



**Government of Democratic Socialist Republic of Sri Lanka**

**MINISTRY OF FINANCE ECONOMIC STABILIZATION  
AND NATIONAL POLICES**



**State Trading**  
(General) Corporation

**INVITATION FOR BIDS**

**SUPPLY OF PRINTERS AND UPS**

Tender No: STC/PRO/2024/ICT/05

**Sri Lanka State Trading (General) Corporation Ltd**  
**No: 100, NawamMawatha, Colombo 02. Sri Lanka**  
**Tel: +94112422341 / +94112440880**  
**Email: [lankagen@sltnet.lk](mailto:lankagen@sltnet.lk)**  
**Web: [www.stc.lk](http://www.stc.lk)**



**Sri Lanka State Trading (General) Corporation Ltd**

**MINISTRY OF FINANCE ECONOMIC STABILIZATION AND NATIONAL POLICES  
INVITATION FOR BIDS (IFB)**

**Supply of Printers and UPS for the Sri Lanka State Trading (General) Corporation Ltd  
PROCUREMENT NO. STC/PRO/2024/ICT/05**

1. Sri Lanka State Trading (General) Corporation Ltd serves as an authorized retailer and partner for a wide range of computers, representing a significant initiative to expand access to computing technology throughout Sri Lanka
2. Chairman, Department Procurement Committee (DPC) on behalf of the Sri Lanka State Trading (General) Corporation Ltd now invites sealed bids from eligible bidders for the Supply of Printers and UPS for of the Sri Lanka State Trading (General) Corporation Ltd
3. Bidding will be conducted through the process of **National Competitive Bidding**.
4. Interested eligible bidders may obtain further information from the Manager-procurement, Sri Lanka State Trading (General) Corporation Ltd and inspect the bidding documents on or before 22<sup>th</sup> February 2024 from 9.00 am to 3.30 pm on working days at the address Chairman, Sri Lanka State Trading (General) Corporation Ltd, 100, NawamMawatha, Colombo 02,
5. Qualification and requirements for bidding;
  - a. Certificate of Company Registration.
  - b. Manufacture's Authorization and documents to prove that the goods offered in the bid are of internationally accepted standards. The goods, which requires the Manufacture's Authorization.
  - c. Authorized Distribution Certificate / Authorized Partner Certificate should be submitted
  - d. Evidence to prove minimum 05 years of experience from the date of 01.04.2018 in the sale of Computers and Computer Accessories
  - e. Average Annual turnover in last five (05) years shall be at least SLR 150 Mn
6. A complete set of bidding documents in English language may be purchased by interested bidders on the submission of a written application to the address above (in item 3) and upon the payment of a non refundable fee of LKR. 4,000/= per procurement document, to the Chairman, Sri Lanka State Trading (General) Corporation Ltd, 100, NawamMawatha, Colombo 02 from 9.00 am to 3.30 pm commencing from 5<sup>th</sup> February 2024 until 22<sup>th</sup> February 2024. The mode of payment shall be either in cash or online link.( Payment link – [www.stc.lk/ict](http://www.stc.lk/ict) )
7. All bids shall be accompanied by a Bid Securing Declaration, which shall be in the form included in the Section IV in the Bidding Document, issued in favor of Chairman, Sri Lanka State Trading (General) Corporation Ltd. 100, NawamMawatha, Colombo 02 for Valid up to 10/06/2024 issued by a reputed commercial bank operating in Sri Lanka approved by the Central Bank of Sri Lanka as per the Clause 20.1 of Bidding Data.
8. Bids must be delivered to the Sri Lanka State Trading (General) Corporation Ltd, 100, NawamMawatha, Colombo 02, Sri Lanka on or before 2.00 pm on 26th February 2024. Late bids will be rejected. Bids will be opened in the presence of the Bidders or their representatives' right after the bid closing.
9. The title of the bid should be clearly mentioned in the top left corner of the bid submission envelope.

**The Chairman,**

Department Procurement Committee, Sri Lanka State Trading (General) Corporation Ltd, 100, NawamMawatha,  
Colombo 02

## **Section I. Instructions to Bidders (ITB)**

Instructions to Bidders (ITB) of the Bidding Document are given in “Standard Bidding Document, Procurement of Goods under the National Competitive

Clause Reference	A. General
ITB 1.1	The Purchaser is Sri Lanka State Trading (General) Corporation Ltd.
ITB 1.1	Supply of Printers and UPS, STC/PRO/2024/ICT/05
ITB 4.4 <sup>1</sup>	Foreign Bidders are not allowed to participate in bidding
	B. Contents of Bidding Documents
ITB 7.1	<p>For <b><u>Clarification of bid purposes</u></b> only, the Purchaser's address is:</p> <p>Attention: Manager-procurement</p> <p>Address: Sri Lanka State Trading (General) Corporation Ltd. 100, NawamMawatha, Colombo 02.</p> <p>Telephone: +94112384603/ General +94112422341 / +94112440880</p> <p>Fax number: +940112447970 Mobile / WhatsApp : 0776395944</p> <p>E mail address: <a href="mailto:lankagen@sltnet.lk">lankagen@sltnet.lk</a> /</p>

