



Procurement of Goods Under  
National Shopping Procedure



**Supply of Branded Heavy Duty Black and white Photocopier for Head  
Office Internal Audit Division**

Procurement No:- **S/618/24**

Closing Date :- 19<sup>th</sup> / December/ 2024

Closing times :- 13.30 hours

READ ONLY

Sri Lanka Land Development Corporation  
No.3. Sri JayawardenapuraMawatha,  
Welikada, Rajagiriya

## Section I. Instructions to Vendors (ITV)

<b>A: General</b>	
1. Scope of Bid	1.1 The Purchaser named in the Data Sheet invites you to submit a quotation for the supply of Goods as specified in Section III Schedule of Requirements. Upon receipt of this invitation you are requested to acknowledge the receipt of this invitation and your intention to submit a quotation. The Purchaser may not consider you for inviting quotations in the future, if you failed to acknowledge the receipt of this invitation or not submitting a quotation after expressing the intention as above.
<b>B: Contents of Documents</b>	
2. Contents of Documents	<p>2.1 The documents consist of the Sections indicated below.</p> <ul style="list-style-type: none"> <li>• Section I. Instructions to Vendors(ITV)</li> <li>• Section II. Data Sheet</li> <li>• Section III. Schedule of Requirements</li> <li>• Section IV. Technical Specifications &amp; Mandatory Requirement that shall be fulfilled by the vender</li> <li>• Section V. Quotation submission Form(s)</li> </ul> <p>2.2 Purchase of Bidding Document</p>
<b>C: Preparation of Quotation</b>	
3. Documents Comprising your Quotation	<p>3.1 The Quotation shall comprise the following:</p> <ul style="list-style-type: none"> <li>(a) Quotation Submission Form and the Price Schedules;</li> <li>(b) Technical Specifications &amp; Compliance with Specifications</li> </ul>

<p>4. Quotation Submission Form and Price Schedules</p>	<p>4.1 The vendor shall submit the Quotation Submission Form using the form furnished in Section V. 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.</p> <p>4.2 Alternative offers shall not be considered. The vendors are advised not to quote different options for the same item but furnish the most competitive another options available to the bidder.</p>
<p>5. Prices and Discounts</p>	<p>5.1 Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules.</p> <p>5.2 The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered.</p> <p>5.3 The applicable VAT shall be indicated separately.</p> <p>5.4 Prices quoted by the vendor shall be fixed during the vendor's performance of the Contract and not subject to variation on any account. A Quotation submitted with an adjustable price shall be treated as non-responsive and may be rejected.</p>
<p>6. Currency</p>	<p>6.1 The vendors shall quote only in Sri Lanka Rupees.</p>
<p>7. Documents to Establish the Conformity of the Goods</p>	<p>7.1 The vendor shall furnish as part of its quotation the documentary evidence that the Goods conform to the technical specifications and standards specified in Section IV, "Technical Specifications &amp; Compliance with Specifications".</p> <p>7.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods, demonstrating substantial responsiveness of the Goods to the technical specifications, and if applicable, a statement of deviations and exceptions to the provisions of the Technical Specifications given.</p> <p>7.3 If stated in the Data Sheet the vendor shall submit a certificate from the manufacturer to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in Sri Lanka.</p>

8. Period of Validity of quotation	8.1 Quotations shall remain valid for the period of sixty (60) days after the quotation submission deadline date.
9. Format and Signing of Quotation	9.1 The quotation shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the vendor.
<b>D: Submission and Opening of Quotation</b>	
10. Submission of Quotation	<p>10.1 Vendors may submit their quotations by mail or by hand in sealed envelopes addressed to the Purchaser bear the specific identification of the contract number.</p> <p>10.2 If the quotation is not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the quotation.</p>
11. Deadline for Submission of Quotation	11.1 Quotation must be received by the Purchaser at the address set out in Section II, "Data Sheet", and no later than the date and time as specified in the Data Sheet.
12. Late Quotations	12.1 The Purchaser shall reject any quotation that arrives after the deadline for submission of quotations, in accordance with ITV Clause 11.1 above.
13. Opening of Quotations	<p>13.1 The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet.</p> <p>13.2 A representative of the bidders may be present and mark its attendance.</p>
<b>E: Evaluation and Comparison of Quotation</b>	
14. Clarifications	14.1 To assist in the examination, evaluation and comparison of the quotations, the Purchaser may, at its discretion, ask any vendor for a clarification of its quotation. Any clarification submitted by a vendor in respect to its quotation which is not in response to a request by the Purchaser shall not be considered.

