



**Ministry of
Industry and Entrepreneurship Development
INDUSTRIAL DEVELOPMENT BOARD OF CEYLON**



**Bidding Document
for
Supply of Computers and Related Items
Under
National Competitive Bidding Procedure**

Bid Number

T/16/2026

Section I.

Instructions to Bidders (ITB)

ITB shall be read in conjunction with the Section II, Bidding Data Sheet (BDS), which shall take precedence over ITB.

1. Scope of Bid

- 1.1 The Purchaser indicated in the Bidding Data Sheet (BDS), issues these Bidding Documents for the supply of Goods and Related Services incidental thereto as specified in Section V, Schedule of Requirements. The name and identification number of this procurement are specified in the BDS. The name, identification, and number of lots (individual contracts), if any, are provided in the BDS.
- 1.2 Throughout these Bidding Documents:
 - (a) the term “in writing” means communicated in written form by mail (other than electronic mail) or hand delivered with proof of receipt;
 - (b) if the context so requires, “singular” means “plural” and vice versa; and
 - (c) “day” means calendar day.

2. Source of Funds

- 2.1 Payments under this contract will be financed by the source specified in the BDS.

3. Ethics, Fraud and Corruption

- 3.1 The attention of the bidders is drawn to the following guidelines of the Guidelines published by National Procurement Agency:
 - Parties associated with Procurement Actions, namely, suppliers/contractors and officials shall ensure that they maintain strict confidentiality throughout the process;
 - Officials shall refrain from receiving any personal gain from any Procurement Action. No gifts or inducement shall be accepted. Suppliers/contractors are liable to be disqualified from the bidding process if found offering any gift or inducement which may have an effect of influencing a decision or impairing the objectivity of an official.
- 3.2 The Purchaser requires the bidders, suppliers, contractors, and consultants to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy:
 - (a) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
 - (b) “fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
 - (c) “collusive practice” means a scheme or arrangement between two or more bidders, with or without the knowledge of the Purchaser to establish bid prices at artificial, noncompetitive levels; and (d) “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.
- 3.3 If the Purchaser found any unethical practices as stipulated under ITB Clause 3.2, the Purchaser will reject a bid, if it is found that a Bidder directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

4. Eligible Bidders

- 4.1 All bidders shall possess legal rights to supply the Goods under this contract.
- 4.2 A Bidder shall not have a conflict of interest. All bidders found to have conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this bidding process, if they:
 - (a) are or have been associated in the past, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under these Bidding Documents; or
 - (b) submit more than one bid in this bidding process. However, this does not limit the participation of subcontractors in more than one bid.
- 4.3 A Bidder that is under a declaration of ineligibility by the National Procurement Agency (NPA), at the date of submission of bids or at the date of contract award, shall be disqualified. The list of debarred firms is available at the website of NPA, www.npa.gov.lk.
- 4.4 Foreign Bidder may submit a bid only if so stated in the in the BDS.
- 5.1 All goods supplied under this contract shall be complied with applicable standards stipulated by the Sri Lanka Standards Institute (SLSI). In the of such standards the Goods supplied shall be complied to other internationally accepted standards.

5. Eligible Goods and Related Services

Contents of Bidding Documents

6. Section of Bidding Documents

- 6.1 The Bidding Documents consist of 2 Volumes, which include all section indicated below, and should be read in conjunction with any addendum issued in accordance with ITB Clause 8.

Volume 1

- Section I. Instructions to Bidders (ITB)

Volume 2

- Section II. Bidding Data Sheet (BDS)
- Section IV. Bidding Forms
- Section V. Schedule of Requirements

- 6.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Documents may result in the rejection of the bid.

7. Clarification of Bidding Documents

- 7.1 A prospective Bidder requiring any clarification of the Bidding Documents including the restrictiveness of specifications shall contact the Purchaser in writing at the Purchaser's address specified in the BDS. The Purchaser will respond in writing to any request for clarification, provided that such request is received no later than ten (10) days prior to the deadline for submission of bids. The Purchaser shall forward copies of its response to all those who have purchased the Bidding Documents, including a description of the inquiry but without identifying its source. Should the Purchaser deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under ITB Clause 8.

8. Amendment of Bidding Documents

- 8.1 At any time prior to the deadline for submission of bids, the Purchaser may amend the Bidding Documents by issuing addendum.
- 8.2 Any addendum issued shall be part of the Bidding Documents and shall be communicated in writing to all who have purchased the Bidding Documents.
- 8.3 To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, the Purchaser may, at its discretion, extend the deadline for the submission of bids, pursuant to ITB Sub-Clause 23.2

Preparation of Bids

9. Cost of Bidding

- 9.1 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

10. Language of Bid

- 10.1 The Bid, as well as all correspondence and documents relating to the Bid (including supporting documents and printed literature) exchanged by the Bidder and the Purchaser, shall be written in English language.

11. Documents Comprising the Bid

- 11.1 The Bid shall comprise the following:
- (a) Bid Submission Form and the applicable Price Schedules, in accordance with ITB Clauses 12, 14, and 15;
 - (b) Bid Security or Bid-Securing Declaration, in accordance with ITB Clause 20;
 - (c) documentary evidence in accordance with ITB Clauses 18 and 29, that the Goods and Related Services conform to the Bidding Documents;
 - (d) documentary evidence in accordance with ITB Clause 18 establishing the Bidder's qualifications to perform the contract if its bid is accepted; and
 - (e) any other document required in the BDS.

12. Bid Submission Form and Price Schedules

- 12.1 The Bidder shall submit the Bid Submission Form using the form furnished in Section IV, Bidding Forms. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.

13. Alternative Bids

- 13.1 Alternative bids shall not be considered.

14. Bid Prices and Discounts

- 14.1 The Bidder shall indicate on the Price Schedule the unit prices and total bid prices of the goods it proposes to supply under the Contract.
- 14.2 Any discount offered against any single item in the price schedule shall be included in the unit price of the item. However, a Bidder wishes to offer discount as a lot the bidder may do so by indicating such amounts appropriately.
- 14.3 If so indicated in ITB Sub-Clause 1.1, bids are being invited for individual contracts (lots) or for any combination of contracts (packages). Unless otherwise indicated in the BDS, prices quoted shall correspond to 100 % of the items specified for each lot and to 100% of the quantities specified for each item of a lot. Bidders wishing to offer any price reduction (discount) for the award of more than one Contract shall specify the applicable price reduction separately..
- 14.4 (i) Prices indicated on the Price Schedule shall include all duties and sales and other taxes already paid or payable by the Supplier:
(a) on components and raw material used in the manufacture or assembly of goods quoted; or
(b) on the previously imported goods of foreign origin
(ii) However, VAT shall not be included in the price but shall be indicated separately;
(iii) the price for inland transportation, insurance and other related services to deliver the goods to their final destination;
(iv) the price of other incidental services .
- 14.5 The Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected, pursuant to ITB Clause 31.
- 14.6 All lots, if any, and items must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items.

15. Currencies of Bid

- 15.1 Unless otherwise stated in Bidding Data Sheet, the Bidder shall quote in Sri Lankan Rupees and payment shall be payable only in Sri Lanka Rupees.

16. Documents Establishing the Eligibility of the Bidder

- 16.1 To establish their eligibility in accordance with ITB Clause 4, Bidders shall complete the Bid Submission Form, included in Section IV, Bidding Forms.

