



Chief Secretariat Southern Province

Bidding Document for Supply, Installation and Maintenance of Photocopy machines

Procurement No: SP/CS/NCB/2024/01

Issued to:

Date :

.....

Accountant (Supply)

Instruction to Bidders (ITB)

Bid No: SP/CS/NCB/2024/01

01. Scope of Procurement

Sealed bids are invited by The Chairman of procurement committee, Chief Secretary's office, Southern province for supply, installation and maintenance of 06 Photocopy Machines on under mentioned conditions.

02. Qualifications and experience

- (i) The suppliers should have at least 05 years' experience, supplying on specified brand named photocopy machines which are going to be bid.
- (ii) Annual turnover should be 100 million or more for 2023, and it should be proved by audited financial reports.
- (iii) The bidder should be a premier clear one business partner of the mother company, and it should be proved by the documents.
- (iv) The bidder should be the Manufacturer/ authorized Service provider of the mother company and it should be proved by the documents.

03. Validity Period of the Bid

Quotation shall remain valid for a period not less than **90** days after the deadline specified for submission of bid. The Procurement Committee Chief Secretary's Office, Southern Province will award the contract to the bidder whose bid has been determined to be substantially responsive lowest evaluated bidder.

04. The Factors taken into Account in Pricing the Bid

- (i) Unit price offered shall include all, sale and other taxes already paid or payable. However VAT shall be indicated separately.
- (ii) The price quoted shall be fixed for the duration of contract and shall not be subjected to adjustment on any account.
- (iii) The prices shall be quoted in Sri Lanka Rupees (LKR) Only.
- (iv) The Price of bid should be included in the sheet of price scheduled only the **annexure 01**.

05. Delivery of Goods

The accepted bidder should have adequate stock for supplying 06 photocopy machines within **06 weeks** after receiving the valid purchasing order. These machines should be delivered to the Chief Secretariat, Southern Province. The delivery cost should be beared by the supplier.

06. Service and Warranty

Bidder should submit a two year comprehensive on-site manufacture authorized warranty for labour and parts. If repair takes more than 03 business days, replacement machine with same configurations should be provided. Maximum service level of 03 business days for hardware problems and maximum response time should be 01 business day.

The accepted bidder should sign a Service Agreement to provide services after the warranty period.

07. Requirement of Bid Security

Bids should be accompanied with a bid security of **Rs. 60,000/-** for procurement valid up to **01st of June 2024** obtained from a bank recognizes by the government written to in favour of Chief Secretary - Southern Province or the bidder shall deposit Rs. 60,000/- in cash to the cash counter of Chief Secretariat, S.H. Dahanayaka mawatha, Galle written to in favour of Chief Secretary - Southern Province and the cash receipt should be enclosed to the bid paper.

08. Ineligible Bidders

Bidders will be considered as ineligible under the following situations.

- (i) The bidders who have not provided goods according to the agreement signed with the Chief Secretary Southern province in the past five years.
- (ii) Did not response during the warranty period.
- (iii) Failure service, after the warranty period.

09. Other Conditions

- (i) Alternative bid documents and options are not accepted.
- (ii) The bidder whose bid is accepted will be notified of the award of contract prior to the expiration of the bid validity period. The terms of the accepted offer shall be incorporated in the purchasing order.
- (iii) The accepted bidder should make an Agreement with the chief secretary Southern Province supplying goods accompanied with 10% performance bond of the total estimated value of the goods. (Specimen forms attached – Annex 6-7)

- (iv) The purchaser reserves the right to accept or reject any quotation, and to cancel the process and reject all quotations at any time prior to acceptance, without thereby incurring any liability to bidders.

10. Submission and Opening of Bids

- (i) You are requested to submit your quotation to the following address, under a sealed cover on or before **02.00 p.m. on 04th of March 2024**. Late quotations and quotations sent by email will not be accepted. Envelope containing the quotation should be written "**Bid No: SP/CS/SHOP/2024/02 Supply, Installation and Maintenance of Photocopy Machines**" on top left hand corner of the Envelop. The bids shall be enclosed the **Original** and the **Copy** in separately sealed envelopes and shall then be enclosed in one single envelop.

**The Chairman,
Procurement Committee,
Chief Secretariat,
S.H. Dahanayake Mawatha,
Galle.**

- (ii) Quotation should be sent by registered post or be deposited in the tender box kept at the Supply Branch in the Chief Secretary's Office Southern Province.
- (iii) Quotation will be opened on **04th of March 2024 at 02.00 p.m.** after closing the bid time in the presence of bidders and /or authorized representatives, who wish to be present at the opening.

