



**State Trading**  
(General) Corporation

## **TENDER SUBMISSION FORM**

### **PROCUREMENT OF STOCK HANDLING EQUIPMENT**

Tender Number : STC/Admin/2024/Stores/02

#### **Items**

- 1. Electric Fork Lift ( Brand New)**
- 2. 100Nos Pallets ( Brand New)**

Document Fee Rs. 3000.00

**V1.2**

**Section II. Submission Data**

ITB Clause Reference	A. General
ITB 1.1	The Purchaser is Sri Lanka State Trading (General) Corporation Ltd.
ITB 1.2	PROCUREMENT OF STOCK HANDLING EQUIPMENT. Tender Number : STC/Admin/2024/Stores/02
ITB 2.1	Tender Fee Rs. 3000 Can be Paid Using <a href="https://www.stc.lk/stores23">https://www.stc.lk/stores23</a> Required to attach Copy of Payment Confirmation to the Tender Document
ITB 2.2	Manufacturers & their Authorized Distributors, Authorized Partners, Authorized importers or Authorized Resellers can participate in the Tender.
	<b>B. Contents of Bidding Documents</b>
ITB 3.1	For Clarifications the Purchaser's address is: Manager ( Procurement) Sri Lanka State Trading (General) Corporation Ltd. 100, Nawam Mawatha, Colombo 02. General +940112422341 / +940112440880 Fax number: +940112447970 E mail address: <a href="mailto:dhanushka@stc.lk">dhanushka@stc.lk</a>  For Site Visits Call AGM(Admin) on 0112302042 or 0702590303 during office hours
	<b>C. Preparation of Bids</b>
ITB 4.1.	All Bids in 2 copies shall bear "PROCUREMENT OF STOCK HANDLING EQUIPMENT. Tender Number : STC/Admin/2024/Stores/02" on top left hand corner of each envelop having Marked "Original" & "Duplicate" clearly Visible.
ITB 4.2	<b>All bids shall valid until 23/04/2024</b>
ITB 4.3	All pages of the Proposal needs to be signed with official seal by authorized person of the Supplier.
ITB 4.4	For bid submission purposes, the Purchaser's address is: <b>The Chairman</b> <b>Sri Lanka State Trading (General) Corporation Ltd</b> <b>100, Nawam Mawatha, Colombo 02,</b> <b>Sri Lanka.</b> <b>The deadline for the submission of the tender is 22/03/2024 at 10.00AM</b>
ITB 4.5	<b>Payment Terms</b> : After completion of Supplier Agreement, Full Payment within 7 days after successful delivery and Submission of Performance Guarantee for 1 year Period for 10% of Total Value.

**PROCUREMENT OF STOCK HANDLING EQUIPMENT.**

**Tender Number : STC/Admin/2024/Stores/02**

**Section (A) - Suppliers Details**

1. Name of the Company: .....
2. Business registered address: .....
3. Business registration Number:..... Date of Registration : .....

➤ Type of Registration

Proprietor  Private Limited Company  Public Limited Company

**(Copy of Certificate of Incorporation should be attached) – (A 01)**

4. Company Postal Address: .....
5. Contact Person ( Name )  
.....
6. Contact Person ( Designation ) .....
7. Contact Number (Corporate) ..... Mobile Number  
.....  
Fax Number : ..... Web Site: .....
8. Email Address 1: .....
- 2: ..... 3: .....

**9. Directros of the Firm (As in the Form (1/20/40) as applicable /**

Attach Copies of Directors Consent) ( **Required – certified ID Copies of Directors**)

Details of the Executive Board: Chairman, Directors and Chief Executive Officer.-**(A 02)**

1(Name) .....  
.....

2(Name)

(Position) .....  
.....

(Position)

(Address) .....  
.....

(Address)

Contact No : .....  
.....

Contact No :

3(Name) .....  
.....

4(Name)

(Position) .....  
.....

(Position)

(Address) .....  
.....

(Address)

Contact No : .....  
.....

Contact No :

## **Section B**

### **1. UPDATED Vat Registration Certificate : ( Please attach a Copy)**

VAT Registration No : .....

Validity Period : .....

### **2. Service/Technical Contact Details**

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

	<b>Current Technical Staff</b>		<b>Last year Technical Staff</b>		<b>Year Before Last Technical Staff</b>	
	Overall	Total for fields related to Construction	Overall	Total for fields related to Construction	Overall	Total for fields related to Construction
<b>Permanent Staff</b>						
Engineers						
Technical Officers						
Supervisors						
Sales						
<b>Contract &amp; Casual Staff</b>						
Engineers						
Technical Officers						
Supervisors						
Sales						

**\* Please attach Technical Support Staff Details with Contact Numbers– ( B 03)**

## Section (C) - Experience in Supplies

02. **Detailed List** of Recent Customers During Last 3Years

S.N.	Supplied Equipment	Brand Name	Value of Item	Customer Details with Contact Numbers
01				
02				
03				
04				
05				

- Attach Proof of Purchase for above Contracts –(C 01)

I, the undersigned hereby certify that information provide in this form is correct and true according to my knowledge and i undestand that in an event of providing false information may result in blacklisting of my company for Sri Lanka Government Tenders.

### **Supplier Commitment:**

Based on receipt of STC official order, I/We have ability of Supplying within expected quality at a competitive rate in the market within the agreed time period.