17. Documents Establishing the Conformity of the Goods and Related Services

- 17.1 To establish the conformity of the Goods and Related Services to the Bidding Documents, the Bidder shall furnish as part of its Bid the documentary evidence that the Goods conform to the technical specifications and standards specified in Section V, Schedule of Requirements.
- 17.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description (given in Section V, Technical Specifications) of the essential technical and performance characteristics of the Goods and Related Services, demonstrating substantial responsiveness of the Goods and Related Services to the technical specification, and if applicable, a statement of deviations and exceptions to the provisions of the Schedule of Requirements.

17.3 The Bidder shall also furnish a list giving full particulars, including quantities, available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period if specified in the BDS following commencement of the use of the goods by the Purchaser.

18. Documents Establishing the Qualifications of the Bidder

18.1 The documentary evidence of the Bidder's qualifications to perform the contract if its bid is accepted shall establish to the Purchaser's satisfaction:

(a) A Bidder that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer's Authorization using the form included in Section IV, Bidding Forms to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods;

(b) that, if required in the BDS, in case of a Bidder not doing business within Sri Lanka, the Bidder is or will be (if awarded the contract) represented by an Agent in Sri Lanka equipped and able to carry out the Supplier's maintenance, repair and spare parts stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and

(c) that the Bidder meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria.

19. Period of Validity of Bids

19.1 Bids shall remain valid until the date specified in the BDS. A bid valid for a shorter date shall be rejected by the Purchaser as non responsive.

19.2 In exceptional circumstances, prior to the expiration of the bid validity date, the Purchaser may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. If a Bid Security is requested in accordance with ITB Clause 20, it shall also be extended for a corresponding period. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request shall not be required or permitted to modify its bid.

20. Bid Security

20.1 The Bidder shall furnish as part of its bid, a Bid Security or a Bid-Securing Declaration, as specified in the BDS.

20.2 The Bid Security shall be in the amount specified in the BDS and denominated in Sri Lanka Rupees, and shall:

- (a) at the bidder's option, be in the form of either a bank draft, a letter of credit, or a bank guarantee from a banking institution; (b) be issued by a institution acceptable to Purchaser. The acceptable institutes are published in the NPA website, www.npa.gov.lk.
- (c) be substantially in accordance with the form included in Section IV, Bidding Forms;
- (d) be payable promptly upon written demand by the Purchaser in case the conditions listed in ITB Clause 20.5 are invoked;
- (e) be submitted in its original form; copies will not be accepted;
- (f) remain valid for the period specified in the BDS

20.3 Any bid not accompanied by a substantially responsive Bid Security or Bid Securing Declaration in accordance with ITB Sub-Clause 20.1 and 20.2, may be rejected by the Purchaser as non-responsive.

20.4 The Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder's furnishing of the Performance Security pursuant to ITB Clause 43.

20.5 The Bid Security may be forfeited or the Bid Securing Declaration executed:

- (a) if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Submission Form, except as provided in ITB SubClause 19.2; or
- (b) if a Bidder does not agreeing to correction of arithmetical errors in pursuant to ITB Sub-Clause 30.3
- (c) if the successful Bidder fails to: (i) sign the Contract in accordance with ITB Clause 42; (ii) furnish a Performance Security in accordance with ITB Clause 43.

21. Format and Signing of Bid

21.1 The Bidder shall prepare one original of the documents comprising the bid as described in ITB Clause 11 and clearly mark it as "ORIGINAL." In addition, the Bidder shall submit a copy of the bid and clearly mark it as "COPY." In the event of any discrepancy between the original and the copy, the original shall prevail.

21.2 The original and the Copy of the bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder.

21.3 Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.

Submission and Opening of Bids

22. Submission, Sealing and Marking of Bids

22.1 Bidders may always submit their bids by mail or by hand. (a) Bidders submitting bids by mail or by hand, shall enclose the original and the copy of the Bid in separate sealed envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." These envelopes containing the original and the copy shall then be enclosed in one single envelope. 22.2 The inner and outer envelopes shall:

- (a) Bear the name and address of the Bidder;
- (b) be addressed to the Purchaser in accordance with ITB Sub-Clause 23.1;
- (c) bear the specific identification of this bidding process as indicated in the BDS; and
- (d) bear a warning not to open before the time and date for bid opening, in accordance with ITB Sub-Clause 261. If all envelopes are not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the bid.

23. Deadline for Submission of Bids

23.1 Bids must be received by the Purchaser at the address and no later than the date and time specified in the BDS.

23.2 The Purchaser may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with ITB Clause 8, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

24. Late Bids

24.1 The Purchaser shall not consider any bid that arrives after the deadline for submission of bids, in accordance with ITB Clause 23. Any bid received by the Purchaser after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.

25. Withdrawal and Modification of Bids

- 25.1 A Bidder may withdraw, or modify its Bid after it has been submitted by sending a written notice in accordance with ITB Clause 22, duly signed by an authorized representative, and shall include a copy of the authorization in accordance with ITB Sub-Clause 21.2, (except that no copies of the withdrawal notice are required). The corresponding substitution or modification of the bid must accompany the respective written notice. All notices must be: (a) submitted in accordance with ITB Clauses 21 and 22 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked "WITHDRAWAL," or "MODIFICATION;" and (b) received by the Purchaser prior to the deadline prescribed for submission of bids, in accordance with ITB Clause 23.
- 25.2 Bids requested to be withdrawn in accordance with ITB Sub-Clause 25.1 shall be returned to the Bidders only upon notification of contract award to the successful bidder in accordance with sub clause 41.1..
- 25.3 No bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Submission Form or any extension thereof.

26. Bid Opening

- 26.1 The Purchaser shall conduct the bid opening in public at the address, date and time specified in the BDS.
- 26.2 First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding bid may be opened at the discretion of the Purchaser. No bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at bid opening. Envelopes marked "MODIFICATION" shall be opened and read out with the corresponding Bid. No Bid modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Bid opening. Only envelopes that are opened and read out at Bid opening shall be considered further.
- 26.3 All other envelopes shall be opened one at a time, reading out: the name of the Bidder and whether there is a modification; the Bid Prices, including any discounts and alternative offers; the presence of a Bid Security or Bid Securing Declaration, if required; and any other details as the Purchaser may consider appropriate. Only discounts and alternative offers read out at Bid opening shall be considered for evaluation. No Bid shall be rejected at Bid opening except for late bids, in accordance with ITB Sub-Clause 24.1.
- 26.4 The Purchaser shall prepare a record of the Bid opening that shall include, as a minimum: the name of the Bidder and whether there is a withdrawal, or modification; the Bid Price, per lot if applicable, including any discounts, and the presence or absence of a Bid Security or Bid-Securing Declaration. The bids that were opened shall be resealed in separate envelopes, promptly after the bid opening. The Bidders' representatives who are present shall be requested to sign the attendance sheet. A copy of the record shall be distributed to all Bidders who submitted bids in time.

Evaluation and Comparison of Bids

27. Confidentiality

- 27.1 Information relating to the examination, evaluation, comparison, and post-qualification (if applicable) of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until publication of the Contract Award.
- 27.2 Any effort by a Bidder to influence the Purchaser in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its Bid.
- 27.3 Notwithstanding ITB Sub-Clause 27.2, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, from the time of bid opening to the time of Contract Award, it should do so in writing.

