



DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA

NATIONAL COMPETITIVE BIDDING

REGISTRAR GENERAL'S DEPARTMENT

Ministry of Public Administration, Provincial Council and Local Government

**SUPPLY, INSTALLATION AND MAINTENANCE OF MULTIFUNCTION
PRINTERS FOR THE REGISTRAR GENERAL'S DEPARTMENT**

BIDDING DOCUMENT

Contract No: 2026/15

NPA/SBD/GOODS/01

Invitation for Bid
Registrar General's Department (RGD)
Ministry of Public Administration, Provincial Council and Local Government
Supply, Installation and Maintenance of Multifunction Printers for the
Registrar General's Department
2026/15

1. The Registrar General RGD invites sealed bids from eligible bidders for the Procurement of Supply, Installation and maintenance of 18 Multifunction Printers to the RGD.
2. Bidding will be conducted through the National Competitive Bidding (NCB – Single Stage One Envelope Bidding Procedure) specified in the National Procurement Guidelines 2024 and are opened to all eligible bidders as defined in the Guidelines.
3. To be eligible for contract award, the successful bidder shall not have been blacklisted. The qualification criteria for the eligible bidders shall include the following. (Additional qualification requirements are given in the Procurement Documents)

a) General Experiences

The Bidder should have at least five (05) years of experience in supply, installation and maintenance Multifunction Printers.

b) Specific Experience in contract of similar nature.

The Bidder shall have successfully completed at least three contracts over last three years involving the supply, installation and maintenance of Multifunction Printers.

c) Financial Capability.

Audited financial statements for the last three (03) consecutive years shall be submitted.

- b) The Bidder shall also register themselves in terms of Public Contract Act No.03 of 1987. The original certificate of registration (PCA 03) shall be submitted with the bid.

4. The values of the bid securities are as follows:

Type	Quantity	Bid Security (Rs.)
Multifunction Printers - A3 Copy/Print/Scan	18	73,000.00

5. Interested Bidders may obtain further information from Accountant (Supply), Registrar General's Department, No.234/A3, Denzil Kobbekaduwa Mawatha, Battaramulla or through Telephone: 011-2860651 / 011-2889488/89 (223) and inspect the Procurement Document free of charge during 9.00 a.m. to 3.00 p.m. on working days commencing from August 03rd, 2026 at the above address. Procurement Document is published on Department of Registrar General's website www.rgd.gov.lk only for reference purpose.

6. A complete set of Procurement Documents in English may be purchased from Registrar General's Department (address above para 5) by interested bidders on the submission of a written request on a business letterhead, and upon payment of a non-refundable fee of LKR 3,500.00 to the Shroff of this department. The method of payment will be by cash.
7. As per bid conditions, the completed and sealed bidding documents with the said bid security should be deposited in the tender box kept in this office with 02 copies or sent by registered post to the address of Registrar General, Registrar General's Department, No.234/A3, Denzil Kobbekaduwa Mawatha, Battaramulla. **“Supply, Installation and Maintenance of Multifunction Printers for the Registrar General’s Department - 2026/15”** should be mentioned at the top left hand corner of the envelope.
8. Bids will be opened soon after the bid closing in the presence of the bidders’ representatives, who choose to attend at 2.00 p.m. on August 17th, 2026 and the bids received after that time will be rejected.

Registrar General,
Registrar General’s Department,
No. 234/A 3,
Denzil Kobbekaduwa Mawatha,
2026.08.03

PART 1 – BIDDING PROCEDURE

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

	General
01.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 (contracts), if any, are provided in the BDS .
	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.
02.Source of Funds	2.1 Payments under this contract will be financed by the source specified in the BDS
03.Ethics, Fraud and Corruption	The attention of the bidders is drawn to the Following guidelines of the Procurement 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. 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, non-competitive 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.
04. 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.treasury.gov.lk . 4.4 Foreign Bidder may submit a bid only if so stated in the in the BDS.
05. Eligible Goods and Related Services	5.1 All goods supplied under this contract shall be complied with applicable standards stipulated by the Sri Lanka Standards Institute (SLSI). In the absence of such standards, the Goods supplied shall be complied to other internationally accepted standards.
	Contents of Bidding Documents
06. Sections of Bidding Documents	The Bidding Documents consist of 2 Volumes, which include all the sections 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) ▪ Section VI. Conditions of Contract (CC) ▪ Section VIII. Contract Forms Volume 2 ▪ Section II. Bidding Data Sheet (BDS) ▪ Section III. Evaluation and Qualification Criteria ▪ Section IV. Bidding Forms ▪ Section V. Schedule of Requirements ▪ Section VII. Contract Data ▪ Invitation For Bid 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.
08. 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
09. 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	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 an item 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 or for any combination of contracts. Unless otherwise indicated in the BDS, prices quoted shall correspond to 100 % of the items specified for each item and to 100% of the quantities specified for each item. Bidders wishing to offer any price reduction (discount) for the award of more than one Contract shall specify the applicable price reduction separately. (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 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. 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 Lankan 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	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 criteria 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. The Bid Security shall be in the amount specified in the BDS and denominated in Sri Lanka Rupees, and shall: (a) 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. 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.

	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. 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 Sub-Clause 19.2; or (b) if a Bidder does not agree 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. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the Bid.
	Submission and Opening of Bids
22.Submission, Sealing and Marking of Bids	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. 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) I 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	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. 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. 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. 27.2 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 material 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 non-conformities 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 Sub-Clause 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. 41.2 Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract. 41.3 Upon the successful Bidder's furnishing of the signed Contract Form and performance security pursuant to ITB Clause 43, the Purchaser will promptly notify each unsuccessful Bidder and will discharge its bid security, pursuant to ITB Clause 20.4.
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 above-mentioned 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.

