ශ්‍රී ලංකා රාජ්‍ය වාණිජ විවිධ නීතිගත සංස්ථාවේ වායු සමීකරණ යන්ත්‍ර සේවා කිරීම සඳහා මිල ගණන් කැඳවීම



SRI LANKA STATE TRADING GENERAL CORPORATION LTD

TENDER & TECHNICAL SPECIFICATIONS FOR ANNUAL SERVICE AND MAINTENANCE OF SPLIT TYPE AIR CONDITIONERS – Head Office

අංකය: **STC/SS/AC Service/2026/04**

II කොටස: දත්ත පරීක්ෂාව

අයිටීබී වගන්තියට යොමුව හා විස්තර	
1.1	**ගැණුම්කරු වන්නේ:** ශ්‍රී ලංකා රාජ්‍ය වාණිජ විවිධ නීතිගත සංස්ථාව. **ලිපිනය:** ශ්‍රී ලංකා රාජ්‍ය වාණිජ විවිධ නීතිගත සංස්ථාව, කොළඹ.
1.2	සියලුම අයිතමයන් සංඛ්‍යාවකට වඩා අඩු සංඛ්‍යාවට ලංසු තැබීමට අවසර නැත. නිෂ්පාදකයාගේ බලය පැවරීම අවශ්‍ය නැත.
1.3	**මිල යෝජනා ඉදිරිපත් කිරීම සඳහා ලිපිනය:** සභාපති, ප්‍රසම්පාදන කමිටුව, ශ්‍රී ලංකා රාජ්‍ය වාණිජ විවිධ නීතිගත සංස්ථාව.
1.4	**පූර්ව ලංසු රැස්වීම 2026.11.27 දින පෙ.ව.11. 00 ශ්‍රී ලංකා රජයේ වාණිජ (විවිධ) නීතිගත සංස්ථාවේදී පැවැත්වේ.** **ලංසු ඉදිරිපත් කිරීමේ අවසාන දිනය හා වේලාව:** 2026/.../... දින ..... ට පෙර. **පහත දැක්වෙන ස්ථානයේදී ලංසු විවෘත කෙරේ:** සභාපති නිල කාමරය, ශ්‍රී ලංකා රාජ්‍ය වාණිජ විවිධ නීතිගත සංස්ථාව.
1.5	**ඇගයීම් සඳහා සලකා බැලෙන වෙනත් සාධක:** 1. ලංසුකරු ඉදිරිපත් කර ඇති මිල. 2. තාක්ෂණික පිරිවිතරයන්ට දක්වන අනුකූලතාව. 3. පෙර සේවා සැපයීම පිළිබඳ පළපුරුද්ද තහවුරු කිරීමේ සහතිකය. 4. වගකීම් කාලය සහ සේවා/අලුත්වැඩියා පිළිබඳ සහතිකය. 5. ආයතනය පිළිබඳව වන විස්තර පත්‍රිකාව (Company Profile). 6. සැපයුම්කරු සතුව සක්‍රිය මට්ටමේ වෙළඳ සහ සේවා මධ්‍යස්ථානයක් බස්නාහිර පළාත තුළ පිහිටා තිබීම.

අයිටීබී වගන්තියට යොමුව හා විස්තර	
1.6	වලංගු කාලය ඉක්මවීමට පෙර සැපයුම් අවසන් කිරීමට හෝ අනුමත පිරිවිතර වලට අනුකූල භාණ්ඩ සැපයීමට අපොහොසත් වන සැපයුම්කරුවන් අසාදු ලේඛනගත කිරීමට කටයුතු කරනු ලබන අතර, මින් ඉදිරියට සැපයුම් පිරිනැමීමේදී වළක්වාලීමට කටයුතු කරනු ලැබේ.

IV කොටස: මිල ගණන් පත්‍රය

1. ලංසුකරුගේ / ආයතනයේ නම:

.....

2. ආයතනයේ ලිපිනය:

.....

.....

3. දුරකථන අංකය:

.....

.....

4. **සමාගම් රෙජිස්ට්‍රාර් වෙත ලියාපදිංචි වූ සහතිකය / ව්‍යාපාර නම, ලියාපදිංචි සහතිකයේ අංකය සහ දිනය:**

.....

.....