28. Clarification of Bids

- 28.1 To assist in the examination, evaluation, comparison and post-qualification of the bids, the Purchaser may, at its discretion, request any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by the Purchaser shall not be considered for purpose of evaluation. The Purchaser's request for clarification and the response shall be in writing. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Purchaser in the Evaluation of the bids, in accordance with ITB Clause 30.

29. Responsiveness of Bids

- 29.1 The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself.
- 29.2 A substantially responsive Bid is one that conforms to all the terms, conditions, and specifications of the Bidding Documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:
 - (a) affects in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; or
 - (b) limits in any substantial way, inconsistent with the Bidding Documents, the Purchaser's rights or the Bidder's obligations under the Contract; or
 - (c) if rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids.
- 29.3 If a bid is not substantially responsive to the Bidding Documents. It shall be rejected by the purchaser and may not subsequently be made responsive by the Bidder by correction of the materials deviation, reservation or omission.

30. Nonconformities, Errors, and Omissions

- 30.1 Provided that a Bid is substantially responsive, the Purchaser may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.
- 30.2 Provided that a bid is substantially responsive, the Purchaser may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

30.3 Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis:

- (a) if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;
- (b) if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
- (c) if there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

30.4 If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited or its Bid Securing Declaration shall be executed.

31. Preliminary Examination of Bids

31.1 The Purchaser shall examine the bids to confirm that all documents and technical documentation requested in ITB Clause 11 have been provided, and to determine the completeness of each document submitted. 31.2 The Purchaser shall confirm that the following documents and information have been provided in the Bid. If any of these documents or information is missing, the Bid shall be rejected. (a) Bid Submission Form, in accordance with ITB SubClause 12.1; (b) Price Schedules, in accordance with ITB Sub-Clause 12; (c) Bid Security or Bid Securing Declaration, in accordance with ITB Clause 20.

32. Examination of Terms and Conditions; Technical Evaluation

32.1 The Purchaser shall examine the Bid to confirm that all terms and conditions specified in the CC and the Contract Data have been accepted by the Bidder without any material deviation or reservation.

32.2 The Purchaser shall evaluate the technical aspects of the Bid submitted in accordance with ITB Clause 17, to confirm that all requirements specified in Section V, Schedule of Requirements of the Bidding Documents have been met without any material deviation or reservation.

32.3 If, after the examination of the terms and conditions and the technical evaluation, the Purchaser determines that the Bid is not substantially responsive in accordance with ITB Clause 29, the Purchaser shall reject the Bid.

33. Conversion to Single Currency

33.1 If the bidders are allowed to quote in foreign currencies in accordance with sub clause 15.1, for evaluation and comparison purposes, the Purchaser shall convert all bid prices expressed in foreign currencies in to Sri Lankan Rupees using the selling rates prevailed 28 days prior to closing of bids as published by the Central Bank of Sri Lanka. If this date falls on a public holiday the earliest working day prior to the date shall be applicable.

34. Domestic Preference

34.1 Domestic preference shall be a factor in bid evaluation only if stated in the BDS. If domestic preference shall be a bid evaluation factor, the methodology for calculating the margin of preference and the criteria for its application shall be as specified in Section III, Evaluation and Qualification Criteria.

35. Evaluation of Bids

35.1 The Purchaser shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive.

35.2 To evaluate a Bid, the Purchaser shall only use all the factors, methodologies and criteria defined in this ITB Clause 35.

35.3 To evaluate a Bid, the Purchaser shall consider the following:

- (a) the Bid Price as quoted in accordance with clause 14;
- (b) price adjustment for correction of arithmetic errors in accordance with ITB Sub-Clause 30.3;
- (c) price adjustment due to discounts offered in accordance with ITB Sub-Clause 14.2; and 14.3 (d) adjustments due to the application of the evaluation criteria specified in the BDS from amongst those set out in Section III, Evaluation and Qualification Criteria;
- (e) adjustments due to the application of a domestic preference, in accordance with ITB Clause 34 if applicable.

35.4 The Purchaser's evaluation of a bid may require the consideration of other factors, in addition to the factors stated in ITB Sub-Clause 35.3, if specified in BDS. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods and Related Services. The effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of bids

35.5 If so specified in the BDS, these Bidding Documents shall allow Bidders to quote for one or more lots, and shall allow the Purchaser to award one or multiple lots to more than one Bidder. The methodology of evaluation to determine the lowest-evaluated lot combinations, is specified in Section III, Evaluation and Qualification Criteria.

36. Comparison of Bids

36.1 The Purchaser shall compare all substantially responsive bids to determine the lowest-evaluated bid, in accordance with ITB Clause 35.

37. Post qualification of the Bidder

37.1 The Purchaser shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated and substantially responsive bid is qualified to perform the Contract satisfactorily.

37.2 The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted by the Bidder, pursuant to ITB Clause 18.

37.3 An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the bid, in which event the Purchaser shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

38. Purchaser's Right to Accept Any Bid, and to Reject Any or All Bids

38.1 The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.

Award of Contract

39. Award Criteria

39.1 The Purchaser shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

40. Purchaser's Right to Vary Quantities at Time of Award

40.1 At the time the Contract is awarded, the Purchaser reserves the right to increase or decrease the quantity of Goods and Related Services originally specified in Section V, Schedule of Requirements, provided this does not exceed twenty five percent (25%) or one unit whichever is higher and without any change in the unit prices or other terms and conditions of the bid and the Bidding Documents.

41. Notification of Award

41.1 Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful Bidder, in writing, that its Bid has been accepted and confirming the Client's intention to award him the Contract. The notification letter (hereinafter and in the Conditions of Contract and contract forms called the "Letter of Acceptance") shall specify the sum that the Purchaser will pay the Supplier in consideration of the supply of Goods (hereinafter and in the conditions of contract and contract forms called "the Contract price")

41.2 The Purchaser shall promptly respond in writing to any unsuccessful Bidder who, after notification of award in accordance with ITB 41.1, requests in writing the grounds on which its bid was not selected or any other information related to the names and evaluated prices of other bidders. The Client shall inform the Notification of Intention to Award to the successful Supplier. Notification of Intention to Award shall contain, at a minimum, the following information:

- (a) the name and address of the Supplier who presented the best Bid;
- (b) the bid price of the successful Bid;
- (c) the expiry date of the Standstill Period;
- (d) and instructions on how to request a debriefing and/or submit a complaint during the Standstill Period.

41.3 The Contract shall not be awarded earlier than the expiry of the Standstill Period. The Standstill Period shall be ten (10) Business Days unless extended. The Standstill Period commences the day after the date the Client has published his intention to award. Upon expiry of the Standstill Period, specified in the Notification of Intention to Award or any extension thereof, and upon satisfactorily addressing any complaint that has been filed within the Standstill Period, the Client shall, send a request to the successful Bidder to sign the draft negotiated Contract within fifteen (15) Business Days from the date of receipt of such notification

42. Signing of Contract

42.1 Within Seven (7) days after notification, the Purchaser shall complete the Agreement, and inform the successful Bidder to sign it.