Section II. 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. `

ITB Clause Reference	A. General
ITB 1.1	The Purchaser is: Registrar General, Registrar Generals' Department
ITB 1.1	The name and identification number of the Contract is “Supply, Installation and Maintenance of Multifunction Printers for the Registrar General’s Department” Tender number – 2026/15
ITB 2.1	The source of funding is: Government of Sri Lanka
	B. Contents of Bidding Documents
ITB 7.1	For <u>Clarification of bid purposes</u> only, the Purchaser’s address is: Attention: Accountant (Supplies) Address: Registrar General Registrar Generals' Department 234/A3, Denzil Kobbakaduwa Mawatha, Baththaramulla. Telephone: 011-2860651 011-2889488/89 (223) Fax number: 011 – 2889519 Email: supplyrgd@gmail.com
	C. Preparation of Bids
ITB 11.1(e)	The Bidder shall submit the following additional documents with the bid: i. If the bid submitted by a party other than the manufacturer, such as an importer, a trader, an agent, who will act as the supplier and sign the contract, such bidders shall submit a statement by the manufacturer certifying that the bidder is authorized to offer goods manufactured by him and the manufacturer will assume all warranty obligations (Use the format given in this document for section V Bidding Forms “Manufacturer’s Authorization”) ii. The written confirmation of authorization to sign on behalf of the Bidder shall consist of: a. Bids submitted by a limited liability Company or a Corporation: A Power of Attorney; or a Board resolution certified by a Company Secretary. b. Bids submitted by a single Proprietor: Signature of the Proprietor or Power of Attorney. c. Bids submitted by a Partnership: Power of Attorney. A Copy of the partnership

	agreement shall be submitted with the power of Attorney. iii. Business registration iv. Company article v. Documents to prove bidder’s sales performance of similar nature contracts in last three (03) Years vi. Brochures, Technical Literature, Pamphlets, Drawings etc. to comply with the technical specifications of the items. vii. A Copy of the payment receipt of purchasing Bidding Documents should be attached with the Bid.						
ITB 13.1	Alternative Bids or options shall not be considered						
ITB 15.1	The bidder shall quote only in Sri Lankan Rupees and payment shall be made same						
ITB 17.3	After sales services is required for three (3) years after the warranty period.						
ITB 19.1	The bid shall be valid up to 06th November 2026.						
ITB 20.1	Bid shall include a Bid Security, paid in cash to The Registrar Generals’ Department, Baththaramulla or an unconditional guarantee issued by a reputed bank approved by Central Bank of Sri Lanka. Included in Section IV Bidding Forms. Non- compliance of these requirements will result in disqualification of the bidder.						
ITB 20.2	The amount of the Bid Security shall be <table><tr><td>Type</td><td>Quantity</td><td>Bid Security (Rs.)</td></tr><tr><td>Multifunction Printers - A3 Copy/Print/Scan</td><td>18</td><td>73,000.00</td></tr></table> The Bid Securities shall be valid up to 04th December 2026.	Type	Quantity	Bid Security (Rs.)	Multifunction Printers - A3 Copy/Print/Scan	18	73,000.00
Type	Quantity	Bid Security (Rs.)					
Multifunction Printers - A3 Copy/Print/Scan	18	73,000.00					
ITB 22.2	The inner and outer envelopes shall bear the following identification marks: “Supply, Installation and Maintenance of Multifunction Printers for the Registrar General’s Department” Tender number – 2026/15						
	D. Submission and Opening of Bids						
ITB 23.1	For bid submission purposes, the Purchaser’s address is: Registrar Generals’Department 234/A3,DenzilKobbakaduwa Mawatha, Baththaramulla Date:17th August 2026 on 2.00 p.m.						
ITB 26.1	The bid opening shall take place at: Address:Registrar Generals’Department 234/A3,DenzilKobbakaduwa Mawatha, Baththaramulla Supply Branch (Ground Floor) Date: 17th August 2026 Time:; 2.00 p.m						

	E. Evaluation and Comparison of Bids
ITB 34.1	Domestic preference Shall Not be an evaluation factor.
ITB 35.3(d)	The adjustments shall be determined using the following criteria, from among those set out in section III, Evaluation and Qualification criteria: (a) Deviation in Delivery Schedule: Option 1 is selected (b) Deviation in payment schedule: Option 1 is selected (c) Other than the Machine price, Total cost per page of shall be considered for the evaluation of Laser Printer and Dot Matrix Printers, Total Cost per Page (CPP) shall be calculated for 100,000 pages using declared Toner and Drum prices and yield for ISO-standard Coverage (5%). 1. Calculate Toner Cost per Page (Toner CPP) Toner CPP = Toner Price / Toner Yield 2. Calculate Drum Cost per Page (Drum CPP) Drum CPP = Drum Price / Drum Yield 3. Total CPP (Cost per Page) Total CPP = Toner CPP + Drum CPP • Calculated Total Cost per Page (Total CPP) for printing 100,000 pages. ○ Total CPP for 100,000 pages = (Total CPP) × 100,000 • Estimated Total Cost ○ ETC = Laser Printer Cost + Total CPP for 100,000 pages • Evaluation shall be based on OEM consumables as specified above. • Cost per page shall be calculated considering the total consumable cost throughout the entire warranty period and not solely the cost of the initial consumables supplied with the multifunctional printer. • Vendors must provide toner cost and yield based on ISO/IEC 19752 (monochrome). • Evaluation will be based on standard yield toner only. • The bidder must provide all required information with verifiable documentation.
ITB 35.4	The following factors and methodologies will be used for evaluation I. Compatibility with qualification criteria outlined in IFB and described in section 111 II. Completeness of submission of bidding forms outlined in section IV- Bidding forms III. Completeness of submission of required schedules outlined in section V- Schedules of Requirements IV. Duly sign of Bid Submission V. Submission of a power of attorney as per described in BDS 11.1(e)

	VI. Compatibility with schedules of requirements VII. Compatibility with international standards VIII. Price and discounts offer by the bidder IX. Warranty period
ITB 35.5	(b) Option 1 shall be applied The lowest evaluated bid of each item shall be considered for post qualifications.
ITB 37.2	Post qualification criteria 1. Submission of manufacture authorization. 2. Financial Capacity The average net worth for last 3 years should be positive. (Net worth = Assets - Liability) The average working capital for last 3 years should be positive (Working capital = CA - CL) The Bidder shall submit last 03 years audited Financial Statements as prove evidence to its financial position 3. Experience and Technical Capacity: The Bidder shall furnish documentary evidence to demonstrate that it meets the following minimum experience requirements. a). The Bidder should have successfully sold the same Supply, Installation and Maintenance of Multifunction Printers for the Registrar General's Department for last three years (Bidder should provide documentary evidence to support the above) b) Bidder should have an island wide technical support facility and should provide onsite technical support less than 48 hrs (on working days). c) Company profile: Full details with qualified technicians and branch networks for support services shall be submitted. Evidence of the following must be provided. * Lease or other agreements * Qualifications of technician(s) with appointment letter(s). * Workshop facility (with photos) 4. Bidder must be a registered company in Sri Lanka. (Copy of Business Registration should be submitted) 5. Bidder or dealer must have their own island-wide branch network/ Dealer network in each province. Bidder must provide the postal address and contact telephone number of each branch. (Section IV)
Appeal	All procurement appeals must be submitted within seven (07) days of the bidder being notified by the Registrar General of Registrar Generals Department (RGD) regarding the intention to award the contract to the successful bidder. A non-refundable payment of LKR 10,000.00 must be made in cash to the RGD Shroff at the time of submission. Each appeal must be addressed to the Registrar General of Registrar Generals Department 234/A3, Denzil Kobbakaduwa Mawatha, Baththaramulla. Appeals will be reviewed by an independent Appeal Board appointed by the Secretary of the Ministry of Public Administration, Provincial Councils, and Local Government.