5. **අදාල කාර්යය සඳහා පළපුරුද්ද:** (අදාල සහතිකයේ පිටපතක් අමුණන්න) (සනාථ කළ හැකි සහතිකවල පිටපත් ඇමිණීම අනිවාර්ය වේ)

6. මිල උපලේඛනය

- වසරකට සිදු කරන සේවා වාර ගණන **(03-Normal & 01- Full High Pressure Services) (C4) –**
    - Full high pressure indoor and outdoor with water
    - Indoor normal service and outdoor high pressure water service

අංකය **(C1)**	විස්තරය **(C2)**	ඒකක ප්‍රමාණය **(Qty) (C3)**	වසරකට සිදු කරන සේවා වාර ගණන **(03-Normal & 01- Full High Pressure Services) (C4)**	එක් සේවා වාරයක මිල (රු.) **(C5)**	වසරක් සඳහා මුළු කොන්ත්‍රාත් අගය (රු.) **(C6 = C3 × C4 × C5)**
01	Split type AC - 9,000 BTU/h	01	03 Normal		
			01 FHP		
02	Split type AC - 12,000 BTU/h	13	03 Normal		
			01 FHP		
03	Split type AC - 18,000 BTU/h	08	03 Normal		
			01 FHP		
04	Split type AC - 24,000	23	03 Normal		

අංකය (**C1**)	විස්තරය (**C2**)	ඒකක ප්‍රමාණය (**Qty**) (**C3**)	වසරකට සිදු කරන සේවා වාර ගණන **(03-Normal & 01- Full High Pressure Services)** (**C4**)	එක් සේවා වාරයක මිල (රු.) (**C5**)	වසරක් සඳහා මුළු කොන්ත්‍රාත් අගය (රු.) (**C6 = C3 × C4 × C5**)
	BTU/h		01 FHP		
05	Split type AC - 36,000 BTU/h	01	03 Normal		
			01 FHP		
06	Split type AC - 48,000 BTU/h	03	03 Normal		
			01 FHP		
07	Split type AC - 60,000 BTU/h	13	03 Normal		
			01 FHP		
08	Damaged Indoor Unit (නඩත්තු)	01	03 Normal		
			01 FHP		

අංකය (**C1**)	විස්තරය (**C2**)	ඒකක ප්‍රමාණය (**Qty**) (**C3**)	වසරකට සිදු කරන සේවා වාර ගණන **(03-Normal & 01- Full High Pressure Services)** (**C4**)	එක් සේවා වාරයක මිල (රු.) (**C5**)	වසරක් සඳහා මුළු කොන්ත්‍රාත් අගය (රු.) (**C6 = C3 × C4 × C5**)
	මුළු එකතුව (වැට් බදු රහිත)	**63**	03 Normal		
			01 FHP		
	වැට් බදු / වෙනත් බදු (අදාල වේ නම්)		03 Normal		
			01 FHP		
	මුළු ලංසු මුදල (**Total Bid Amount**)		03 Normal		
			01 FHP		

ලංසුකරුගේ අත්සන: .....

ආයතනයේ නම හා මුද්‍රාව: .....

දිනය: .....

7. සේවා පළපුරුද්ද පිළිබඳව වන සහතිකය

(පෙර සිදු කළ සේවා සහතික මෙයට අමුණන්න)

- ආයතනයේ / සේවාලාභියාගේ නම, ලිපිනය සහ දුරකථන අංකය:
  .....
- කොන්ත්‍රාත්තුව යටතේ සේවා සැපයූ **AC** යන්ත්‍ර වල ධාරිතාව සහ ප්‍රමාණය:
  .....
- කොන්ත්‍රාත් මිල:
  .....
  .....
- ආරම්භක දිනය හා කොන්ත්‍රාත් කාල සීමාව:
  .....
  .....
- ලංසුකරුගේ වෙනත් අදහස් (ඇත්නම්):
  .....
  .....

08. වැට් බදු අංකය

(TIN සහතිකයේ පිටපතක් අමුණන්න):
.....
.....

09. එකඟතාවය

මෙහි සඳහන් කොන්දේසි වලට එකඟව උක්ත සේවා කටයුතු මාස 03 කට වරක් (සෑම මාස 03 කට වරක් බැගින් වසරකට 4 වතාවක්) රු. ..... (වැට් රහිත මුදලින්) ඉටු කර දීමට පොරොන්දු වෙමි.

ලංසුකරුගේ අත්සන: .....

ආයතනයේ නම හා මුද්‍රාව: .....

දිනය: .....

Technical Specification and BOQ

Annual Service and Maintenance of Split-Type Air Conditioners

1. Name of Work

Annual Service and Maintenance of Split Type Air Conditioners installed at the **Sri Lanka State Trading Corporation** premises for a period of **12 months**.