42.2 Within Seven (7) days of receipt of such information, the successful Bidder shall sign the Agreement.

43. Performance Security

- 43.1 Within fourteen (14) days of the receipt of notification of award from the Purchaser, the successful Bidder, if required, shall furnish the Performance Security in accordance with the CC, using for that purpose the Performance Security Form included in Section VIII Contract forms. The Employer shall promptly notify the name of the winning Bidder to each unsuccessful Bidder and discharge the Bid Securities of the unsuccessful bidders pursuant to ITB Sub-Clause 20.4.
- 43.2 Failure of the successful Bidder to submit the abovementioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security or execution of the Bid Securing Declaration. In that event the Purchaser may award the Contract to the next lowest evaluated Bidder, whose offer is substantially responsive and is determined by the Purchaser to be qualified to perform the Contract satisfactorily.

Bidding Data Sheet (BDS)

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

[Instructions for completing the Bid Data Sheet are provided, as needed, in the notes in italics mentioned for the relevant ITB Clauses.]

ITB Clause Reference	A. General
ITB 1.1	The Purchaser is: Industrial Development Board of Ceylon, No 615, Galle Road, Katubedda, Moratuwa, Sri Lanka
ITB 1.1	The name and identification number of the Contract : Procurement of Office Equipments – T/16/2026
ITB 2.1	The source of funding is GOSL
B. Contents of Bidding Documents	
ITB 7.1	The Purchaser's address is: Attention : Chairman, Department Procurement Committee Address : Industrial Development Board, No. 615, Galle Road, Katubedda, Moratuwa. Telephone: 011 2607004 E mail address: supplyidb@gmail.com
C. Preparation of Bids	
ITB 11.1 (e)	The Bidder shall submit the following additional documents • Legally certified copies of original documents defining the constitution or legal status, place of registration and principal place of business, the founders, members, shareholders, authorized signatories, capital, the director and ongoing contracts; • Manufacture's Authorization • Declaration on Non Collusion and Multiple Bids / Proposals. • Complete Bidding Documents stamped and initialed on all pages. • Any addenda issued pursuant to ITB 8 of the Instructions to Bidders • Copy of receipt of Purchase of Bidding Documents. • Power of Attorney of Signatory of Bid. • Copy of certificate of Business Registration. • VAT certificates issued by the Inland Revenue Department, in case the bidder is registered. • Information on litigation, if any (History and Pending litigation)
ITB 13.1	Alternative and optional bids are not permitted
ITB 15.1	The bidder shall quote the local expenditure in Sri Lankan Rupees.
ITB 17.3	Period of time the Goods are expected to be functioning (for the purpose of spare parts): 05 Years
ITB 18.1 (b)	After sales service is required
ITB 19.1	The bid shall be validity until 05/02/2027 (91 days from the date of bids closing)
ITB 20.1	Bid shall include a Bid Security (issued by bank or surety) included in Section IV Bidding Forms The Bid Security shall be issued by a Local Commercial Bank approved by the Central Bank of Sri Lanka, which is operating in Sri Lanka

ITB 20.2	The amount of the Bid Security – Rs. 116,000/- The validity period of the bid security shall be until 05/03/2027
	D. Submission and Opening of Bids
ITB 22.2 (c)	Bids including supporting documents, must be submitted in one sealed envelope bearing only a) The address of the purchaser as per ITB 23.1 b) The reference of this procurement : Purchase of office Equipments – T/16/2026 Outer Envelope – Name of supply to be written in top left corner of Outer Envelope Inner Two Envelope – ORIGINAL & COPY to be marked on top of each envelope name of Bidders / JV, Company. Bid number should be mark in both ORIGINAL & COPY envelopes
ITB 23.1	The Purchaser's address is Attention: Chairman, Department Procurement Committee Address: Industrial Development Board, No. 615, Galle Road, Katubedda, Moratuwa. The Deadline for the submission of bids is 03/11/2026 at 11.30 a.m.
ITB 26.1	The bid opening shall take place at: Supply Division Address: Industrial Development Board , No. 615, Galle Road, Katubedda, Moratuwa. Date 03/11/2026 at 11.30 a.m. Bidders shall not have the option of submitting their bids electronically.
	E. Evaluation and Comparison of Bids
ITB 34.1	Domestic preference shall not be a bid evaluation factor

1. Price Schedule

[The Bidder shall fill in these Price Schedule in accordance with the instructions indicated. The list of line items in column 1 of the Price Schedules shall coincide with the List of Goods and Related Services specified by the Purchaser in the Schedule of Requirement]

1	2	3	4	5	6	7	8	9	10
			Goods and related Services offered within Sri Lanka (in Sri Lankan Rupees)						
			A						
Line Item No.	Description of Goods or related services	Qty and unit	Unit price (inclusive of duties, sales and other taxes) Excluding VAT	Price per line item (Col. 3x4)	Inland transportation, insurance and other related services to deliver the goods to their final destination if not included under column 4	Total Price Excluding VAT (Col 5+6)	Discounted Total price (if any) excluding VAT	VAT	Total Price Including VAT (Col. 7 or 8+9)
1	Photocopy Machine (A3 Size)	01 No.							
2	Laptop Computers - 06 Nos 03 Nos. – Annexure No. 01 01 No. – Annexure No. 02 01 No. – Annexure No. 03 01 No. – Annexure No. 04	03 Nos.							
		01 No.							
		01 No.							
		01 No.							
3	External Hard Disk	02 Nos							
4	Scanner (A4 Size)	01 No.							
5	Laser Printers A4 (B&W)	02 Nos.							
6	Desktop Computers 18 Nos 01 No. – Annexure No. 05 17 Nos. – Annexure No. 06	01 No.							
		17 Nos.							
7	Sound System (8 Channel)	01 No.							
8	LED Smart Board (85 inches)	01 No.							
9	UPS (1200VA)	01 No.							
10	UPS (650 VA)	18 Nos							
11	Cash Counting Machine	01 No.							
12	Dot Matrix Printers	03 Nos							
Total									

Signed: [insert signature of person whose name and capacity are shown]

In the capacity of [insert legal capacity of person signing]

Name: [insert complete name of person signing]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on day of , [insert date of signing]

DB

Section IV

2. Bid Submission Form

[The Bidder shall fill in this Form in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date:

No.:

To: **Chairman,**

Industrial Development Board of Ceylon, No. 615, Galle Road, Katubedda, Moratuwa.

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda No.: *[insert the number and issuing date of each Addenda]*;
- (b) We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services *[* insert a brief description of the Goods and Related Services]*;
- (c) The total price of our Bid without VAT, including any discounts offered is: *[insert the total bid price in words and figures]*;
- (d) The total price of our Bid including VAT, and any discounts offered is: *[insert the total bid price in words and figures]*;
- (e) Our bid shall be valid for the period of 90 days, from the date fixed for the bid submission deadline and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our bid is accepted, we commit to obtain a performance security in accordance with ITB Clause 21 and CC Clause 17.1 for the due performance of the Contract;
- (g) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared blacklisted by the National Procurement Agency;
- (k) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (l) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed: *[insert signature of person whose name and capacity are shown]*

In the capacity of *[insert legal capacity of person signing the Bid Submission Form]*

Name: *[insert complete name of person signing the Bid Submission Form]*

Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

3. Bid Guarantee

[This Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]

----- *[Insert issuing agency's name, and address of issuing branch or office]* -----

Beneficiary: **Chairman,
Industrial Development Board of Ceylon**

Date: ----- *[insert (by issuing agency) date]*

BID GUARANTEE No.: ----- *[insert (by issuing agency) number]*

We have been informed that ----- *[insert (by issuing agency) name of the Bidder; if a joint venture, list complete legal names of partners]* (hereinafter called "the Bidder") has submitted to you its bid dated ----- *[insert (by issuing agency) date]* (hereinafter called "the Bid") for the supply of *[insert name of Supplier]* under Invitation for Bids No. ----- *[insert IFB number]* ("the IFB").