Section III. Evaluation and Qualification Criteria

This Section complements the Instructions to Bidders. It contains the criteria that the Purchaser use to evaluate a bid and determine whether a Bidder has the required qualifications. No other criteria shall be used. [The Purchaser shall select the criteria deemed appropriate for the procurement process, insert the appropriate wording using the samples below or other acceptable wording, and delete the text in italics]

Contents

1. Evaluation Criteria (ITB 35.3 {d})
2. Evaluation Criteria (ITB 35.4)
3. Multiple Contracts (ITB 35.5)
4. Domestic Preference (ITB 34.1)
5. Post qualification Requirements (ITB 37.2)

Section III- Evaluation and Qualification Criteria

1. Qualification Criteria

The purchaser shall meet the following qualification criteria

- a) At least five (05) years of experience in **Supply, Installation and Maintenance of Multifunction Printers for the Registrar General's Department.**
- b) Submission of the original of registration issued under Public Contract Act (PCA) No. (03) Of 1987
- c) Successfully completion of at least three contracts over last three years involving the supply, installation, commissioning, and maintenance of Multifunction Printers. Completion shall be supported by reference letters from the respective clients.
- d) Submission of the Audited financial statements for the last three (03) consecutive years.
- e) The bidder must declare that they have not been blacklisted by any government institution or international funding agency.

Evaluation Criteria (ITB 35.3 (d))

The purchaser's evaluation of a bid may take in to account, in addition to the Bid Price quoted in accordance with ITB Clause 14, one or more of the following factors as specified in ITB Sub-Clause 35.3 (d) and in BDS referring to ITB 35.3 (d), using the following criteria methodologies.

- (a) Delivery schedule 27

Option 1

*The Goods specified in the List of Goods are required to be delivered within the acceptable time range (after the earliest and before the final date, both date inclusive) specified in Section VI, Delivery schedule. No credit will be given to deliveries before **the earliest date**, and bids offering delivery after **the final date** shall be treated as non responsive. Within this acceptable period, as adjustment, as specified in BDS Sub-Clause 35.3(d), will be added, for evaluation purposes only, to the bid price of bids offering deliveries later than the "Earliest Delivery Date" specified in Section VI, Delivery Schedule.*

Option 2

The Goods covered under this invitation are required to be delivered within an acceptable range of weeks specified in the Schedule of Requirement. No credit will be given to earlier deliveries, and bids offering delivery beyond this range will be treated as non-responsive. Within this acceptable range, and adjustment per week, as specified in the **Bid Data Sheet** will be added for evaluation to the bid price of bids offering deliveries later than the earliest delivery period specified in the Schedule of Requirements.

Option 3

The goods covered under this invitation are required to be delivered in partial shipments as specified in the Schedule of Requirements. Bids offer in deliveries earlier or later than the specified deliveries will be adjusted in the evaluation by adding to the bid price by factor equal to a percentage, specified in the **Bid Data Sheet**, of price per week of variation from the specified delivery schedule.

(b) Deviation in payment schedule.*(insert 1 of the following)*

- (I) *Bidders shall state their bid price for the payment schedule outline In the Contract Data. Bid shall be evaluated on the basis of this base price. Bidders are, however, permitted to state and alternative payment schedule and indicate the reduction in bid price they wish to offer for such alternative payment schedule. The Purchaser may consider the alternative payment schedule and the reduced bid price offered by the Bidder selected on the basis of the base price for the payment schedule out lined in the Contract Data.*

or

- (II) The Contract Data stipulate the payment schedule specified by the purchaser. If a bid deviates from the schedule and if such deviation *is considered acceptable to purchaser, the bid will be evaluated by calculating interest earned for any earlier payments involved in the terms out lined in the bid as compared with those stipulated in the Contract Data, at the rate per annum specified in BDS Sub-Clause 35.3(d).*

(c) Cost of major replacement components, mandatory spare parts, and service.*[insert one of the following]*

- (i) *The list of items and quantities a major assemblies, components and selected spare parts, likely to be required during the initial period of operation specified in the BDS Sub-Clause 17.3, is in the List of Goods. and adjustment equal to the total cost of these items, at the unit prices quoted in each bid, shall be added to the bid price, for evaluation purposes only. At quantities*

or

- (ii) *The Purchaser will draw up a list of high - usage and high - value items of components and spare parts, along with estimated quantity of usage in the initial period of operation specified in the BDS Sub-Clause 17.3. The total cost of these items and quantities will be computed from spare parts unit prices submitted by the bidder and added to the bid price, for evaluation purposes only.*

(d) Specific additional criteria

Other specific additional criteria to be considered evaluation and the evaluation method shall be detailed in BDS Sub-Clause 35.3 (d)]

2. Evaluation criteria (ITB 35.4)
(Describe the methodology)

3. Multiple Contracts (ITB 35.5)

The Purchaser shall award multiple contracts to the bidder that offers the lowest evaluated combination of bids (one contract per bid) and meets the post -qualification criteria (this Section III, Sub-Section ITB 37.2 post- Qualification Requirements)

The Purchaser shall:

- (a) Evaluate only lots or contracts that include at least the percentages of items per lot and quantity per item as specified in ITB Sub -Clause 14.8
- I (b) take into account:
 - (i) the lowest - evaluated bid for each lot and
 - (ii) The price reduction per lot and the methodology for its application as offered by the Bidder in its bid”

3. Post qualification Requirements (ITB 37.2)

After determining the lowest - evaluated bid in accordance with ITB Sub-Clause 36.1, the Purchaser shall carry out the post qualification of the bidder in accordance with ITB Clause 37, using only the requirements specified. Requirements not included in the text below shall not be used in the evaluation of the Bidders qualification.