2. Existing Air Conditioner Schedule

Item	Location / Department	Quantity	AC Capacity / Type	Inverter / Non-Inverter
1	Lobby	01 No	60,000 BTU/H Split Type	Non- Inverter
2	Lobby	01 No	60,000 BTU/H Split Type	Non- Inverter
3	Chairman Lobby	01 No	24,000 BTU/H Split Type	Non- Inverter
4	Chairman Off	01 No	24,000 BTU/H Split Type	Non- Inverter
5	Gm Office	01 No	9,000 BTU/H Split Type	Non- Inverter
6	Gm Office	01 No	24,000 BTU/H Split Type	Non- Inverter
7	Chairman Off	01 No	24,000 BTU/H Split Type	Non- Inverter
8	Chairman Off	01 No	18,000 BTU/H Split Type	Non- Inverter
9	Board Room	01 No	18,000 BTU/H Split Type	Non- Inverter
10	Board Room	01 No	18,000 BTU/H Split Type	Non- Inverter
11	Service	01 No	24,000 BTU/H Split Type	Non- Inverter

Item	Location / Department	Quantity	AC Capacity / Type	Inverter / Non-Inverter
12	Audit	01 No	24,000 BTU/H Split Type	Non- Inverter
13	Rep Room	01 No	24,000 BTU/H Split Type	Non- Inverter
14	Proc - 2	01 No	24,000 BTU/H Split Type	Non- Inverter
15	Proc - 2	01 No	24,000 BTU/H Split Type	Inverter
16	DGM Admin	01 No	12,000 BTU/H Split Type	Non- Inverter
17	DGM Marketing	01 No	24,000 BTU/H Split Type	Non- Inverter
18	Server Room	02 Nos	24,000 BTU/H Split Type	Non- Inverter
19	AGM Marketing	01 No	12,000 BTU/H Split Type	Non- Inverter
20	Legal Officer	01 No	12,000 BTU/H Split Type	Non- Inverter
21	Marketing Floor	01 No	60,000 BTU/H Split Type	Non- Inverter
22	Marketing Floor	01 No	60,000 BTU/H Split Type	Non- Inverter
23	Marketing Floor	01 No	60,000 BTU/H Split Type	Non- Inverter
24	Marketing Floor	01 No	60,000 BTU/H Split Type	Non- Inverter
25	As Division	01 No	12,000 BTU/H Split Type	Non- Inverter
26	Finance	01 No	18,000 BTU/H Split Type	Inverter
27	Finance	01 No	12,000 BTU/H Split Type	Inverter
28	Finance	01 No	12,000 BTU/H Split Type	Inverter

Item	Location / Department	Quantity	AC Capacity / Type	Inverter / Non-Inverter
29	Finance	01 No	12,000 BTU/H Split Type	Inverter
30	Finance	01 No	12,000 BTU/H Split Type	Inverter
31	Finance	01 No	12,000 BTU/H Split Type	Inverter
32	Finance	01 No	12,000 BTU/H Split Type	Inverter
33	Finance	01 No	24,000 BTU/H Split Type	Inverter
34	Finance	01 No	18,000 BTU/H Split Type	Inverter
35	Proc	01 No	48,000 BTU/H Split Type	Non- Inverter
36	It Service	01 No	60,000 BTU/H Split Type	Non- Inverter
37	Duty Free	01 No	48,000 BTU/H Split Type	Non- Inverter
38	Duty Free	01 No	48,000 BTU/H Split Type	Non- Inverter
39	Duty Free	01 No	24,000 BTU/H Split Type	Non- Inverter
40	Personal	01 No	60,000 BTU/H Split Type	Non- Inverter
41	Driver Room	02 Nos	24,000 BTU/H Split Type	Non- Inverter
42	OIC - Stores	02 Nos	12,000 BTU/H Split Type	Non- Inverter
43	L Store	01 No	24,000 BTU/H Split Type	Non- Inverter
44	Stationary Store	01 No	18,000 BTU/H Split Type	Non- Inverter
45	Transport	01 No	24,000 BTU/H Split Type	Non- Inverter