Name: Title:

Signature: Date:

(Place Official Stamp Here)

## Item 01- Specification for Electric Fork Lift ( Brand New)

Tender Number : STC/Admin/2024/Stores/02.

	Brand Name	STC Minimum Requirement	Suppliers Response ( Yes/No)	Proposed Product Details
	Brand Name			
	Country of Origin			
	Country of Manufacture			
	Model			
	Lifting Capacity	2.5Ton		
	Drive Method	Electric		
	Free Lift Height	Max 10cm		
	Lifting Height	3 Meters		
	Mast Lowered Height			
	Load center distance			
	Length(To Fork Face) & Width			
	Fork Length	Min 100cm		
	Fork Width	Min 12cm		
	Fork Thickness			
	Travel speed (full Load)	Min 10km/h		
	Lifting Speed (Full Load)	Min 250mm/s		
	Drive Motor	Min 10kW		
	Battery (Standard Inbuilt)	24V Min 600Ah		
	Charge Controller type	AC 210-240		
	Tyre Size	(Front) (Rear)		
	Side Shifter	Required		
	Total Weight			
	Warranty For Complete Unit	Minimum 1 Year Or Minimum 2000Hrs		
	Warranty for Battery	Min 1 Year or Minimum 2000Hrs		
	Price for Supply and Delivery of Complete Unit			Rs.
	VAT			Rs.
	Optional Battery Price			Rs.
	Free Services During the Warranty Period	3 Minimum		

		Services		
	Charges for Service Agreement 2 <sup>nd</sup> Year for serving the unit	AT STC Warehouse		Rs.
	Free Services 2 <sup>nd</sup> Year Service Period			
	Charges for Service Agreement 3 <sup>rd</sup> Year for serving the unit	AT STC Warehouse		Rs.
	Free Services 3 <sup>rd</sup> Year Service Period			
	<b>Price List of Serviceable Parts / Spare Parts</b>	<b>Required to Submit</b>		
	Free Training Hours for 3 Employees	8 Hours AT STC Warehouse		
	Original Specification Sheets and Catalogs of the proposed unit Needs to be attached	Required to attach		
	Copy of Warranty card including Terms & Conditions	Required to attach a sample		
	<b>Manufacturer Authorization Letter in Given Format</b>	<b>Required from the Principal Manufacturer</b>		

## Replaceable sparepart list for Electric Fork Lift ( Brand New)

Tender Number : STC/Admin/2024/Stores/02.

	Name of Spare part	Replace time Specify ( Hrs, Annully or etc)	Present price (Rs)	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				



## Item 02- Specification for Storage Pallets 100Nos ( Brand New)

Tender Number : STC/Admin/2024/Stores/02



Se.No.	Specification	STC Required Specification	Supplier Response (Yes/No)	Proposed Product Details
	<b>Brand Name</b>			
	<b>Country of Origin</b>			
	<b>Country of Manufacturer</b>			
01	Exterior Size	1200(L)X800(W)X140(H)		
02	Pallet Weight	Below 6KG		
03	Static Load	1 Ton		
04	Material	Polyethylene		
05	Original Specification Sheets of the proposed unit Needs to be attached			
06	Availability of Stocks	Ex Stock 100nos, Delivery within 7Days		
		Unit Price		Rs.
		VAT		Rs.
		Total Price for 100Nos	100Nos	Rs.
		VAT		Rs.
		Grand Total	100Nos	Rs.

**Suppliers Declaration**

I have Submitted Tender for **(1) Supply of Electric Fork Lift ( Brand New) : .....** **And attached Manufacturers Authorization Certificate.**

**(2) Plastic Storage Pallets ( Brand New) : .....** **And attached Manufacturers Authorization Certificate.**

I have gone through all the specifications given in Specification forms and agreed to provide the specified goods according to the terms given.

I, the undersigned hereby certify that information provide in this form is correct and true according to my knowledge and i undestand that in an event of providing false information may result in blacklisting of my company for Sri Lanka Government Tenders.

**Supplier Commitment:**

Based on receipt of STC official order, I/We have ability of Supplying within expected quality at a competitive rate in the market within the agreed time period.

Company Name : .....

Name of the Authorized Person to sign:.....

Signature:

Date:

(Place Official Stamp Here)

< LETTER HEAD OF MANUFACTURER >

Tender Number : STC/Admin/2024/Stores/02

Date: /03/2024

Chairman ,  
Sri Lanka State Trading ( General) Corporation Limited,  
100, Nawam Mawatha,  
Colombo 02

## **Manufacturer's Authorization Letter**

WHEREAS

We *[Name of Manufacturer]*, who are official manufacturers of *[insert Category of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Applicant Company]* to submit bids for the purpose of which is to provide following Goods, manufactured by us *[insert Brand Names and or brief description of the Goods]*, and to subsequently negotiate and sign the Contract.

We would like to inform that *[insert complete name of Applicant Company]* is *1. Sole agent**[2.Sole Distributor in Territory]**[3. Distributor]**[4.Agent]* for above goods manufactured by us and we hereby extend our full guarantee and warranty according to the General Requirements, with respect to the Goods offered by the aforesaid applicant Company.

Also We would like to inform that *[insert complete name of Applicant Company]* is *able* to provide after sales services and spare parts during the lifetime of the product.

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

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

Title: *[insert title]*

*[Place official stamp here]*

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

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