11. Evaluation Criteria

- Completeness of bid
- Bid Security
- Bid validity period
- Compliance to the specifications
- Compliance to the qualification and experience.
 - Concern on the following,
 - The bidder who has not provides goods according to the agreement in the last five years.
 - Did not response during the warranty period.
 - Failure service after warranty period.
- Warranty and service.
- Delivery Period.
- Corrected Price.

12. The bidders are advised to furnish the following documents by using attached specimen forms and given instructions in this letter.

- I. Price Schedule (Specimen form attached– (**Annexure 1**)
- II. List of Goods and Delivery Schedule– (**Annexure 1.1**)
- III. Specification for Photocopy Machine (Specimen form attached– (**Annexure 2**)
- IV. Bid Submission (Specimen form attached – (**Annexure 3**)
- V. Format for Bid Security Guarantee (Specimen form attached– (**Annexure 4**)
- VI. Manufacture’s Authorization (Specimen form attached– (**Annexure 5**)
- VII. Copy of the agreement- (**Annexure 6**)
- VIII. Company Profile and technical literature of the quoted **Photo Copy Machines**

13. The Bidder shall submit the following additional documents.

- I. A copy of Certificate of Company Registration.
- II. Evidence to prove sales experience minimum 05 years of the offered brand, for Photo Copy Machines.
- III. Customer list with their contact details of last 05 purchases of the offered brand.
- IV. Evidence for VAT Registration for taxable items should be attached.
- V. Copies of Audited Financial Statements for last 3 years.
- VI. Descriptive technical brochures /Literature for equipment.
- VII. A Copy of Manufacture Authorization Certification for each items.
- VIII. List of service centres in Southern Province with contact details or other documentary evidence to prove service coverage in Southern Province.

The Chairman,
Procurement Committee,
Chief Secretariat,
Southern Province.

Contact details

Address : Chief Secretariat, S.H. Dahanayake Mawatha, Galle.
Telephone : 091-94944016/ 091-4946368
Fax number : 091-2242697/ 091-2246299
E-mail address: chiefsec1@sltnet.lk

Supply, Installation and Maintenance of Photo Copy Machines**Price Schedule**

Name of Bidders:

Address:

1	2	3	4	5	6	7
Item	Description	Brand & Model	Qty	Unit Price (in Rupees) With out VAT	VAT Rs.	Total Price (with VAT) Rs.
01	Photocopy Machine		06			

Note: In case of discrepancy between unit price and total, unit price shall prevail.

Total Price (in Words):

Name :

In capacity of :

Signed :

Duly Authorized to sign the Bid on behalf of:

Date :

List of Goods and Delivery Schedule

Item No	Description of Goods	Qty	Place of Delivery	Earliest Delivery Date (weeks)	Latest Delivery Date (weeks)	Bidder's Offered Delivery Date (To be provided by the bidder) (weeks)
01	Photocopy Machine	06	Chief Secretariat – Southern Province	Within 2 weeks from Contract Awarded date	Within 6 weeks from Contract Awarded date	

Name :
 In capacity of :
 Signed :
 Duly Authorized to sign the Bid on behalf of:
 Date :

Specification for Photocopy Machine

No	Description	Required Specification	Bidders Compliance Yes/No	If “No” Indicate your offer
01.	Make & Model	Pl. specify		
02.	County of Manufacture	Pl. specify		
03.	Year of Manufacture	Pl. specify		
04.	Technology	Monochrome Laser Printing		
05.	Copy Speed	35 Copies Per Minute (A4) or more		
06.	Print Resolution	1200 X 600 dpi or more		
07.	Continuous Capacity	500 Pages (Minimum)		
08.	Maximum Original Size	A3		
09.	Zoom Range	25% to 400% in 1% Steps		
10.	Exposure Modes	Auto & Manual 5 Steps (Minimum)		
11.	System Memory	At Least 2GB		
12.	System Hard Disk	At Least 250GB		
13.	System Processor	1.2 Ghz or more		
14.	No of Trays	Minimum Two Cassettes		
15.	Capacity	500 Sheets Per Cassette (80gsm)		
16.	Stack By pass	Yes		
17.	Duplex Automatic Document Feeder	Should be Available		
18.	Capacity	80 or above		
19.	Auto Duplex Unit	Double side Copying/Printing Should be Available		
20.	Connectivity	10/100/1000 BaseT, Wireless LAN (IEEE 802.11 b/g/n)		
21.	Direct Print through USB Flash Drive	Yes, Should Support PDF/JPEG		
22.	Scan Speed	70 ipm in color		
23.	Direct Scan to USB Flash	Yes, Should support PDF/JPEG		
24.	Power Supply	220-240V, 50Hz		
25.	Warm up Time	less than 20 Sec		
26.	First Copy Time (From	Less than 5 Sec		