(a) Financial Capability

The Bidders shall furnish documentary evidence that it meets the following financial requirement (s): *[list the requirement (s)]*

(b) Experience and Technical Capacity

The Bidder shall furnish documentary evidence to demonstrate that it meets the following experience requirements (s): *[list the requirement (s)]*

(c) The Bidder shall furnish documentary evidence to demonstrate that the Goods its offers meet the following usage requirement:*[list the requirement (s)]*

4 Domestic preference (ITB 34.1)

If the Bidding Data Sheet show specifies, the Purchaser will grant a margin of preference to Goods manufactured in Sri Lanka for the purpose of bid comparison, in accordance with the procedure out lined in subsequent paragraphs.

Bids will be classified in one of three groups, as follows:

(a) **Group A:** Bids offering Goods manufactured in Sri Lanka, for which (i) labor, raw materials, and components from within Sri Lanka account for more than thirty (30) percent of the price quoted; and (ii) the production facility in which they will be manufactured or assembled has been engaged in manufacturing or assembling such Goods at least since the date of bid submission.

(b) **Group B:** All other bids

All evaluated bids in each group will then be compared to determine the lowest evaluated bid of each group. Such lowest evaluated bid shall be compared with

each other and if as a result of this comparison a bid from Group A, it shall be selected for the award.

If, as a result of the preceding comparison, the lowest evaluated bid is from Group B, all Group B bids will then be further compared with the lowest evaluated bid from Group A, after adding to the evaluated bid price of Goods offered in the bid for Group B, for the purpose of the further comparison only and amount equal to..... % of the bid price.²⁸:

²⁸ For GOSL funded projects select 20 and **WB** or **ADB** funded project select 1

SECTION IV

Bidding Forms

TABLE OF FORMS

- 1. Bid Submission Form**
- 2. Power of Attorney (No preset format) Standard format shall be used by the bidder**
- 3. Bidder's Details**
- 4. Price Schedule**
- 5. Bid Security (Guarantee)**
- 6. Non Collusion Declaration**
- 7. Manufactures Authorization**
- 8. Details of General Experiences**
- 9. Bidder's sales performance of similar nature contracts**
- 10. Post qualification of the Bidder**

1. 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:.....

[Insert date of Bid Submission]

No.:

[insert number of bidding process]

**To: Registrar General,
Registrar General's Department,
No. 234/A 3,
Denzil Kobbekaduwa Mawatha,
Battaramulla.**

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

(c) Multifunction Printers - A3 Copy/Print/Scan price of our Bid before VAT, including any discounts offered is:

.....

..... *[Insert the total bid price in words and figures];*

(d) Multifunction Printers - A3 Copy/Print/Scan price of our Bid after VAT, including any discounts offered is:

.....

..... *[Insert the total bid price in words and figures];*

(e) Our bid shall be valid for the period of time specified in ITB Sub-Clause 19.1, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 23.1, 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 43 and CC Clause 17 for the due performance of the Contract;

(g) We have no conflict of interest in accordance with ITB Sub-Clause 4.2;

(h) 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;

(i) 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.

- (j). We understand that you are not bound to accept the lowest evaluated bid or any other bid that you 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 onday of*[insert date of signing]*

2. Notarized Power of Attorney

No preset format

In accordance with Instruction 11(e) of Section II – Bid Data Sheet (BDS), the Bidder shall use the standard format.

03. Bidder's Details

1.	Name of the Business Entity	
2.	Business Registration and Number	
3.	Registration Law	
4.	Place of Registration	
5.	Address of the corporate Head Quarters	
6.	Telephone Number	
7.	Email address	
8.	website	
9.	Address for communication	
10.	Account Details for payment	
10.1	Name of the Bank	
10.2	Account Number	
10.3	Name to be written in the cheque	
	Please submit a certified copy of the bank statement except transaction details to verify above.	
	Particulars of authorized signatory (Power of attorney should be attached)	
11.	Name	
12.	Position/ Designation	
13.	Contact Mobile Number	
14.	E- mail address	
15.	Authorized Signatory	

.....

Authorized signatory
Official Seal

.....

Date

04. Price Schedule

[The Bidder shall fill in this 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 Requirements.]

Supply, Installation and Maintenance of Multifunction Printers for the Registrar General's Department - 2026/15

1	2	3	4	5	6	7	8	9	10
			Goods and related Services offered within Sri Lanka (in Sri Lankan Rupees)						
Line Item No	Description of Goods or related services	Qty and unit	Unit price (inclusive of duties, sales and other taxes) Before 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 Before VAT (Col 5+6)	Discounted Total price (if any) before VAT	VAT	Total Price after VAT (Col. 7 or 8+9)
01	Multifunction Printers - A3 Copy/Print/Scan	18							

Signature of Bidder:

[Signature of person signing the Bid] Date:

(Insert date)

06. Bid Guarantee (Unconditional)

[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:** Registrar General, Registrar Generals' department Baththaramulla.

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----- Furthermore, we understand that, according to your quotation, Bids must be supported by a Bid guaranty

At the request of the Bidder, we ----- *(insert name of issuing agency)* hereby irrevocably under take to pay you any sum or sums not exceeding in total and amount of ----- *(insert amount in figures)* ----- *[insert amount in words]* upon receipt by us of your first demand in writing accompany 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 Bids during the period of bid validity specified; or
- (b) does not accept the correction of errors in accordance with 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 from, if required, or (ii) fails or refuse to furnish 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)]

07. Non-collusion Declaration
(Relevant Reference to the Procurement Guidelines - 1.5)

I, the undersigned bidder/ bidder's representative/ bidder's agent, honestly, truthfully and solemnly declare that;

- (a) I, nor any other member, agent or representative of the firm/ company/ corporation/partnership/ sole proprietorship that I represent, have entered into any combination, collusion or similar agreement with any person in connection with the prices to be submitted by any person with respect to the invitation for bid;
- (b) I, nor any person who represents me have acted to prevent any person from submitting a bid or to induce any person to refrain from submitting a bid in connection with the intention for bid (Bid No.);
- (c) This bid is not submitted in collusion with any other bid and is not made pursuant to any agreement, understanding or association with any other person in relation to such bid.

I declare that, I have not received and will not accept any discount, fee, reward, commission or anything of value, directly or indirectly, from any person, company or corporation in connection with the submission of this bid.

I further declare that, I have not given and will not give any discount, fee, reward, commission or anything of value, directly or indirectly, to any person, company or corporation in connection with the submission of this bid.

I, taking full responsibility for ensuring the absence of collusion, hereby pledge to abide by fair and ethical competitive practices throughout the entire procurement process and to fully comply with the relevant Procurement Guidelines issued by the National Procurement Commission.