Item	Location / Department	Quantity	AC Capacity / Type	Inverter / Non-Inverter
46	Security	01 No	18,000 BTU/H Split Type	Non- Inverter
47	Union Room	01 No	24,000 BTU/H Split Type	Non- Inverter
48	Union Room	01 No	24,000 BTU/H Split Type	Non- Inverter
49	Maintenance	01 No	Damaged Indoor Unit	Non- Inverter
50	Ac Service	01 No	24,000 BTU/H Split Type	Non- Inverter
51	Lunchroom	01 No	18,000 BTU/H Split Type	Non- Inverter
52	Lunchroom	01 No	24,000 BTU/H Split Type	Non- Inverter
53	Medical Room	01 No	12,000 BTU/H Split Type	Non- Inverter
54	Show Room	01 No	60,000 BTU/H Split Type	Non- Inverter
55	Show Room	01 No	60,000 BTU/H Split Type	Non- Inverter
56	Show Room	01 No	60,000 BTU/H Split Type	Non- Inverter
57	Show Room	01 No	60,000 BTU/H Split Type	Non- Inverter
58	Show Room	01 No	60,000 BTU/H Split Type	Non- Inverter
59	Show Room	01 No	24,000 BTU/H Split Type	Non- Inverter
60	Server Room	01 No	36,000 BTU/H Split Type	Non- Inverter
Total	**Total Units**	**63 Nos**	—	

3. Contract Period

The contract period shall be **12 months** from the date of award or agreement.

4. Service Frequency

Each air conditioner shall be serviced **once in four months**, giving a total of **three preventive services** per unit per year.

Description	Requirement
Contract period	12 months
Preventive service frequency	Once in three months
Number of services per AC per year	04 services (03-Normal & 01- Full High Pressure Services)
Total number of AC units	63 Nos
Total annual service quantity	252 Times

Annual Service Quantity Summary

AC Capacity	Quantity	Services per Unit per Year (03-Normal & 01- Full High Pressure Services)	Total Services per Year
9,000 BTU/h	01 No	4	4
12,000 BTU/h	13 Nos	4	52
18,000 BTU/h	08 Nos	4	32
24,000 BTU/h	23 Nos	4	92
36,000 BTU/h	01 No	4	4
48,000 BTU/h	03 Nos	4	12
60,000 BTU/h	13 Nos	4	52
Damaged/Maintenance Unit	01 No	4	4
Total	**63 Nos**	**-**	**252**

5. Location and Access

All air conditioners are installed at the **Sri Lanka State Trading Corporation** premises.

The contractor shall inspect the site before submitting rates. If ladders, scaffolding, access tools, safety belts, cleaning pumps, or any other special arrangements are required for servicing indoor or outdoor units, the contractor shall provide them at his own cost. No additional payment shall be made for access arrangements unless specifically approved in writing by the Sri Lanka State Trading Corporation.

6. Scope of Preventive Maintenance

The contractor shall carry out complete preventive maintenance of each split type air conditioner during every scheduled service visit.

6.1 Indoor Unit Service

- Remove and clean air filters.
- Clean indoor evaporator coil using suitable AC cleaning chemical where required.
- Clean blower wheel / indoor fan as practically accessible.
- Clean front panel, louvers, casing, and air outlet area.
- Check and clean drain tray.
- Flush/clean condensate drain pipe and confirm proper water discharge.
- Check for water leakage from indoor unit.
- Check abnormal smell, noise, or vibration.
- Check remote controller operation.
- Check thermostat / temperature control operation.
- Check indoor fan speed operation.
- Check swing/louver operation where available.

6.2 Outdoor Unit Service

- Clean outdoor condenser coil using water/air/suitable chemical method.
- Remove dust, leaves, mud, insects, and foreign materials from outdoor unit.
- Check outdoor fan operation.
- Check compressor starting and running condition.
- Check abnormal noise, vibration, and mounting condition.

- Check refrigerant pipe insulation condition.
- Check outdoor unit support brackets / stand condition visually.
- Check corrosion, loose covers, damaged casing, and physical damage.
- Check air flow clearance around the outdoor unit.
- Clean outdoor unit surroundings after service work.

6.3 Refrigerant and Performance Checking

- Check cooling performance of each unit.
- Check refrigerant pressure where service valve access is available.
- Identify suspected gas leakage or low refrigerant condition.
- Submit written recommendation if gas charging or leak repair is required.
- **Gas charging shall not be carried out without prior written approval from the Sri Lanka State Trading Corporation.**

6.4 Electrical Checking

- Check electrical terminals and tighten where required.
- Check condition of power cable, isolator, and plug/socket where visible.
- Check capacitor condition visually and functionally where possible.
- Check compressor starting and running current where practically possible.
- Check indoor and outdoor fan motor operation.
- Check for overheating, loose connections, or burning marks.
- Check earthling condition visually where possible.
- **Inform the Sri Lanka State Trading Corporation immediately if unsafe electrical conditions are observed.**

7. Emergency Breakdown Attendance

The contractor shall provide emergency breakdown attendance during the contract period.