	<p>14.2 The Purchaser's request for clarification and the response shall be in writing.</p>
<p>15. Responsiveness of Quotations</p>	<p>15.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received.</p> <p>15.2 If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.</p>
<p>16. Evaluation of quotation</p>	<p>16.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.</p> <p>16.2 To evaluate quotation, the Purchaser may consider the following:</p> <ul style="list-style-type: none"> <li>(a) the Price as quoted;</li> <li>(b) price adjustment for correction of arithmetical errors;</li> <li>(a) Price adjustment due to discounts offered.</li> </ul> <p>16.3 The Purchaser's evaluation of a quotation may require the consideration of other factors, in addition to the Price quoted if stated in Section II, Data Sheet. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods.</p>
<p>17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations</p>	<p>17.1 The Purchaser reserves the right to accept or reject any quotation, and to annul the process and reject all quotations at any time prior to acceptance, without thereby incurring any liability to bidders.</p>

F: Award of Contract	
18. Acceptance of the Quotation	18.1 The Purchaser will accept the quotation of the vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.
19. Notification of acceptance	19.1 Prior to the expiration of the period of validity of quotation, the Purchaser will notify the successful vendor, in writing, that its quotation has been accepted.
20. Bid security	<p>20.1 The bidder shall furnish as part of its bid, a Bid security</p> <ul style="list-style-type: none"> <li>(a) Be submitted in its original form; copies will not be accepted.</li> <li>(b) Bid security shall be valid up to <b>10<sup>th</sup> March 2025</b> (78) Days from the bid Closing data )</li> <li>(c) The amount of the bid security shall be sum total of the following amounts corresponding to individual items of the quotation and subjected to a maximum of Sri Lankan Rupees 5000 /=-.</li> </ul>
21. Performance Security	<p>21.1 Within twenty eight (28) days of the receipt of notification of award from the purchaser the successful Bidder if required shall furnish the Performance Security. The Performance Security form included in section V. The purchaser shall promptly notify the name of the winning bidder to each unsuccessful Bidder and discharge the bid securities of the unsuccessful bidders.</p> <p>21.2 Failure of the successful Bidder to submit the above mentioned Performance Security shall constitute sufficient grounds for the amendment of the award and for failure of the Bid Security.</p>

## Section II: Data Sheet

ITV Clause Reference	
1.1	The Purchaser is : <b>Sri Lanka Land Development Corporation</b> Address: No. 3, Sri JayawardenapuraMawatha, Welikada, Rajagiriya
2.2	A complete set of Bidding Documents in English language could be inspected and purchased upon submission of a written request to the Deputy General Manager (Supplies & Stores), on working days from <b>10<sup>th</sup> December 2024 to 18<sup>th</sup> December 2024</b> during 9.00 Hrs. to 15.30 Hrs. upon payment of non-refundable fee of <b>Rs 500/=</b> The method of payment will be in cash only.
5.1	If the bidder is allowed to quote for less than the all the items specified, indicate The details. - Evaluation shall be done separately. Kindly quote accordingly.
7.3	Manufacture's Authorizations required for A3/A4 Heavy Duty Black and White COPIER
11.1	Address for submission of Quotations is <b><i>Chairman - Procurement Committee, Sri Lanka Land Development Corporation, No. 3, Sri JayawardenapuraMawatha, Welikada, Rajagiriya</i></b> Deadline for submission of quotations is Date: <b>19<sup>th</sup> December 2024</b> Time: <b>13.30 Hours</b>
13	The quotations shall be opened at the following address: <b><i>Sri Lanka Land Development Corporation No. 3, Sri JayawardenapuraMawatha, Welikada, Rajagiriya</i></b> Date: <b>19<sup>th</sup> December 2024</b> Time: <b>13 .30 hours - immediately after closing of bids</b>
16	Other factors that will be considered for evaluation are (List and describe the Methodology): Price, stocks past performance, quality of goods offered. Will be the criteria for selection

## Schedule of Requirements

Item No.	Description of Goods	Qty.	Unit	Final Destination	Transportation and any other services	Delivery Date	
						Required Delivery	Bidder's offered Delivery Terms (Please Mention Agreed or not)
1	<b>SPECIFICATION FOR A3/A4 Heavy Duty Black and White COPIER, PRINTER, Scanner</b>	01	Nos.	SLDLC Head Office, Rajagiriya	Supplier should arrange free of charge delivery	Partial delivery as per SLDLC requirement based on valid SLDLC Purchase order within 7 days	

READ



The specifications for **Branded heavy duty black and white LaserJet photocopier machine** are as follows. This is for your information please (No ,s -01)