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the Bidder, we ----- *[insert name of issuing agency]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of --- ----- *[insert amount in figures]* ----- *[insert amount in words]*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB"); or
- (c) having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

This Guarantee shall expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the Bidder was unsuccessful, otherwise it will remain in force up to *(insert date)*

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date.

[signature(s) of authorized representative(s)]

4. Manufacturer's Authorization

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid, if so indicated in the BDS.]

Date: *[insert date (as day, month and year) of Bid Submission]*

No.: *[insert number of bidding process]*

To: **Chairman,**

Department Procurement Committee,

WHEREAS

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Bidder]* to submit a bid the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 27 of the Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Duly authorized to sign this Authorization on behalf of: *[insert complete name of Bidder]*

Dated on _____ day of _____, _____ *[insert date of signing]*

5. Non - collusion Affidavit

The undersigned bidder or agent, hereby solemnly, sincerely, and truly declares and affirms/makes an oath and states as follows;

- a) That he/she has not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership representing him/her, entered into any combination, collusion, or similar agreement with any person in connection with the price to be bid;
- b) That he/she or anyone representing him/her has not taken any step whatsoever to prevent any person from bidding, nor to induce anyone to refrain from bidding; and
- c) That this bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to this bid.

He/she further states that no person, firm, or corporation has received or will receive, directly or indirectly, any rebate, fee, gift, commission, or thing of value in connection with the submission of this bid.

The bidder accepts full responsibility for ensuring the absence of collusion and hereby pledges to abide by fair and ethical competition practices throughout the procurement process and fully comply with the applicable Procurement Guidelines.

I hereby affirm, under the penalties for perjury, that all statements made by me in this affidavit are true and correct.

The foregoing Affidavit having been duly read over and explained by me to the Affirmant above named and he/she having understood the contents therein and admitted to be correct, affirmed and set his/her signature hereto before me) on this day of at

BEFORE ME,

JUSTICE OF THE PEACE/COMMISSIONER OF OATHS

Schedule of Requirements

Content

- 01 List of Goods and Delivery Schedule
- 02 List of Related Services and Completion Schedule
- 03 Technical Specifications
- 04 Inspection and Testing

1. List of Goods and Delivery Schedule

[The Purchaser shall fill in this table, with the exception of the column "Bidder's offered Delivery date" to be filled by the Bidder]

Line Item No	Description of Goods	Quantity	Units	Final (Project Site) Destination as specified in BDS	Delivery Date	
					Earliest Delivery Date <i>[insert the number of days following the date of effectiveness of the Contract]</i>	Latest Delivery Date <i>[insert the number of days following the date of effectiveness of the Contract]</i>
1	Photocopy Machine (A3 Size)	01	No.	Industrial Development Board of Ceylon, No. 615, Galle Road, Katubedda, Moratuwa.	On or before 2 weeks from the date of the contract signing	On or before 4 weeks from the date of the contract signing
2	Laptop Computers	06	Nos.			
3	External Hard Disk	02	Nos.			
4	Scanner (A4 Size)	01	No.			
5	Laser Printers A4 (Black & White)	02	Nos.			
6	Desktop Computers	18	Nos.			
7	Sound System (8 Channel)	01	No.			
8	LED Smart Board (85 inches)	01	No.			
9	UPS (1200VA)	01	No.			
10	UPS (650 VA)	18	Nos.			
11	Cash Counting Machine	01	No.			
12	Dot Matrix Printer	03	Nos.			

Signed: [insert signature of person whose name and capacity are shown]

In the capacity of [insert legal capacity of person signing]

Name: [insert complete name of person signing]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on day of , [insert date of signing]

2. List of Related Services and Completion Schedule

[This table shall be filled in by the Purchaser. The Required Completion Dates should be realistic, and consistent with the required Goods Delivery Dates]

Service	Description of Service	Quantity ¹	Unit	Place where Services shall be performed	Final Completion Date(s) of Services
<i>[insert Service No]</i>	<i>[insert description of Related Services]</i>	<i>[insert quantity of items to be supplied]</i>	<i>[insert unit for the items]</i>	<i>[insert name of the Place]</i>	<i>[insert required Completion Date(s)]</i>

Signed: [insert signature of person whose name and capacity are shown]

In the capacity of [insert legal capacity of person signing]

Name: [insert complete name of person signing]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on day of , [insert date of signing]

Section VI

SPECIMEN BID BOND FORM (UNCONDITIONAL)

Invitation to tender for the Supply and Delivery of Equipment for the

BID BOND

**Chairman ,
Industrial Development Board of Ceylon
Bid Number – T/16/2026**

By this Bond we.....(name of Bidder).....
(Hereinafter called “the Bidder) and We.....(name of Bank).....
Hereafter called the Surety) whose registered office is at.

..... Are held and firmly bound unto The **Chairman Industrial Development Board of Ceylon** (hereinafter called the Authority) in the sum of Sri Lankan Rupees:..... For the payment of which sum the Bidder and the Surety bind themselves their successors and assign jointly and severally by these presents.

Whereas the Authority has invited the Bidder and other persons to complete tenders in similar terms for the Manufacture and/or supply of

.....(items).....
.....
.....
.....

and works associated therewith (hereinafter called ‘ the Works”) and to submit the same for the consideration of the Authority a tender (hereinafter called “The Tender”) in accordance with such invitation, the Bond shall provide security to the Authority that the Bidder will honors certain obligations to be undertaken by him in the Tender in accordance with the following conditions: -

Now the Conditions of this Bond are:-

That it shall remain in full force and effect until the earliest of

.....(date).....being..... days from the(Date of Closing of Tender)..... the date stipulated by the Authority as the deadline for the submission of tenders, or any prolongation of such date above notified to the Authority by the Bidder and the Surety in writing.

In the event of the acceptance of the Tender by the Authority as the most suitable and the Authority notifies the Bidder about the award, the date upon which the Bidder provides a Performance Bond to the Authority in accordance with the terms of the contract thereby made between them or

In the event of the placement of the Tender by the Authority as second or third among the top three selected, the date upon which the top placed if not the second placed bidder provides a Performance Bond to the Authority in accordance with the terms of the contract thereby made between them or

In the event of the Tender being not placed among top three, the date upon the notification of acceptance for the top placed bidder is made.

.....Subject to this Bond being in full force and effect, the Surety shall pay the full amount specified in this Bond upon receipt of first written demand from the Authority stating that.

- (i) The Bidder had withdrawn the Tender during the validity of this Bond or
- (ii) The Bidder has failed to provide a Performance Bond to the Authority in accordance with the terms of the contract between them upon acceptance of the Tender.

No alternation in the terms of the Tender, nor any forbearance or forgiveness in or in respect of any matter or thing concerning the Tender on the part of the Authority, or any objection from the Bidder shall in any way release the Surety from any liability under this Bond.

The benefit of this Bond shall not be assignable by the Authority and upon its ceasing to be in full force and effect the Authority shall return the same to the Bidder.

This Bond shall be governed by the laws of the Democratic Socialist Republic of Sri Lanka.

I executed as a Deed this () day of 20 ()

For and on behalf of the Bidder..... for and on behalf of the Surety

.....

Signed by: Signed by:.....