I hereby declare that all the statements made by me above are true and correct.

.....
Signature of the Declarant

08. 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: /Registrar General, Registrar Generals' department Baththaramulla/

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 here by 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]*

09. Details of General Experiences

The bidder shall complete this table and attached with the bid. Letter of acceptances of each contract should be attached.

[illegible]

Name of Bidder:

Signature of Bidder:

Date:

(Insert complete name of Bidder)

(Insert Date)

(Signature of person signing the Bid)

10. Bidder's sales performance of similar nature contracts

Description	2023	2024	2025
Name of the Client/s			
Name of the Item supplied			
Quantity Supplied			
Contract price/s			
Duration according to the agreement			
Date of Commencement			
Actual date of completion			

11. Post qualification of the Bidder

Bidder or dealer must have their own island-wide branch network/ Dealer network in each province.

Bidder must provide the postal address and contact telephone number of each branch.

Province	Branch Name	Contact Person	Contact No (Land)	Mobile No	E- Mail
Northern					
North Central					
Southern					
Western					
Sabaragamuwa					
North Western					
Central					
Eastern					
Uva					

Section V. Schedule of Requirement

Contents

- 1... List of Goods and Delivery Schedule**
- 2... List of Related Services and Completion Schedule**
- 3... Technical Specifications**
- 4... Inspections and Tests**

List of Goods and Delivery Schedule

Item no	Description of goods	Quantity	Transportation and any other services	Delivery Date	
				Latest Delivery Date	Bidder's Offered Delivery date
01	Multifunction Printers - A3 Copy/Print/Scan	18	Provide by the bidder to Registrar Generals' department Baththaramulla.	08 Weeks	

2. Technical Specification & Compliance

No	Description of the item	Quantity	Minimum Specifications	Bidder's Response (Yes / No)	If "No" comment/s on the offer
01	Multifunction Printers - A3 Copy/Print/Scan	18	<i>Annexure – 01</i>		

Signature of Bidder:

[Signature of person signing the Bid]

Date:

[Insert date]

01. Technical Specification for Multifunction Printers

#	Section	Specification Item	Minimum Requirement	Bidder's Offer	Compliance (Yes/No)	Technical Reference (Section No & Page No)
1	General	Brand	Internationally reputed brand (Specify)			
2		Model	(Specify)			
3		Country of Origin	(Specify)			
4		Country of Manufacture/Assembly	(Specify)			
5		Year of Manufacture	2024 or later			
6		Multifunction Features	Scan, Copier, Print			
7		Technology	Monochrome Laser			
8		Type	Multifunction Digital Photocopier			
9		Functions	Print, Copy, Scan			
10		Original Size Support	Up to A3 paper size			
11		Copy/Print Speed (A4)	23 pages per minute			
12		Copy/Print Speed (A3)	10 pages per minute			

13		First Copy Time	≤ 8 seconds			
14	Print & Copy	Copy Resolution	600 x 600 dpi			
15		Print Resolution	1200 x 1200 dpi (enhanced or native)			
16	Scan	Scan Size	A3 must be supported			
17		Scan Resolution	600 x 600 dpi			
18		Scan Modes	Color, Grayscale, B/W			
19		Scan To	Email, USB, Network Folder, PC			
20		Scanner Type	Flatbed with Automatic Document Feeder (ADF)			
21		Scan File Format	TIFF / JPEG / PNG / PDF			
22		Scan Speed	(Specify)			
23	Paper Handling	Paper Input Capacity	500 sheets			
24		Bypass Tray	50 sheets			
25		Duplex Printing	Automatic			
26		Output Tray Capacity	250 sheets			
27		Supported Sizes	A5 to A3, Letter, Legal, B4			
28		Supported Paper Weight	60–120 gsm (Must be supported on any one tray); Main tray: 60–90 gsm (required)			

29		Paper Types	Bond, Letterhead, Plain, Preprinted, Recycled, Rough, Light			
30	ADF	ADF Capacity	50 sheets			
31		Duplex Scanning	Required (RADF or DADF)			
32		Supported Sizes	A5 to A3, including A4, B4, B5, etc.			
33	Copier Functions	Zoom / Copy Scaling	25% to 400% (1% increment)			
34		Copy Mode	Text, Text/Photo (Default), Photo			
35		Multiple Copies	1–999 copies / ten-key input			
36	Connectivity	Interfaces	USB 2.0, Ethernet 10/100Base-TX			
37		Network Protocols	TCP/IP, LPR, FTP, HTTP, SNMP			
38		Wi-Fi	Required (IEEE 802.11b/g/n)			
39	Performance	Processor	1 GHz			
40		Memory	(Specify)			
41	Durability	Drum Life	60,000 pages			
42		Toner Yield	10,000 pages at 5% coverage (ISO/IEC 19752)			
43		Duty Cycle	45,000 pages/month			
44	Consumables & Cost Efficiency	Starter Pack Yield	(Pls Specify toner, drum unit and developer separately)			

45		Cost Per Page	Bidder must provide CPP for B&W printing (OEM only). Submit: unit price per OEM toner, declared yield (ISO/IEC 19752), calculated CPP, and documentary evidence.			
46		Toner Pricing (3 Years)	Provide unit cost/cartridge/year, page yield, cost per page, OEM/compatible options with documentary proof.			
47		Drum Unit Price & Yield	(Specify)			
48		Developer/Roller Price & Yield	(Specify)			
49		Display	5-inch LCD or touchscreen			
50	Control Panel	Features	User-friendly UI, ID copy, Job Cancel, Energy Saver			
51	Compatibility	Operating System	Windows 7/8/10/11, Linux			
52		Printer Language	PCL5/6, UFR II or equivalent			
53	Physical	Dimensions (W × H × D)	(Specify)			
54		Weight	(Specify)			

55	Security & Build	Body Quality	Office-grade metal/plastic hybrid			
56		Security Features	Secure Print, User Authentication			
57		Firmware Upgrade	USB or Network			
58		Power Source	220–240V, 50Hz (Must include 13A Type G / UK standard power cord)			
59	Power	Power Consumption	(Specify – Energy Star compliant)			
60	Certifications	Certifications	CE, ISO 9001/14001			
61		Environmental	Energy Star or equivalent			
62	Bidder's Experience	Experience	Minimum 5 years selling & supporting quoted brand in local market. Documentary evidence required.			
63	Manufacturer Experience	Experience	Minimum 10 years manufacturing under same brand name. Documentary proof required.			
64	Manufacturer Authorization	Certificate	Manufacturer Authorization Certificate confirming bidder is authorized to sell and support. Original required.			
65	Warranty	Warranty Period	3-year comprehensive on-site warranty (parts & labor). On-site			

			repair; collect/return if off-site. Temp replacement if >5 working days. Island-wide coverage. No transportation by department.			
66		Warranty Information Label	Durable sticker on each device showing Supplier Name, Contact Numbers, Commissioning Date, Warranty Expiry			
67	Spare Parts	Availability	Essential spare parts available for minimum 6 years from purchase date.			
69	Support	Branch Network	Island-wide through authorized network channels (documented verification required)			
70	Documentati on	Brochure	Official brochure/datasheet showing compliance with all specs must be submitted.			
71	Training		On-site training required			