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	<p style="text-align: center;"><b>C. Preparation of Bids</b></p>
ITB 11.1 (e)	<p>The Bidder shall submit the following additional document:</p> <ul style="list-style-type: none"> <li>a) Certificate of Company Registration.</li> <li>b) Manufacture's Authorization and documents to prove that the goods offered in the bid are of internationally accepted standards. The goods, which requires the Manufacture's Authorization.</li> <li>c) Authorized Distribution Certificate should be submitted</li> <li>d) Evidence to prove minimum 05 years of experience from the date of 01.04.2018 in the sale of Computers and Computer Accessories</li> <li>e) Average Annual turnover in last five (05) years shall be at least SLR 150 Mn</li> <li>f) Submission of Delivery schedule</li> <li>g) Submission of Receipt for Non refundable payment (document Fee Rs 4,000.00)</li> <li>h) Copies of audited financial statements and documentary evidence for last three years (2020/2021, 2021/2022, 2022/2023) to prove the financial capability.</li> <li>i) Bidders should be submitted technical specifications, warranty and all other bidding conditions.</li> </ul>
<b>ITB 13.1</b>	<b>Alternative bids shall not be considered.</b>
<b>ITB 15.1</b>	<b>The Bidder shall quote in Sri Lankan Rupees (LKR)</b>
<b>ITB 19.1</b>	<p>The bid shall be valid until: 13<sup>th</sup> May 2024 (77 days from the date of bid close)</p> <p>A bid valid for a shorter period shall be REJECTED by the Purchaser as nonresponsive.</p>

<b>ITB 20.1</b>	<p>Bid shall include “<b>Bid Securing Declaration</b>” using the form included in Section IV Bidding Forms. shall be issued in favor of, To Chairman,Sri Lanka State Trading (General) Corporation Ltd. 100, NawamMawatha, Colombo 02.</p> <p><b><i>The validity period of the Bid Securing Declaration shall be until: 10<sup>th</sup> June 2024(105days from the date of bid close )</i></b></p>
	<b>D. Submission and Opening of Bids</b>
<b>ITB 22.2 (c)</b>	<p>Properly sealed bids may be sent through the courier / Registered post or hand delivery with Cover marked top left-hand corner of the envelope “Supply of Printers and UPS “addressed to The Chairman, SriLanka State Trading (General) Corporation Ltd, 100, NawamMawatha, Colombo 02, or deposit in the tender box provided for the purpose at the Head Office, of the Sri Lanka State Trading (General) Corporation Ltd, 100, NawamMawatha, Colombo 02, on or before 26<sup>th</sup> February 2024 at 2.00 pm . Late bids shall not be accepted</p>
<b>ITB 23.1</b>	<p>For bid submission purposes, the Purchaser’s address is:</p> <p>The Chairman Sri Lanka State Trading (General) Corporation Ltd 100, NawamMawatha, Colombo 02, Sri Lanka.</p> <p>The deadline for the submission of tender is Date:26<sup>th</sup> February 2024 Time : <b>14.00hrs (2.00PM)</b></p>
<b>ITB 26.1</b>	<p>The bid opening shall take place at:</p> <p>Address:<b>Sri Lanka State Trading (General) Corporation Ltd 100, NawamMawatha, Colombo 02,Sri Lanka.</b></p> <p>Date: 26<sup>th</sup> February 2024 Time : 14.00hrs (2.00PM)</p>
	<b>E. Evaluation and Comparison of Bids</b>
<b>ITB 34.1</b>	Domestic preference shall not be a bid evaluation factor.
<b>ITB 35.4</b>	<p>The following factors and methodology will be used for evaluation:</p> <ol style="list-style-type: none"> <li>1. As per section III of this bidding document</li> </ol>
<b>ITB 43.1</b>	<p>A Performance Security of 10% of the total contract price is required as a Performance Bond and shall be valid 30 days beyond the date of completion of delivery schedule of the quantity agreed</p>

## **Section III. Evaluation and Qualification Criteria**

### **01.Evaluation Criteria**

The following factors and methodology will be used to evaluate the bids;