In the capacity of..... In the capacity of.....

And by..... And by:.....

In the capacity of..... In the capacity of.....

Seal (Where applicable)

Seal(Where Applicable)

SPECIMEN FORM OF PERFORMANCE BANK GUARANTEE (UNCONDITIONAL)

Bond Number:.....

Date:

SUM GUARANTEED:.....

**To: Chairman
Industrial Development Board of Ceylon,
615, Galle Road, Katubedda,
Moratuwa
Sri Lanka**

Whereas. (name and address of contractor) (hereinafter called the contractor) has undertaken in pursuance of contract No: T/16/2026 dated..... to execute..... (Name of contract) (Hereinafter called "the contract").

And whereas it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized Bank for a sum specified therein as security for compliance with his obligations in accordance with the Contract.

And whereas we have agreed to give the Contractor such a Bank Guarantee.

Now therefore we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of(amount of Guarantee)..... Amount in words, such sum being payable, and we undertake to pay you upon your first written demand and without cavil or argument, any sum or sums within the limits of(amount of Guarantee) as aforesaid without your needing to prove or to show ground or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the contractor before presenting us with the demand.

We further agree that no change or addition to or other modifications of the terms of contract or of the Works to be performed hereunder or of any of the Contract document which may be made between you and the Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice or any such change, addition or modification.

This guarantee shall be valid until a date:.....

Signature and the Seal of the Guarantor :.....

Name of the Bank:.....

Address:.....

Date:.....

Witness:.....

Received By :

Manufacturer's Authorization

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid, if so indicated in the BDS.]

Date:.....

WHEREAS

We*[insert complete name of Manufacturer]*, who are official manufacturers of*[insert type of goods manufactured]*, having factories at*[insert full address of Manufacturer's factories]*, do hereby authorize*[insert complete name of Bidder]* to submit a bid the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and with respect to the Goods offered by the above firm.

Signed:

.....
[insert signature(s) of authorized representative(s) of the Manufacturer]

Name:

.....
[insert complete name(s) of authorized representative(s) of the Manufacturer]

Title:

.....
[insert title]

Duly authorized to sign this Authorization on behalf of:

.....
[insert complete name of Bidder]

Dated on ____ day of , ____ *[insert date of signing]*

Bid-Securing Declaration

[Note: the purchaser is required to fill the information marked as “” and delete this note prior to selling of the bidding document]*

*[The **Bidder** shall fill in this form in accordance with the instructions indicated in brackets]*

Date: -----*[insert date by bidder]*

*Name of contract -- *[insert name]*

Contract Identification N^o: -----[insert number]*

*Invitation for Bid No.: ----- *insert number]*

*To: ----- *[insert the name of the Purchaser]*

We, the undersigned, declare that:

1. We understand that, according to instructions to bidders (hereinafter “the ITB”), bids must be supported by a bid-securing declaration;
2. We accept that we shall be suspended from being eligible for contract award in any contract where bids have being invited by any of the Procuring Entity as defined in the Procurement Guidelines published by National Procurement Agency of Sri Lanka, for the period of time of *three years* starting on *the latest date set for closing of bids of this bid*, if we:
 - (a) withdraw our Bid during the period of bid validity period specified; or
 - (b) do not accept the correction of errors in accordance with the Instructions to Bidders of the Bidding Documents; or
 - (c) having been notified of the acceptance of our Bid by you, during the period of bid validity, (i) fail or refuse to execute the Contract Form, if required, or (ii) fail or refuse to furnish the performance security, in accordance with the ITB.
3. We understand this bid securing shall expire if we are not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the bidder was unsuccessful; or (ii) twenty-eight days after the expiration of our bid.
4. We understand that if we are a JV, the Bid Securing Declaration must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed *[insert signature(s) of authorized representative]* In the Capacity of *[insert title]*

Name *[insert printed or typed name]*

Duly authorized to sign the bid for and on behalf of *[insert authorizing entity]*

Dated on *[insert day]* day of *[insert month]*, *[insert year]*

(Specimen)

Contract Agreement

THIS CONTRACT AGREEMENT is made the [insert: number] day of [insert: month], [insert: year].

BETWEEN

- (1) Industrial Development Board of Ceylon a statutory Board established under Industrial Development Act No. 36 of 1969 a state owned enterprise under the Ministry of Industry and Entrepreneurship Development and having its secretariat at No. 615, Galle Road, Katubedda, Moratuwa. (hereinafter called “the Purchaser”), and
- (2)[Insert name of Supplier], and the place of Business at
[Insert address of the Supplier]

WHEREAS the Purchaser invited Bids for Supply of Office Equipment and has accepted a Bids by the Supplier for the supply of Supply of Office Equipment in the sum of
[Insert Contract Price in words and figures, (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract:
 - (a) This Contract Agreement
 - (b) Contract Data
 - (c) Technical Requirements (including Schedule of Requirements and Technical Specifications)
 - (d) The Supplier’s Bid and original Price Schedules
 - (e) Letter of Award
 - (f) The Purchaser’s Letter of Acceptance
 - (g) [Add here any other document(s)]
3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.
4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Democratic Socialist Republic of Sri Lanka on the day, month and year indicated above.

For and on behalf of Purchaser

For and on behalf of Supplier

.....
Chairman
Industrial Development Board of Ceylon

WITNESSES

1. Signature
Name
Designation

2. Signature
Name
Designation

1. Signature
Name
Designation

2. Signature
Name
Designation

SPECIFICATION FOR HEAVY DUTY PHOTOCOPY MACHINE

Details of Specifications	Required	Offered
Model	Long Standing Reputed International Brands Only	
Country of Origin	Country Name	
Type	Heavy Duty	
Printing Method	Duplex Printing with DADF Feeder	
Copy Speed	Minimum 20 cpm(A4)	
Copy Size	A3 (Supports Custom Paper) A4, A5, A6, B5, Legal	
Resolution	600 × 600 dpi	
Standard Tray GSM	60-200 GSM	
Monthly Duty Cycle	Minimum 20,000 pages/month	
Zoom up and down	50% - 200%	
Scan Functionality	Yes or No	
Ports	Minimum 1 × USB 2.0 or higher, 1 × RJ45 LAN port	
PCL6 Network Printing	Yes or No	
Paper capacity	350 sheets cassette	
Cost for Toner	Toner cost	
No of copies per Toner	No of copies	
Warranty	03 Years	
Unit Price		
VAT/NBT if Applicable		
Total Price		



LAPTOP COMPUTER SPECIFICATION

Details of Specifications	Required	Offered
Model	Long Standing Reputed International Brands Only	
Country of Origin	Name of the country	
Color	Specify	
Processor	Intel Core i3 13Gen	
Processor Speed	10M Cache, up to 4.50GHz	
Memory	08 GB	
Chipset & Mother Board	Intel Chipset	
Hard Disk drive	NVME M.2 SSD 512GB	
Video	Integrated Video Intel	
Audio	Integrated Audio Intel	
Network Card	Integrated Gigabit Ethernet	
Other ports	HDMI, USB, 3.5mm combo Audio Jack, Ethernet Port	
Others	Wireless Mouse	
Display	15.6" FHD (1920x1080)	
Keyboard Layout	US Layout with Numpad	
Operating System	Windows 11 Professional with Original License	
Office Package	Microsoft Office standard 2021 with Original License	
Virus Protection Software	Kaspersky Antivirus (1 year)	
Warranty	02 Years	
Price (without Taxes)		

