in the proposal after the closing date without the prior written consent of SAGT.

13. RIGHT TO ACCEPT OR REJECT ANY OR ALL BIDS

SAGT reserves the right to accept or reject any bid during the bidding process and reject all bids at any time prior to award of the contract, without incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) on the grounds for the action.

14. CANVASSING AND INFLUENCING

Any effort by the bidder to influence the bidding and evaluation process or the decision in respect of bid evaluation or contract awarded will result in the rejection of that Bidder's bid.

15. NOTIFICATION OF AWARD

SAGT will notify the successful Bidder in writing that the bid has been accepted and on which basis the bid has been accepted.

The Letter of Award together with the Purchase Order will constitute the formation of a contract.