No	Description	SLLRDC Requirement	Supply full fulfilled or Agreed attached Document
1	Brand	Specify	
2	Model	Specify	
	<b>COPIER &amp; Printing</b>		
3	Machine Type	Desktop Multifunctional <b>Black and white</b> LaserJet Photocopier (Copier, Printer, Scanner etc.)	
4	<b>Copy Speed</b>	<b>45 -50 PPM Copies Per Minute (A4)or higher</b>	
5	Warm up Time	10 -15 Sec. Or Less	
6	Zoom Range	25% to 400% in 1% Steps	
7	Memory	3 GB RAM or higher	
8	Processor	Intel (Dual Core) 1.2 Ghz or higher	
9	Hard Disk	250 GB or higher	
10	Paper Size	A5 / A4 / A3/ Legal Paper	
11	Paper Capacity of the feeder	100 Sheets Minimum	
12	Auto Duplex Printing & Copying	Auto Duplex Printing & Copying	
13	Network Printing	Required (RJ 45)Network 10/100	
14	Wi-fi printing	Required (IEEE802.11 b/g/n)	
15	Direct Wi-fi facility	Required (machine work as wi-fi point)	
15	Cable included	3 meter Network patch cord Required and USB 2.0/ 3.0 USB Cable Required	
16	Language	Specify	
17	Stack By pass	100 sheets adjustable paper tray	
	<b>SCANNER</b>	<b>SCANNER</b>	
18	File formats	<b>PDF, JPG,TIF ,Office Open XML</b>	
19	Scanning Sided	2 Sided to Sided (Automatic)	
20	Network Color Scanning	Network Color(Required (RJ 45) 10/100	
21	Scan Modes	Auto Color	
22	Scanning	LED Light	
23	Scanning dpi	600 x 600 dpi or higher	
24	Supported OS	Windows® 2000, , Windows 32/64 /Windows 8 32/64 bit/Windows 10 32/64 bit/ Windows 11 32/64 bit	
25	Direct Scan to USB Flash	Should support PDF/JPEG	
26	<b>Duplex Automatic Document Feeder</b>	<b>Required</b>	
27	<b>Paper Capacity</b>	<b>Specify</b>	
28	Trays	02 Tray	
29	Size of a Tray	Legal Paper, A4,A5 to A3 Adjustable	

30	Paper Capacity	500 x 2 Sheets Per Tray	
31	Photocopier stand	<b>Photocopier stand Required</b>	
32	(USB Pen drive print)	(USB Pen drive print Required)	
33	Drum unit warranty –Complete	<b>Min. 300,000 copies (no time restrictions)</b>	
34	Electrical specifications	AC 220- 240V (50/60 Hz)	
35	Cable and other Accessories	USB Cable, Network Cable 3 Meters other Accessories Required	
36	<b>Photocopier machine installed, Configuration ,Fixed , Technical support and staff training required</b>	<b>Photocopier machine installed, Configuration ,Fixed , Technical support and staff training required</b>	
39	<b>Drum</b>	<b>Recommended copies per drum</b>	
		<b>Replacement cost of the drum</b>	
40	<b>Developer</b>	<b>Recommended copies per developer</b>	
		<b>Replacement cost of the developer</b>	
41	<b>Cost of Toner Price</b>	<b>Cost of Toner Price</b>	
42	<b>Cost of 01 Page</b>	<b>Cost of 01 Page (A3,A4)</b>	
43	Quantity of Printouts one toner	<b>Quantity of Printouts one toner (Specify)</b>	
44	Country of Manufacture		
45	<b>Country of origin</b>		
46	Waste Toner Capacity	<b>Minimum 100,000 copies</b>	
47	Department code	Required	
48	Security Feature	Required	
49	Warranty	2-year (Maintenance & Services recommend)	
50	Stock Availability	Specify	
51	Delivery Working Days	Specify	
52	Unit Price	Specify	
53	Total Unit Price		
54	Add 18% VAT & NBT		
55	Total Price (Including VAT)		

After receiving the P.O you have to Provide the goods to SLLDC Within 07 days

Mandatory requirement that shall be fulfilled by the vender.