SPECIFICATION FOR LAPTOP

Details of Specifications	Required	Offered
Brand	Long Standing Reputed International Brands Only	
Model	Specify exact model	
Country of Origin	Specify country of origin	
Color	Specify	
Processor	Intel Core i5 14th Generation or equivalent/higher Generation.	
Processor Speed / Cache	Minimum 12 MB cache; Turbo Frequency up to 5 GHz or Higher	
Memory	Minimum 8 GB	
Chipset & Mother Board	Compatible with the specified processor	
Storage	Minimum 512 GB M.2 NVMe SSD.	
Graphics	Integrated Intel graphics.	
Audio	Integrated audio.	
Network Card	Integrated Gigabit Ethernet	
Ports	HDMI, USB, 3.5mm combo Audio Jack, Ethernet Port	
Accessories	Wireless Mouse	
Monitor	15.6" FHD (1920x1080)	
Operating System	Windows 11 Professional with Original License	
Office Package	Microsoft Office Standard 2021 or a newer version, with an original licence.	
Virus Protection Software	Kaspersky Internet security original license (1 year)	
Warranty	02 Years	
Price (without Taxes)		

SPECIFICATION FOR LAPTOP COMPUTER

Details of Specifications	Required	Offered
Brand	Long Standing Reputed International Brands Only	
Model	Specify exact model	
Country of Origin	Specify country of origin	
Color	Specify	
Processor	Intel Core i5, 14th Generation or equivalent/higher Generation.	
Processor Speed / Cache	Minimum 12 MB cache; Turbo Frequency up to 5 GHz or Higher	
Memory	Minimum 16 GB	
Chipset & Mother Board	Compatible with the specified processor	
Storage	Minimum 1 TB M.2 NVMe SSD.	
Graphics	Integrated Intel graphics.	
Keyboard Layout	Full-Size Keyboard Layout	
Audio	Integrated audio.	
Network Card	Integrated Gigabit Ethernet	
Ports	HDMI, USB, 3.5mm combo Audio Jack, Ethernet Port	
Accessories	Wireless Mouse	
Monitor	15.6" FHD (1920x1080)	
Operating System	Windows 11 Professional with Original License	
Office Package	Microsoft Office Standard 2021 or a newer version, with an original licence.	
Virus Protection Software	Kaspersky Internet security original license (1 year)	
Warranty	02 Years	
Price (without Taxes)		

SPECIFICATION FOR LAPTOP COMPUTER

Details of Specifications	Required	Offered
Brand	Long Standing Reputed International Brands Only	
Model	Specify exact model	
Country of Origin	Name of the country	
Processor	Intel Core i5 - 13 Gen	
Processor Speed	4.60 GHz	
Memory	16 GB (DDR4 or higher)	
Chipset & Mother Board	Compatible with the specified processor	
Hard Disk drive	512GB M.2 NVMe PCIe 4.2 or higher	
Video	NVIDIA GeForce RTX 3050 or RTX 4050	
Audio	Integrated Audio	
Network Card	Integrated Gigabit Ethernet	
Ports	HDMI,USB, RJ45LAN	
Accessories	USB Optical Mouse	
Display	15.6" FHD	
Operating System	Windows 11 Professional with Original License	
Office Package	Microsoft Office standard 2024 with Original License	
Virus Protection Software	Kaspersky Internet security original license (1 year)	
Warranty	02 Years	
Price (without Taxes)		

SPECIFICATION FOR EXTERNAL STORAGE

Details of Specifications	Required	Offered
Brand	Long Standing Reputed International Brands Only	
Model	Specify exact model	
Country of Origin	Specify country of origin	
Color	Specify	
External Storage Capacity	1 TB	
USB Type	Micro USB to USB Type A	
Connection Interface	USB 3.1 Gen 1 or Higher	
Storage Media	2.5" HDD	
Data Transfer Speed	Specify minimum	
Compatibility	Windows 10/11 and compatible systems	
Accessories	Required cable	
Warranty	02 Years	
Price (without Taxes)		

SPECIFICATION FOR SCANNER

Details of Specifications	Required	Offered
Model	Long Standing Reputed International Brands Only	
Country of manufacture	Name of country	
Scanner Type	Flatbed	
Paper Size	A4	
Resolution	2400 x 2400 Dpi	
Output file formats	BMP, JPEG, TIFF, multi-TIFF, PDF, searchable PDF	
Data Interface	USB 2.0 or higher	
Power Supply	As specified by the manufacturer	
OS Support	Windows 10, Windows 11 and Supported Current Operating Systems	
Warranty	01 Year	
Unit Price		
VAT/NBT if Applicable		
Total Price		

SPECIFICATION FOR LASER PRINTER

Details of Specifications	Required	Offered
Brand	Long Standing Reputed International Brands Only	
Model	Specify Exact Model	
Country of manufacture	Specify Country Of Manufacture	
Printer Type	Monochrome Laser Printer (Black & White)	
Print technology	Monochrome Laser	
Duplex printing	Specify	
Paper Handling	Automatic Paper Feed	
Paper Size	B5, A5, A4, Letter, Legal & Envelops	
Resolution	Minimum 600 × 600 dpi	
Print Speed	21PPM (A4)	
Memory	128 MB or higher	
Paper Weight	160-200 GSM	
Interface	USB 2.0 or higher and Ethernet	
Wireless	Built-in Wi-Fi 802.11 b/g/n or newer	
Storage device and direct print support	Specify	
Input capacity	Minimum 250 sheets	
Output capacity	Up to 100 sheets	
OS Support	Windows 7,8,10, 11 (32-bit or 64-bit)	
No of copies per Toner	No of copies	
Cost for Toner(without Taxes)	Toner cost	
Warranty	01 Years	
Unit Price (without Taxes)		

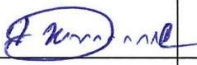
SPECIFICATION FOR DESKTOP COMPUTER

Details of Specifications	Required	Offered
Brand	Long Standing Reputed International Brands Only	
Model	Specify exact model	
Country of Origin	Name of the country	
Processor	Intel Core i5, 14th Generation or equivalent/higher Generation.	
Processor Speed / Cache	20M Cache, up to 4.70GHz	
Memory	Minimum 8 GB	
Chipset & Mother Board	Compatible with the specified processor	
Storage	Minimum 256GB M.2 NVMe SSD and 1TB Hard	
Graphics	Integrated Intel graphics.	
Audio	Integrated Audio.	
Speakers	Integrated	
WLAN+Bluetooth	Integrated	
Network Card	Integrated Gigabit Ethernet	
Ports	Parallel Port(HDMI,VGA, RJ45LAN) USB	
Accessories	Wired Mouse Wired Keyboard	
Monitor	19" Inch (1366 x 768)	
Operating System	Windows 11 Professional with Original License	
Office Package	Microsoft Office Standard 2021 or a newer version, with an original licence.	
Virus Protection Software	Kaspersky Internet security original license (1 year)	
Warranty	03 Years	
Price (without Taxes)		

