



# Sri Lanka State Trading (General) Corporation Ltd



No:100, Nawam Mawatha, Colombo 02.

## INVITATION FOR BIDS

### PROCUREMENT OF IMPORT OF 45,000 PACKETS OF 80GSM A4SIZE COPY PAPERS(WHITE) (LIMITED INTERNATIONAL COMPETITIVE BIDDING)

**Tender Number: STC/PRO/2025/OS/002**

Sri Lanka State Trading (General) Corporation Limited, which is a fully Government owned self-financed Corporation operated under Ministry Of Trade, Commerce, Food Security, Corporative Development, Development, Sri Lanka, invites sealed bids from reputed international manufacturers or their authorized Distributors for Procurement of import 45,000 packets 80GSM A4 size copy papers to Sri Lanka State Trading (General) Corporation.

1. Interested eligible bidders may inspect and download the Bidding Documents from the website <http://stc.lk/80gsm> If further information is required can be obtained from AGM ( Procurement), Sri Lanka State Trading (General) Corporation Ltd, No. 100, Nawam Mawatha, Colombo 02, Sri Lanka on working days from 9.00 am to 4.00 pm. Telephone +94 112422341/ +94112440880 Fax +94 11 2447970 email [nirosh@stc.lk](mailto:nirosh@stc.lk)

2. Bidding will be conducted under the Limited International Competitive Bidding Process. The Bid will be as follows:

| Quantity of Photocopy Papers  | Delivery Period        | Bid Validity                        | Bid Bond        |
|---|------------------------|-------------------------------------|-----------------|
| 45,000packets<br>(in 20 Feet dry FCL's)<br>Three months requirement | Within 60days from LC, | From 11/08/2025 up<br>to 12/10/2025 | Bid Declaration |

3. Qualification requirements of bidders include;

- Copy paper Manufacturers and their authorized Distributors can participate in the tender (Copy of Registration of the mill and distributor (if applicable) to be submitted)
- Minimum Export orders of 500MT Copy papers within last 3 years (i.e. 2023, 2024 and 2025).
- Minimum 5 years of experience in Manufacturing & Exporting copy papers. (Need proof documents, BL copies, export certificates)
- Any Quality Certificates, ISO Standard acquired by the factory.
- Copy of Certificate of Origin report issued for recent Previous Shipments by the trading authority of country concerned
- Copy of Recent Quality test report taken from international testing agency BV /SGS/Intertec

4. Properly sealed bids along with required certificates in duplicate may be sent through the courier / registered post or hand delivered with the samples of 1Nos of 500 nos paper packet of quoted variety with the cover marked top left-hand corner of the envelope "Import of 80GSM A4 size copy papers – STC/PRO/2025/OS/002" on or before 11th August 2025 14.00 hours Colombo. Late bids shall not be accepted. Bids will be closed soon after above mentioned time and opened immediately in the presence of the Bidders or their authorized representatives.

5. All Bids must be accompanied by a Bid declaration, as per the given format.

6. The bids should accompany receipt for a non-refundable tender fee of USD25 paid through online link <http://stc.lk/80gsm>

**The Chairman  
Department Procurement Committee,**

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