Section V. General Conditions of Contract

• Definitions

1.1 The following words and expressions shall have the meanings hereby assigned to them:

- “Contract” means the Contract Agreement entered into between the Purchaser and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
 - “Contract Documents” means the documents listed in the Contract Agreement, including any amendments thereto.
 - “Contract Price” means the price payable to the Supplier as specified in the Contract Agreement, subject to such additions and adjustments thereto or deductions there from, as may be made pursuant to the Contract.
 - “Day” means calendar day.
 - “Completion” means the fulfilment of the supply of Goods to the destination specified and completion of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract.
 - “CC” means the Conditions of Contract.
 - “Goods” means all of the commodities, raw material, machinery and equipment, and/or other materials that the Supplier is required to supply to the Purchaser under the Contract.
 - “Purchaser” means the entity purchasing the Goods and Related Services, as specified in the Contract Data.
 - “Related Services” means the services incidental to the supply of the goods, such as insurance, installation, training and initial maintenance and other such obligations of the Supplier under the Contract.
 - “Subcontractor” means any natural person, private or government entity, or a combination of the above, to whom any part of the Goods to be supplied or execution of any part of the Related Services is subcontracted by the Supplier.
 - “Supplier” means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Purchaser and is named as such in the Contract Agreement.
- (l) “The Project Site,” where applicable, means the place named in the Contract Data.

2. Contract Documents

2.1 Subject to the order of precedence set forth in the Contract Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory. The Contract Agreement shall be read as a whole.

3. Fraud and Corruption

- The Government of Sri Lanka requires the Purchaser as well as 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:
- “Corrupt practice” means 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;
- “Fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
- “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, non-competitive levels; and

- “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.

4. Interpretation

- If the context so requires it, singular means plural and vice versa.
- Entire Agreement

The Contract constitutes the entire agreement between the Purchaser and the Supplier and supersedes all communications, negotiations and agreements (whether written or oral) of the parties with respect thereto made prior to the date of Contract.

- Amendment

No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.

- Severability

If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

5. Language

- The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier and the Purchaser, shall be written in English language. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified, in which case, for purposes of interpretation of the Contract, this translation shall govern.

5.2 The Supplier shall bear all costs of translation to the governing language and all risks of the accuracy of such translation, for documents provided by the Supplier.

6. Joint Venture, Consortium or Association

6.1 If the Supplier is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to the Purchaser for the fulfilment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium, or association. The composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of the Purchaser.

7. Eligibility

7.1 All goods supplied under this contract shall be complied with applicable standards stipulated by the Sri Lanka Standards Institute. In the absence of such standards, the Goods supplied shall be complied with other internationally accepted standards, such as British Standards.

8. Notices

- Any notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the **Contract Data**. The term “in writing” means communicated in written form with proof of receipt.

8.2 A notice shall be effective when delivered or on the notice’s effective date, whichever is later.

9. Governing Law

9.1 The Contract shall be governed by and interpreted in accordance with the laws of the Democratic Socialist Republic of Sri Lanka.

10. Settlement of Dispute

- The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.

- If, after twenty-eight (28) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract. Arbitration proceedings shall be conducted in accordance with the Arbitration Act No: 11 of 1995.

- Notwithstanding any reference to arbitration herein,

- the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and

(b) The Purchaser shall pay the Supplier any monies due the Supplier.

11. Scope of Supply

- The Goods and Related Services to be supplied shall be as specified in the Schedule of Requirements.

12. Delivery and Documents

12.1 Subject to CC Sub-Clause 32.1, the Delivery of the Goods and Completion of the Related Services shall be in accordance with the Delivery and Completion Schedule specified in the Schedule of Requirements. Where applicable the details of shipping and other documents to be furnished by the Supplier are specified in the Contract Data.

13. Supplier's Responsibilities

13.1 The Supplier shall supply all the Goods and Related Services included in the Scope of Supply in accordance with CC Clause 11, and the Delivery and Completion Schedule, as per CC Clause 12.

14. Contract Price

14.1 Prices charged by the Supplier for the Goods supplied and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid.

15. Terms of Payment

15.1 The Contract Price shall be paid as specified in the Contract Data.

15.2 The Supplier's request for payment shall be made to the Purchaser in writing, accompanied by invoices describing, as appropriate, the Goods delivered and Related Services performed, and by the documents submitted pursuant to CC Clause 12 and upon fulfilment of all other obligations stipulated in the Contract.

- Payments shall be made promptly by the Purchaser, but in no case later than twenty eight (28) days after submission of an invoice or request for payment by the Supplier, and after the Purchaser has accepted it.

16. Taxes and Duties

16.1 The Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.

17. Performance Security

- If required as specified in the **Contract Data**, the Supplier shall, within fourteen (14) days of the notification of contract award, provide a performance security of Ten percent (10%) of the Contract Price for the performance of the Contract.

- The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.

- As specified in the **Contract Data**, the Performance Security, if required, shall be in Sri Lanka Rupees and shall be in the format stipulated by the Purchaser in the **Contract Data**, or in another format acceptable to the Purchaser.

17.4 The Performance Security shall be discharged by the Purchaser and returned to the Supplier not later than twenty-eight (28) days following the date of Completion of the Supplier's performance obligations under the Contract, including any warranty obligations.

18. Copyright

18.1 The copyright in all drawings, documents, and other materials containing data and information furnished to the Purchaser by the Supplier herein shall remain vested in the Supplier, or, if they are furnished to the Purchaser directly or through the Supplier by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party.

19. Confidential Information

- The Purchaser and the Supplier shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract. Notwithstanding the above, the Supplier may furnish to its Subcontractor such documents, data, and other information it receives from the Purchaser to the extent required for the Subcontractor to perform its work under the Contract, in which event the Supplier shall obtain from such Subcontractor an undertaking of confidentiality similar to that imposed on the Supplier under CC Clause 19.