#### **1. Eligibility of the supplier**

- 1.1. Certificate of Company Registration.
- 1.2. Average Annual turnover in last five (05) years shall be at least SLR 250 Mn
- 1.3. Evidence to prove minimum 05 years of experience from the date of 01.04.2018 in the sale of Computers and Computer Accessories
- 1.4. Copies of audited financial statements and documentary evidence for last three years (2020/2021, 2021/2022, 2022/2023) to prove the financial capability
- 1.5. Manufacturer's Authorization and documents to prove that the Computer Items offered in the bid are of internationally accepted standards.
- 1.6. Authorized Distribution Certificate should be submitted

#### **2. Preliminary Evaluation**

- 2.1. Arithmetical errors
- 2.2. Omissions
- 2.3. Submission of signed Form of Bid
- 2.4. Letter of confirmation for Authorized Signatory
- 2.5. Acceptability of Bid Securing Declaration

#### **3. Detail Evaluation**

- 3.1. Fully compliance with the technical specifications, warranty and all other bidding conditions.
- 3.2. Prices of the items

## **Section IV. Bid Submission Forms**

### **Table of Forms**

1. Bid Submission Form
2. Price Schedule
3. Manufacturer's Authorization
4. Bid Securing Declaration

## 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 (as day, month and year) of Bid Submission]*

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

To: **Chairman,**

**Sri Lanka State Trading (General) Corporation Ltd, 100, NawamMawatha, Colombo 02**

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]*;

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 for **Supply of Printers and UPS for the Sri Lanka State Trading (General) Corporation Ltd.**

- (b) The total price of our Bid without VAT, including any discounts offered is:  
*[Insert the total bid price in words and figures]* .....  
.....

The total price of our Bid including VAT, and any discounts offered is: *[Insert the total bid price in words and figures]* .....  
.....

- (c) 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;
- (d) 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;
- (e) We have no conflict of interest in accordance with ITB Sub-Clause 4.3;
- (f) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the contract has not been declared blacklisted by the National Procurement Agency;
- (k) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (l) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed: .....

In the capacity of .....

Name: .....

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

Dated        on        \_\_\_\_\_ day        of        \_\_\_\_\_,        \_\_\_\_\_

2. PRICE SCHEDULE

Price Schedule for Computer Items

1	2	3	4	5	6	7	8
No.	Description of Goods or related services	Qty / unit	Brand / Model	Unit price Excluding VAT (inclusive of duties, sales and other taxes) (LKR)	Total Price Excluding VAT (Col 4+5) (LKR)	VAT (LKR)	Total Price Including VAT (LKR) (Col. 6+7)
1	Basic laser printer	100					
2	Multifunction laser printer	50					
3	650VA UPS	200					
	Total (LKR)						

Referring to a phased approach for ordering desktops and laptops, where 50% of the order is placed immediately, and the remaining 50% is scheduled to be ordered after 3 months.

Price in words :

.....  
Authorized signatory/Name/Capacity : .....Date(dd/mm/yy) : .....  
Company Seal :



### **Bid Securing Declaration**

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

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

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

*PROCUREMENT OF Supply of Printers and UPS*

Invitation for Bid No : *STC/PRO/2024/ICT/05*

Chairman

Sri Lanka State Trading ( General) Corporation Ltd,

100, NawamMawatha,

Colombo 02, Sri Lanka.

We, the undersigned, declare that:

1. We understand that, according to instructions to bidders (hereinafter “the ITB”), bids must be supported by a bid-securing declaration;
2. We accept that we shall be suspended from being eligible for contract award in any contract where bids have being invited by any of the Procuring Entity as defined in the Procurement Guidelines published by National Procurement Agency of Sri Lanka, The validity period of the Bid Securing Declaration shall be until: 10th June 2024(105days from the date of bid close ), if we:
  - (a) Withdraw our Bid during the period of bid validity period specified; or
  - (b) do not accept the correction of errors in accordance with the Instructions to Bidders of the Bidding Documents; or
  - (c) having been notified of the acceptance of our Bid by you, during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish declared products in quality, in accordance with the ITB and Schedule of Requirements.
3. We understand this bid securing shall expire if we are not the successful bidder, upon the earlier of our receipt of a copy of your notification to the Bidder that the bidder was unsuccessful.
4. We understand that if we are a JV, the Bid Securing Declaration must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent.

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

Name *[insert printed or typed name]*

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

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

## **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: *The Chairman / MD, Sri Lanka State Trading (General) Corporation Ltd  
100, Nawam Mawatha, Colombo 02.*

### **WHEREAS**

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

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

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

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

Title: *[insert title]*

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

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

## **Section V. Schedule of Requirements**

1. List of Goods, & Delivery schedule
2. Technical Specifications
3. General Specification

## 1. List of Goods and Delivery Schedule

Line Item N <sup>o</sup>	Description of Goods	Quantity <i>[insert quantity of item to be supplied]</i>	Final (Project Site) Destination as specified in BDS <i>[insert place of Delivery]</i>	Delivery Date		
				Earliest Delivery Date <i>[insert the number of weeks following the date of effectiveness the Contract]</i>	Latest Delivery Date <i>[insert the number of weeks following the date of effectiveness the Contract]</i>	Bidder's offered Delivery date <i>[to be provided by the bidder]</i> <i>[insert the number of weeks following the date of effectiveness the Contract]</i>
1	Basic laser printer	100	STC	2 weeks	4 weeks	
2	Multifunction laser printer	50		2 weeks	4 weeks	
3	650VA UPS	200		2 weeks	4 weeks	

Referring to a phased approach for ordering desktops and laptops, where 50% of the order is placed immediately, and the remaining 50% is scheduled to be ordered after 3 months.