No	Description	Supplier full fulfilled Specifications and Agreed or attached document
01	Company Registration - BR Shall be submitted.	
02	After receiving the P.O you have to Provide the goods to SLLDC Within 07 days	
03	Please specify The Manufacture Certificates & Authorization Certificates( Etc Epson, Toshiba, Canon, Gestetner, HP, Acer, Toshiba, Samsung	
04	The Photocopier machine Accessories shall be available in the market for Coming 3 Years	
05	Sales history of Photocopier machine Accessories past 3 Years	
06	24 x 7 Technical support to Provided the <b>Slldc head office ( Audit Division)</b> location with 06 Hours or less after logging the job.	
07	Technical support shall be provide within 06 hours or less after logging the job	
08	Per Year sales shall not be less than 100 Photocopier machine for government Organizations or private organizations past 3 years. Documents shall be attached	
09	Manufacture Authorization and Original brochure shall be attached	
10	Maintenance and repair support onsite.	
11	Shall provide engineer/customer support technician profiles	
12	Printed warranty certificates (Warranty start date and end date Please specify	

**Price schedule**

No	Description	Qu	Warranty	Unit Price	Total Price
01	<b>SPECIFICATION FOR Heavy Duty Black and White A3/A4 COPIER / PRINTER/ Scanner</b>	01			

Total Price (LKR)	
VAT 18% (LKR)	
Total Amount (LKR)	

Amount in words	
Company Name	
Address	
Witness Name and Signature	
Company Seal Name	

## Section V

### Quotation Submission Form

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

Date:.....

To: *[insert complete name of Purchaser]* .....

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the document issued;
- (b) We offer to supply in conformity with the documents issued and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods .....*[insert a brief description of the Goods];*
- (c) The total price of our quotation including any discounts offered is: .....*[insert the total quoted price in words and figure];*
- (d) Our quotation shall be valid for the period of time specified in ITV Sub-Clause 8.1, from the date fixed for the quotation submission deadline in accordance with ITV Sub-Clause 11.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) We understand that this quotation, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.
- (f) We understand that you are not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

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

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

Dated:

## **Bid Security (Bank Guarantee)**

*[The Bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.]*

\_\_\_\_\_ *[Bank's Name, and Address of Issuing Branch or Office]*

**Beneficiary:** \_\_\_\_\_ *[Name and Address of Purchaser]*

**Date:** \_\_\_\_\_

**BID GUARANTEE No.:** \_\_\_\_\_

We have been informed that *[name of the Bidder]* (hereinafter called "the Bidder") has submitted to you its bid dated (hereinafter called "the Bid") for the execution of *[name of contract]* under Invitation for Bids No. *[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 *[name of Bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[amount in figures]* (*[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 by the Bidder in the Form of Bid; or
- (b) 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; or
  - (ii) fails or refuses to furnish the performance security, if required, in accordance with the Instructions to Bidders.

This guarantee will expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of 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 of the name of the successful bidder; or (ii) twenty-eight days after the expiration of the Bidder's Bid.

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

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

\_\_\_\_\_ *[signature(s)]*

## Manufacturer's Authorization

*[If requested under ITV clause 7.3, the Bidder shall require the Manufacturer to fillin this Form in accordance with the instructions indicated.]*

Date:

### WHEREAS

We *[insert complete name of Manufacturer]*, who are official manufacturers of *[insert type of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Bidder]* to submit a quotation 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 supply the goods.

We hereby extend our full guarantee and warranty, 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]*

# Performance Security

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

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

Procurement No.: **S/618/24**

## **SPECIFICATION FOR A3/A4 Heavy Duty Black and White COPIER / PRINTER/ Scanner for Head Office.**

Bank's Branch or Office: [insert complete name of Guarantor]

**Beneficiary:                   General Manager,  
  Sri Lanka Land Development Corporation**

**PERFORMANCE GUARANTEE No.:**            [insert Performance Guarantee number]

We have been informed that [insert complete name of Supplier] (hereinafter called "the Supplier") has entered into Contract No. [insert number] dated [insert day and month], [insert year] with you, for the supply of [description of Goods] (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 hereby irrevocably undertake to pay you any sum(s) not exceeding [insert amount(s)<sup>1</sup> in figures and words] upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein. This Guarantee shall expire no later than the [insert number] day of [insert month][insert year],<sup>2</sup> and any demand for payment under it must be received by us at this office on or before that date. This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded.

..... [signatures of authorized  
representatives of the **Bank and the Supplier** ]

<sup>1</sup> The Bank shall insert the amount(s) specified in the SCC and denominated, as specified in the SCC, either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Purchaser.

<sup>2</sup> Dates established in accordance with Clause 18.4 of the General Conditions of Contract ("GCC"), taking into account any warranty obligations of the Supplier under Clause 16.2 of the GCC intended to be secured by a partial Performance Guarantee. The Purchaser should note that in the event of an extension of the time to perform the Contract, the Purchaser would need to request an extension of this Guarantee from the Bank. Such request must be in writing and must be made prior to the expiration date established in the Guarantee. In preparing this Guarantee, the Purchaser might consider adding the following text to the Form, at the end of the penultimate paragraph: "We agree to a one-time extension of this Guarantee for a period not to exceed [six months] [one year], in response to the Purchaser's written request for such extension, such request to be presented to us before the expiry of the Guarantee."