SPECIFICATION FOR DESKTOP COMPUTER

Details of Specifications	Required	Offered
Brand	Long Standing Reputed International Brands Only	
Model	Specify exact model	
Country of Origin	Name of the country	
Processor	Intel Core i3, 13th Generation or equivalent/higher Generation.	
Processor Speed / Cache/Core	4-Core, 12M Cache, up to 3.40GHz	
Memory	Minimum DDR4 8 GB	
Chipset & Mother Board	Compatible with the specified processor	
Storage	Minimum 256GB M.2 NVMe SSD and 1TB Hard	
Graphics	Integrated Intel graphics.	
Audio	Integrated Audio.	
Speakers	Integrated	
WLAN+Bluetooth	Integrated	
Network Card	Integrated Gigabit Ethernet	
Ports	Parallel Port(HDMI,VGA, RJ45LAN) USB	
Accessories	Wired Mouse Wired Keyboard	
Monitor	19" Inch (1366 x 768)	
Operating System	Windows 11 Professional with Original License	
Office Package	Microsoft Office Standard 2021 or a newer version, with an original licence.	
Virus Protection Software	Kaspersky Internet security original license (1 year)	
Warranty	03 Years	
Price (without Taxes)		

SPECIFICATION FOR SOUND SYSTEM

Details of Specifications	Required	Offered
Brand	Long Standing Reputed International Brands Only	
Model	Specify Exact Model	
Country of Origin	Specify Country of Origin	
Type	Professional Powered Audio Mixer	
Number of Channels	Minimum 8 Channels	
Channel Equalizer	Channel-Level Tone Controls / Multi-Band Equalization	
Power Amplifier	Built-In Power Amplifier Suitable For Passive Loudspeakers	
Speaker Outputs	Two Powered Speaker Outputs	
DSP Effects	Minimum 99 DSP Effects or Higher	
MP3 Playback	Required	
Digital Display	Built-In Digital Display for Media/Effect Functions	
Headphone Output	Required	
Microphone / Line Connectivity	Required	
USB	Built-in USB Interface / USB Media Playback	
Bluetooth	Built-in Bluetooth Connectivity	
Cooling	Built-in Cooling Fan	
Accessories	Power Cable and all Standard Manufacturer-Supplied Accessories	
Warranty	02 ~~01~~ Years 	
Price (without Taxes)		

SPECIFICATION FOR SOUND SYSTEM

Details of Specifications	Required	Offered
Brand	Long Standing Reputed International Brands Only	
Model	Specify Exact Model	
Country of Origin	Specify Country of Origin	
Type	Heavyduty Tripod Speakers- Metal Stands	
Height Adjustment	Adjustable Height with Locking Mechanism	
Minimum Height	Specify Manufacturer Standard	
Max Load	60KG or Higher	
Quantity	Two	
Price (without Taxes)		

SPECIFICATION FOR SMARTBOARD

Details of Specifications	Required	Offered
Model	Long Standing Reputed International Brands Only	
Country of Origin	Country Name	
Screen Size	85 inch	
Panel Type	LED/IPS	
Resolution	3840 × 2160 UHD	
Aspect Ratio	16:9	
Response Time	8 ms	
Display Color	10 bit, 10.7 billion	
Viewing Angle	178° (H) / 178° (V)	
Touch System	Infrared System, Multi 20-point touch	
Touch Response Time	6 ms	
Built-in Mic & Camera	Yes	
Camera	AI cameras 48MP, 3840 × 2160 support	
Microphone	8-array microphone with 0–10 m active distance	
Computer		
Operating System	Windows 11 (licensed)	
CPU	Intel Core i5 12th Gen or Newer	
Chipset	Intel Chipset	
RAM	8 GB or higher	
Storage	128GB SSD or higher + Optional 1 TB	
Graphics	Intel HD Graphics, supports 2160P or better	
Wireless	Wi-Fi 6, Bluetooth 5.0 or later	
Others Software	Office 2024, licensed, Whiteboard Software	

Interface	HDMI Out,VGA Out, USB 2.0, USB 3.0, RJ45 (LAN), Audio Out, Line Out, HDMI In	
Android		
Operating System	Android 14.0 or later	
Chipset	RK3576 Equivalent or Better	
CPU	A72 ×4 + A53 ×4, 2.2 GHz Equivalent or Better	
GPU	Integrated GPU Supporting UHD	
RAM	8 GB	
Storage	128 GB or higher	
Speakers	Required	
Smartboard Stand	Required	
Warranty	02 Years	
VAT/NBT if Applicable		
Total Price		

SPECIFICATION FOR UPS

Details of Specifications	Required	Offered
Model	Long Standing Reputed International Brands Only	
Country of Origin	Name of the country	
Capacity	1200VA	
Input Voltage Range	140-300VAC	
Output Frequency	50Hz or 60Hz $\pm$ 1Hz	
Number Of Batteries	2 x 12V/8.2AH	
Recharge Time (Typical)	2 – 4 hours	
Battery backup	Time 8 - 30 mins	
Protection	Short Circuit, Overload, Discharge and Overcharge Protection	
Indication	LED Display	
Warranty	02 Years	
Price (without Taxes)		

SPECIFICATION FOR UPS

Details of Specifications	Required	Offered
Model	Long Standing Reputed International Brands Only	
Country of Origin	Name of the country	
Capacity	650VA	
Input Voltage Range	140-300VAC	
Output Frequency	50Hz or 60Hz $\pm$ 1Hz	
Number Of Batteries	1 x 12V/8.2AH	
Recharge Time (Typical)	2 – 4 hours	
Battery backup	Time 8 - 20 mins	
Protection	Short Circuit, Overload, Discharge and Overcharge Protection	
Indication	LED Display	
Warranty	02 Years	
Price (without Taxes)		

SPECIFICATION FOR CASH COUNTING MACHINE

Details of Specifications	Required	Offered
Brand	Long Standing Reputed International Brands Only	
Model	Specify exact model	
Country of Origin	Specify country of origin	
Color	Specify	
Display	Digital Display Showing Counting Quantity and Total Value	
Customer Display	Required	
Total Value Counting	Required	
Notes Counting	Required	
Mix Value Counting	Required	
Fake Notes Ditection feature	Required	
Hopper Capacity	Minimum 500 notes	
Counting speed	800 1000, 1200pcs/min or higher	
Stacker Capacity	Minimum 200 notes	
Warranty	01 Years	
Price (without Taxes)		

SPECIFICATION FOR DOT MATRIX PRINTER

Details of Specifications	Required	Offered
Model	Long Standing Reputed International Brands Only	
Country of manufacture	Name of Country	
Printing Head	24pin	
Paper Size	Envelops Cut Sheet (Single Sheet) , (Multi-part Forms) Length: 100 ~ 364 mm (3.9 ~ 14.3") Width: 100 ~ 257 mm (3.9 ~ 10.1") Thickness: 0.065 ~ 0.14 mm (0.0025 ~ 0.0055") Continuous Paper (Single Sheet) , (Multi-part Forms) Length: 101.6 ~ 558.8 mm (4.0 ~ 22.0") Width: 101.6 ~ 254.0 mm (4.0 ~ 10.0") Thickness: 0.065 ~ 0.32 mm (0.0025 ~ 0.0126") Roll Paper Width: 216 mm (8.5"), Thickness: 0.07 ~ 0.09 mm (0.0028 ~ 0.0035")	
Paper Handling	Paper Feed-Friction feed & Tractor feed	
Print Speed	300cps	
Interface	Parallel or USB	
Copies	3 x	
OS Support	All Operating Systems	
Cost for cartridge	Cartridge cost	
No of copies per cartridge	No of copies	
Cost for print	Print cost	
Warranty	02 Years	
Price (without Taxes)		