- The Purchaser shall not use such documents, data, and other information received from the Supplier for any purposes unrelated to the contract. Similarly, the Supplier shall not use such documents, data, and other information received from the Purchaser for any purpose other than the performance of the Contract.

- The above provisions of CC Clause 19 shall not in any way modify any undertaking of confidentiality given by either of the parties hereto prior to the date of the Contract in respect of the Supply or any part thereof.

19.4 The provisions of CC Clause 19 shall survive completion or termination, for whatever reason, of the Contract.

20. Subcontracting

- The Supplier shall notify the Purchaser in writing of all subcontracts awarded under the Contract if not already specified in the bid. Such notification, in the original bid or later shall not relieve the Supplier from any of its obligations, duties, responsibilities, or liability under the Contract.

20.2 Subcontracts shall comply with the provisions of CC Clauses 3 and 7.

21. Specifications and Standards

- Technical Specifications and Drawings

- The Goods and Related Services supplied under this Contract shall conform to the technical specifications and standards mentioned in Section V, Schedule of Requirements and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the Goods' country of origin.

- The Supplier shall be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof provided or designed by or on behalf of the Purchaser, by giving a notice of such disclaimer to the Purchaser.

(c) Wherever references are made in the Contract to codes and standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be those specified in the Schedule of Requirements. During Contract execution, any changes in any such codes and standards shall be applied only after approval by the Purchaser and shall be treated in accordance with CC Clause 32.

22. Packing and Documents

22.1 The Supplier shall pack the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract.

23. Insurance

23.1 Unless otherwise specified in the **Contract Data**, the Goods supplied under the Contract shall be fully insured against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery.

24. Transportation

24.1 Unless otherwise specified in the **Contract Data**, responsibility for arranging transportation of the Goods shall be a responsibility of the supplier.

25. Inspections and Tests

- The Supplier shall at its own expense and at no cost to the Purchaser carry out all such tests and/or inspections of the Goods and Related Services as are specified in the **Contract Data**.
- The inspections and tests may be conducted on the premises of the Supplier or its Subcontractor, at point of delivery, and/or at the Goods' final destination, or in another place as specified in the **Contract Data**. Subject to CC Sub-Clause 25.3, if conducted on the premises of the Supplier or its Subcontractor, all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.
- The Purchaser or its designated representative shall be entitled to attend the tests and/or inspections referred to in CC Sub-Clause 25.2, provided that the Purchaser bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.
- Whenever the supplier is ready to carry out any such test and inspection, it shall give a reasonable advance notice, including the place and time, to the Purchaser. The Supplier shall obtain from any relevant third party or manufacturer any necessary permission or consent to enable the Purchaser or its designated representative to attend the test and/or inspection.
- The Purchaser may require the Supplier to carry out any test and/or inspection not required by the Contract but deemed necessary to verify that the characteristics and performance of the Goods comply with the technical specifications codes and standards under the Contract, provided that the Supplier's reasonable costs and expenses incurred in the carrying out of such test and/or inspection shall be added to the Contract Price. Further, if such test and/or inspection impedes the progress of manufacturing and/or the Supplier's performance of its other obligations under the Contract, due allowance will be made in respect of the Delivery Dates and Completion Dates and the other obligations so affected.
- The Supplier shall provide the Purchaser with a report of the results of any such test and/or inspection.
- The Purchaser may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Purchaser, and shall repeat the test and/or inspection, at no cost to the Purchaser, upon giving a notice pursuant to CC Sub-Clause 25.4.
- The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Purchaser or its representative, nor the issue of any report pursuant to CC Sub-Clause 25.6, shall release the Supplier from any warranties or other obligations under the Contract.

26. Liquidated Damages

26.1 Except as provided under CC Clause 31, if the Supplier fails to deliver any or all of the Goods by the Date(s) of delivery or perform the Related Services within the period specified in the Contract, the Purchaser may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in the **Contract Data** of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in those **Contract Data**. Once the maximum is reached, the Purchaser may terminate the Contract pursuant to CC Clause 34.

27. Warranty

- The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.
- Subject to CC Sub-Clause 21.1(b), the Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in the country of final destination.
- The Purchaser shall give notice to the Supplier stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The Purchaser shall afford all reasonable opportunity for the Supplier to inspect such defects.
- Upon receipt of such notice, the Supplier shall, within the period specified in the **Contract Data**, expeditiously repair or replace the defective Goods or parts thereof, at no cost to the Purchaser.

27.6 If having been notified, the Supplier fails to remedy the defect within the period specified in the **Contract Data**, the Purchaser may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

28. Patent Indemnity

- The Supplier shall, subject to the Purchaser's compliance with CC Sub-Clause 28.2, indemnify and hold harmless the Purchaser and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Purchaser may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of:
- The installation of the Goods by the Supplier or the use of the Goods in the country where the Site is located; and
- The sale in any country of the products produced by the Goods.
- Such indemnity shall not cover any use of the Goods or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the Goods or any part thereof, or any products produced thereby in association or combination with any other equipment, plant, or materials not supplied by the Supplier, pursuant to the Contract.
- If any proceedings are brought or any claim is made against the Purchaser arising out of the matters referred to in CC Sub-Clause 28.1, the Purchaser shall promptly give the Supplier a notice thereof, and the Supplier may at its own expense and in the Purchaser's name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.
- If the Supplier fails to notify the Purchaser within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Purchaser shall be free to conduct the same on its own behalf.
- The Purchaser shall, at the Supplier's request, afford all available assistance to the Supplier in conducting such proceedings or claim, and shall be reimbursed by the Supplier for all reasonable expenses incurred in so doing.

28.5 The Purchaser shall indemnify and hold harmless the Supplier and its employees, officers, and Subcontractors from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Supplier may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the Purchaser.

29. Limitation of Liability

29.1 Except in cases of criminal negligence or wilful misconduct,

(a) the Supplier shall not be liable to the Purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Purchaser and

(b) the aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the supplier to indemnify the purchaser with respect to patent infringement

30. Change in Laws and Regulations

30.1 Unless otherwise specified in the Contract, if after the date of 28 days prior to date of Bid submission, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in Sri Lanka that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Contract. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions where applicable, in accordance with CC Clause 14.

31. Force Majeure

- The Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that is delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

- For purposes of this Clause, “Force Majeure” means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

31.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

32. Change Orders and Contract Amendments

- The Purchaser may at any time order the Supplier through notice in accordance CC Clause 8, to make changes within the general scope of the Contract in any one or more of the following:

- Drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;

- (b) The method of shipment or packing;

- (c) The place of delivery; and

- (d) The Related Services to be provided by the Supplier.