Authorized signatory/Name/Capacity : .....

Company Seal : Date(dd/mm/yy) : .....

## 2. Technical Specifications

Description of the Items to be Supplied	Specification	Warranty	Bidder Response (YES / No)
Basic laser printer	Mono laser/18PPM or above/A4/600MHz/64MB/100paper tray/USB	1 year	
Multifunction laser printer	Print/Copy/Scan/Fax/20PPM or above/32MB/Duplex/USB/Network	1 year	
650VA UPS	650VA	2 years	

Please include detailed specifications of proposed products to your proposals.

Samples to be provided 1 item from each.

Designation & Name :.....

Signature :.....

Company Seal

Date :.....

### 3. General Specification

Supply of Computer Items to Sri Lanka State Trading General Corporation

#### 1.1.Company Details

<b>Company Name</b>	
<b>Business Address &amp; Contact Details</b>	
<b>Manufacturing Plant address &amp; contact Details</b>	

#### 1.2.Contact Person

<b>Contact</b>	<b>Detail</b>
Name	
Organization	
Address	
Telephone	
Fax	
E – mail	

#### 1.3.Financial Standing

<b>Financial Data</b>	<b>2018/19</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>	<b>Average</b>
Annual Revenue						
Profit before tax						
Cash and cash equivalents at the beginning of the year						
Net cash from operating, investing & financing activities.						
Cash and cash equivalents at year end						
Balance Sheet Status at year end:						
Equity						
Liabilities						

Note: Please provide the Audited Accounts details for the year of 2022-23

## 1.4 Staff Resources

Include the following personal details for the current year and the previous years.

Average manpower	Year before last		Last year		This Year	
	Overall	Total for fields	Overall	Total for fields	Overall	Total for fields
<b>Permanent Staff Total</b>						
Executive						
Technical Officers						
Sales man						
Supervisors						
Other staff						
<b>Contract &amp; Casual Total</b>						
Technical Officers						
Sales man						
Supervisors						
Other staff						
Permanent staff as a proportion of total staff (%)	%	%	%	%	%	%

Designation & Name : .....

Signature : .....

Company Seal

Date : .....

## VI. General Conditions of Contract

General Conditions of Contract are given in “Standard Bidding Document, Procurement of Goods under the National Competitive Bidding Procedure by the National Procurement Agency- NPA/GOODS/SBD /01

## Section VII. Contract Data

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: Attention: Sri Lanka State Trading (General) Corporation Ltd, 100, NawamMawatha, Colombo 02
CC 1.1 (m)	The Project Site(s)/Final Destination(s) is/are: <b>The</b> Sri Lanka State Trading (General) Corporation Ltd, 100, NawamMawatha, Colombo 02, Sri Lanka.
CC 8.1	For <u>notices</u> , the Purchaser’s address shall be: The Chairman, Sri Lanka State Trading (General) Corporation Ltd, 100, NawamMawatha, Colombo 02, Sri Lanka. Telephone: +94112384603/ General +94112422341 / +94112440880 Fax number: +940112447970 Mobile / WhatsApp : 0776395944 E mail address: lankagen@sltnet.lk / <u>chairman@stc.lk</u>
CC 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.

CC 15.1	<p>Methods &amp; conditions of payment to be made to the Supplier under this contract shall be as follows:</p> <ul style="list-style-type: none"> <li>(a) No advance payment will be paid.</li> <li>(b) All payments will be made after delivery,</li> <li>(c) Payment will be made within 30 days of presentation of Invoices describing as appropriate, the Goods delivered and Related Services performed and by the documents submitted pursuant to CC Clause 12 and upon fulfillment of all other obligations stipulated in the Contract.</li> </ul>
CC 17.1	A Performance Security of 10% of the total contract price is required as a Performance Bond and shall be valid 30 days beyond the date of completion of delivery schedule of the quantity agreed.
CC 26.1	The liquidated damage shall be: 1% per week of the Contract Amount
CC 26.1	The maximum amount of liquidated damages shall be: 10% of the Contract Amount.
CC 27.3	The period of validity of the Warranty shall be in accordance with the Specification.