	Standby)			
27.	Toner Cartridge:	A4 Single side copies per cartridge		
		Cost per cartridge		
28.	Drum:	Recommended copies per drum by the manufacture		
		Replacement cost of the drum		
29.	Developer:	Recommended copies per developer		
		Replacement cost of the developer		
30.	Cost per Copy (Rs.)	Pl. specify		
31.	Manufacture authorization	Attach Authorization letter		
32.	After sale services	Max. response time		
		No. of free services per year		
33.	Service Agreement Price (after warranty period)	Please specify		
34.	Copier Stand	Need to provide with the machine		
35.	Warranty	Two years comprehensive on site		
36.	Unit Price Rs. (without VAT)	Pl. specify		
37.	Unit Price Rs. (with VAT)	Pl. specify		
38.	Stock Availability	Ex stock		

Bid Submission Form

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

Date:

No.:

To: Chief Secretary, Chief Secretariat, Southern Province

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; ***Supply, Installation and Maintenance of Photocopy Machines***
- (c) The total price of our Bid without VAT, including any discounts offered is:
.....
.....*[insert the total bid price in words and figures]*;
- (d) The total price of our Bid including VAT, and any discounts offered is:
.....
.....*[insert the total bid price in words and figures]*;
- (e) Our bid shall be valid for the period of time specified in ITB from the date fixed for the bid submission deadline in accordance with ITB 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 for the due performance of the Contract;
- (g) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared blacklisted by the Department of Public Finance, National Procurement Agency and Southern Provincial Council.
- (h) 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.
- (i) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed:

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

In the capacity of:

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

Name:

.....
[insert complete name of person signing the Bid Submission Form]

Duly authorized to sign the bid for and on behalf of:

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

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

Bid Guarantee

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

..... [insert issuing agency's name, and address of issuing branch or office]

Beneficiary: Chief Secretary, Chief Secretariat, Southern Province.

Date..... *[insert (by issuing agency) date]*

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

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

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

At the request of the Bidder, we.....

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

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

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

(insert date)

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

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

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: *[insert complete name of Purchaser]*

WHEREAS

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

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

Signed:

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

Name:

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

Title:

Duly authorized to sign this Authorization on behalf of:

[insert complete name of Bidder]

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

Agreement

This agreement made the **08.05.2024** (date) between **Chief Secretariat – Southern Province, S.H. Dahanayake Mawatha, Galle** (here in after “the purchaser”) of the one part and **Softlogic Information Technologies (Pvt) Ltd, No. 14, De Fonseka Place, Colombo 05** (name and address). (here in after “the Supplier”) of the other part.

WHEREAS the purchaser invited bids for **Supply, Installation and Maintenance of Photocopy Machines** for **Chief Secretariat – Southern Province**, and has accepted a bid by the Contractor for the execution and completion of such works and the remedying of any defects therein.

NOW THIS AGREEMENT WITNESSES AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of Contract hereinafter referred to, and they shall be deemed too from and be read and construed as part of this Agreement.
2. The following documents shall be deemed to form and be read and construed as part of the Agreement, vise:
 - (a) The purchaser’s Notification to the Supplier of Award of Contract,
 - (b) The Bid Submission sheet and the Price Schedules submitted by the Supplier
 - (c) The Special Condition of Contract ;
 - (d) The General Conditions of Contract;
 - (e) The Specification
 - (f) The schedule of supply

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.

3. In consideration of the payments to be made by the Purchaser to the Supplier as indicated in this Agreement, the supplier hereby covenants with the Purchaser to provide the Goods and Related Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods & Related Services and the remedying of defects therein, the Contract Price of such other sum as may become payable under the provision of the Contract at the times and in the manner prescribed by the Contract.
5. The job should be completed within thirty due days of signed the agreement, unless the Performance bond transfer in to money.
6. WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Democratic Socialist Republic of Sri Lanka on the day, month and year indicated above,

For the Purchaser:

Signature :
Name : Sumith Chandana Kumara Alahakoon
Designation : Chief Secretary, Southern Province
Address : Chief Secretariat, S. H. Dahanayake Mawatha, Galle.

For the Supplier:

Signature :
Name : Surendra Ranawaka
Designation : Sales Manager
Address : Softlogic Information Technologies (Pvt) Ltd,
No. 14, De Fonseka Place, Colombo 05

In the presence of

In the presence of

Witness

Name :
Signature :
Address :
Date :

Witness

Name :
Signature :
Address :
Date :