- If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier’s performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery/Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this Clause must be asserted within twenty-eight (28) days from the date of the Supplier’s receipt of the Purchaser’s change order.

- Prices to be charged by the Supplier for any Related Services that might be needed but which were not included in the Contract shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

32.4 Subject to the above, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties.

33. Extensions of Time

- If at any time during performance of the Contract, the Supplier or its subcontractors should encounter conditions impeding timely delivery of the Goods or completion of Related Services pursuant to CC Clause 12, the Supplier shall promptly notify the Purchaser in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.

- Except in case of Force Majuro, as provided under CC Clause 31, a delay by the Supplier in the performance of its Delivery and Completion obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to CC Clause 26, unless an extension of time is agreed upon, pursuant to CC Sub-Clause

34. Termination

Termination for Default

- The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part:

- if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted by the Purchaser pursuant to CC Clause 33;

- if the Supplier fails to perform any other obligation under the Contract; or

- if the Supplier, in the judgment of the Purchaser has engaged in fraud and corruption, as defined in CC Clause 3, in competing for or in executing the Contract.

- In the event the Purchaser terminates the Contract in whole or in part, pursuant to CC Clause 34.1(a), the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services similar to those undelivered or not performed, and the Supplier shall be liable to the Purchaser for any additional costs for such similar Goods or Related Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

Termination for Insolvency

- The Purchaser may at any time terminate the Contract by giving notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Purchaser

Termination for Convenience

- The Purchaser, by notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.

- (a) The Goods that are complete and ready for shipment within twenty-eight (28) days after the Supplier's receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:

- to have any portion completed and delivered at the Contract terms and prices; and/or

- (ii) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Related Services and for materials and parts previously procured by the Supplier.

35. Assignment

- Neither the Purchaser nor the Supplier shall assign, in whole or in part, their obligations under this Contract, except with prior written consent of the other party

Section VI. Contract Data/Special Condition of Contract

The following Contract Data shall supplement and / or amend the Conditions of Contract (CC). Whenever there is a conflict, the provisions herein shall prevail over those in the CC.

CC 1.1(i)	The Purchaser is: Registrar General, Registrar Generals' Department
CC 1.1 (m)	Destinations: Please refer Section V - Schedule of Requirement
CC 8.1	For <u>notices</u>, the Purchaser's address shall be: Address: Registrar Generals' Department, 234/A3 Denzil Kobbakaduwa Mawatha, Baththaramulla Telephone: 011-2860651 011-2889488/89 (223) Fax number: 011-2889519 Email: supplyrgd@gmail.com
CC 12.1	Detail of shipping and other documents to be furnished by the supplier are; not applicable (a) <u>Orders to be issued in writing</u> - All orders connected with the contract will be issued in writing by the Registrar General or his representatives. (b) <u>Quality and Quantity of item and time of delivery</u> – Items supplied should be according to the specification and required quantities ordered for, and should be delivered to the required station on time.
CC 15.1	15.1—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows: A: For Goods offered within Sri Lanka Payment shall be made in Sri Lanka Rupees within thirty (30) days of presentation of claim supported by a certificate from the Purchaser declaring that the Goods have been delivered and that all other contracted Services have been performed.
CC 17.1	A Performance Security shall be 10% of the bid value and it shall be valid up to 03 months from the date of delivery.
CC 25.1	The inspections and tests shall be conducted by the supplier to ensure compliance of the goods supplied to the laid down specifications.
CC 25.2	Inspections and the tests shall be conducted at: Supplier's stores and Final Destination.
CC 26.1	The liquidated damage shall be 0.5 % per week a. The contract agreement will include surcharge damages from the contractor in the event of failing to supply demanded Service or in the opinion of the Registrar General, Registrar General Department, the Service supplied are of inferior quality during the period of contract. b. The maximum amount of liquidated damage shall be 10 % of the total <u>Contract value</u>

Section VII. Contract Forms

Table of Forms

- Contract Agreement
- Performance Security

1. Contract Agreement

THIS CONTRACT AGREEMENT is made

The *[insert: number]* day of *[insert: month]*, *[insert: year]*.

BETWEEN

- (1) *[insert complete name of Purchaser]*, a *[insert description of type of legal entity, for example, an agency of the Ministry of.....or Corporation]* and having its principal place of business at *[insert address of Purchaser]* (hereinafter called “the Purchaser”), and
- (2) *[insert name of Supplier]*, a corporation incorporated under the laws of *[insert: country of Supplier]* and having its principal place of business at *[insert: address of Supplier]* (Hereinafter called “the Supplier”).

WHEREAS the Purchaser invited bids for certain Goods and ancillary services, viz., *[insert brief description of Goods and Services]* and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency(ies)]* (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSES THE FOLLOWING:

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) Conditions of Contract
 - (d) Technical Requirements (including Schedule of Requirements and Technical Specifications)
 - (e) The Supplier’s Bid and original Price Schedules
 - (f) The Purchaser’s Notification of Award
 - (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.

INWITNESS where of the parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written

For and on behalf of the Purchaser

Signed: *[insert signature]*

in the capacity of *[insert title or other appropriate designation]*

in the presence of *[insert identification of official witness]*

For and on behalf of the Supplier

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

in the capacity of *[insert title or other appropriate designation]*

in the presence of *[insert identification of official witness]*

2. Performance Security

(Unconditional)

[The issuing agency, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

.....
[Issuing Agency's Name, and Address of Issuing Branch or Office]

Beneficiary: Registrar General, Registrar Generals' department Baththaramulla.

[Name and Address of Employer]

Date:

PERFORMANCE GUARANTEE No.:

We have been informed that..... [Name of Supplier]
(Hereinafter called "the Supplier") has entered into Contract

No. [Reference number of the contract]

dated..... With you for theSupply
of [Name of contract and brief
description] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Supplier, we..... [name of Agency] hereby
irrevocably undertake to pay you any sum or sums not exceeding in total an amount
of[amount in figures]
(.....) [amount in words], such
sum being payable in the types and proportions of currencies in which the Contract Price is payable,
upon receipt by us of your first demand in writing accompanied by a written statement stating that
the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or
to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the day of, 20.. [insert date, 28 days beyond
the scheduled completion date including the warranty period] and any demand for payment under it
must be received by us at this office on or before that date.

[signature(s)]