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**RECONNAISSANCE SURVEY TO IMPROVE
PREPARATION PROCESS OF TENDER
DOCUMENTS IN NATIONAL WATER SUPPLY
AND DRAINAGE BOARD**

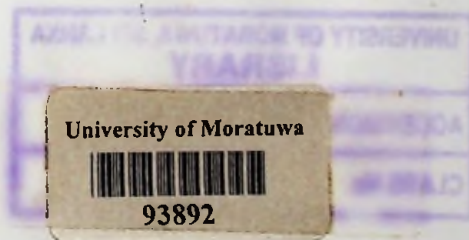
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The Dissertation was submitted to the Department of Civil Engineering of the University of Moratuwa in partial fulfilment of the requirement for the Degree of Master of Science.

Department of Civil Engineering

University of Moratuwa

December 2008

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DEDICATION

To the most venerated persons in my life; **my father** and **my mother**, for their continuous blessings, guidance and encouragement in all my endeavors.



Declaration

I hereby certify that this thesis is a report on the research carried out in the Department of Civil Engineering, University of Moratuwa, Sri Lanka by me and is submitted in partial fulfillment of the requirement for the degree of Master of Science. I also certify that this submission is original and does not contain any materials without acknowledgement and materials previously published or written or orally communicated by others except where due reference made in the text.

S.S.S. Vipulanandan

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M.Sc./CPM/21/97

Date: 10/08/2009

This is to certify that this thesis submitted by S.S.S.Vipulanandan is a record of the candidate's own work carried out by him under my supervision. The matter embodied in this thesis is original and has not been submitted for the award of any other degree.

UOM Verified Signature

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ABSTRACT

Preparation of tender documents is carried out as an essential activity in accomplishment of procurements. In procurement situation, improvement of work practices can predominantly take place time. Adoption of standardised practices in procurement activities facilitates continual improvement in work practices.

This dissertation presents a strategy to improve tender documents in the National Water Supply and Drainage Board (NWSDB) in a systematic manner. This objective has been achieved under this study together with the identification of deficiencies in the currently adopted practices for the preparation of tender documents in NWSDB. A questionnaire survey was carried out among the engineers of NWSDB to identify such deficiencies. Analysis of results identified not only the shortcomings and drawbacks but also the areas to be improved in the current practices.

Under this study, a set of proposals has been suggested as solutions for the removal of the identified shortcomings. Among the engineers of NWSDB, another questionnaire survey was carried out to validate the suggested proposals. This validation process has not only validated some of the suggested proposals but also has given feedback on some of the issues that had been originally identified as shortcomings. Statistical hypothesis testing was used to arrive at decisions in both questionnaire surveys.

A set of proposals have been formulated ultimately to improve the quality of tender documents and the procedures involved in their preparation. Recommended proposals included standardisation of tender documents in NWSDB and areas that need to be given priority during their implementation.

Findings and conclusions of this study can be used to achieve process-based efficiency in NWSDB procurements. It could also be useful for other government organisations in their procurements with customisation.

Key words: continual improvement, process-based efficiency, procurement, standardisation, tender document,

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ABBREVIATIONS AND ACRONYMS

AGM	Assistant General Manager
BOQ	Bill of Quantities
DGM	Deputy General Manager
DI	Ductile Iron
EA	Executing Agency
FIDIC	International Federation of Consulting Engineers
GoSL	Government of Sri Lanka
IBRD	International Bank for Reconstruction and Development
IDA	International Development Agency
ICTAD	Institute for Construction Training & Development
NPA	National Procurement Agency
NWSDB	National Water Supply and Drainage
P&D	Planning and Designs
PE	Procuring Entity
PSB	Procurement Support Bureau
PVC	Poly Vinyl Chloride
SBD	Standard Bidding Document
TB	Tender Board
TOR	Terms of Reference
T&C	Tenders and Contracts