Item	Requirement
Breakdown attendance	Required
Response time	Within 24 hours from notification
Repair labor	Included in annual maintenance contract
Spare parts	To be quoted separately where applicable *(To be supplied only after written approval)*
Gas charging	To be carried out only after written approval

8. Contractor's Responsibility

The contractor shall be responsible for:

- Supplying skilled and experienced AC technicians.
- Supplying tools, ladders, scaffolding, safety belts, and access equipment.
- Transport of labor, tools, and equipment.
- Supplying cleaning chemicals and minor consumables required for routine service.
- Safe handling of electrical components.
- Preventing damage to walls, ceilings, furniture, documents, and office equipment.
- Cleaning the work area after servicing.
- Attending emergency breakdowns within 24 hours.
- Submitting written reports after each service.
- Informing the Sri Lanka State Trading Corporation before carrying out any repair outside the approved scope.

9. Service Records and Reporting

The contractor shall submit a service report after each service visit. The service report shall include at least the following details:

- Date of service
- AC location and capacity
- Condition before service
- Works carried out
- Refrigerant pressure, where checked
- Electrical observations (Only for Air Conditioner Unit)
- Defects identified
- Recommended repairs, if any
- Technician's name and signature
- Certification by authorized officer of the Sri Lanka State Trading Corporation

Note: Payment shall not be recommended unless service reports are submitted properly.

10. Warranty and Quality Requirements

Item	Requirement
Spare parts warranty	Minimum 03 months or manufacturer's warranty, whichever is higher
Quality of spare parts	Genuine or good quality compatible parts
Damage during service	To be rectified by the Service Agents at his own cost
Replaced parts	Shall be handed over to the Sri Lanka State Trading Corporation if requested

11. Payment Method

- Payment shall be made after completion of each scheduled service cycle, subject to satisfactory completion and certification by the authorized officer.
- Payment shall be based on the actual number of units serviced.
- No payment shall be made for missed, incomplete, or unsatisfactory services.
- Breakdown repairs, gas charging, and spare parts shall be paid separately only after prior written approval and completion certification.

12. Bill of Quantities (BOQ)

Annual Service and Maintenance of Split Type Air Conditioners

Item No.	Description	Unit	Qty	No. of Services / Yr (03-Normal & 01-Full High Pressure Services)	Rate (Rs.)	Total Amount (Rs.)
1	Preventive service of 9,000 BTU/h split type AC	Per Service	01	4		
2	Preventive service of 12,000 BTU/h split type AC	Per Service	13	4		
3	Preventive service of 18,000 BTU/h split type AC	Per Service	08	4		
4	Preventive service of 24,000 BTU/h split type AC	Per Service	23	4		
5	Preventive service of 36,000 BTU/h split type AC	Per Service	01	4		
6	Preventive service of 48,000 BTU/h split type AC	Per Service	03	4		
7	Preventive service of 60,000 BTU/h split type AC	Per Service	13	4		
8	Preventive service of Damaged Indoor Unit *(Inspection/Routine)*	Per Service	01	4		
	Total Amount excluding VAT					
	VAT / Taxes (if applicable)					
	Total Bid Amount					

13. Special Conditions

1. The contractor shall inspect all AC units before submitting rates.
2. All routine servicing shall be completed once in every three months.
3. Emergency breakdowns shall be attended within 24 hours.
4. Spare parts and gas charging shall not be done without written approval.
5. The contractor shall submit a written estimate before carrying out repair works.
6. All replaced spare parts shall be handed over to the Sri Lanka State Trading Corporation if requested.
7. Replacement spare parts shall be genuine or good quality compatible parts.
8. The contractor shall provide a minimum warranty for replaced spare parts.
9. Any damage caused by the contractor during service shall be rectified at the contractor's cost.
10. Payment shall be made only after certification by the authorized officer.
11. Poor quality service or repeated non-attendance may lead to termination of contract.
12. The contractor shall maintain a service register for all AC units.
13. Since the existing AC units are approximately 06 years old, the contractor shall clearly mention whether any major repair is technically and economically justifiable before such repair is approved.

Bidder's Signature & Stamp: .....

Date: .....