



SRI LANKA STATE TRADING GENERAL CORPORATION

No-100, NawamMawatha, Colombo 02, Sri Lanka.

Telephone: 011 2422341

Fax: 011 2447970

QUOTATION INVITATION

ITEM DESCRIPTION : Invitation for Bids Supply and Maintenance of 40 Nos of Tabs for Implementation of SFA System and Supply, installation and Maintenance of 12Nos Biometric Time Attendance Devices including middleware to upload data to the cloud based HRM System.

QUOTATION NO : STC/Pro/2025/EE/Int001
BID CLOSING TIME & DATE : 18/08/2025 2.00PM
BID DECLARATION : Required
Published date : 01/08/.2025

STC invites Bids to Supply and Maintenance of 40 Nos of Tabs for Implementation of SFA System and Supply, installation and Maintenance of 12Nos Biometric Time Attendance Devices including middleware to upload data to the MiHCM Cloud.

Please read the instructions given below before filling the Bid Form overleaf.

Quotations not conforming to the conditions given below will not be considered and would be rejected.

COMMON CONDITIONS OF QUOTATION AND INSTRUCTIONS TO BIDDERS:

1. Alternative offers are accepted; only one additional quotation should be sent separately. Please make photocopies of the tender form & use them to indicate prices of the alternative offer. If the prices of the alternative offer are not given in this manner it will be rejected.
2. **Quotations should be addressed to Chairman, Sri Lanka State Trading General Corporation, 100, nawam Mawatha ,Colombo 02 and should be deposited to the tender box provided at above address on or before 18th August 2025 at 2.00 pm.**
3. All quotations should reach on or before the quotation closing time and date mentioned. Late quotations will not be entertained under any circumstance.
4. The price should be given in word figures and should be valid for ninety (90) days from the date of the quotation. Quotations if submitted in attachments should also indicate the prices in figures and in words.
5. The delivery period should be indicated in the space provided.
6. Should be internationally popular brand and model and Technical Specifications and Brochures needs to be attached to the bid form.
7. The quotation form shall be signed by the supplier or any other person authorized by him, in the space provided with the company rubber stamp.
8. If required, suppliers will be called upon to furnish samples with the quotation. Those who are unable to do so will not be considered for evaluation.
9. All items on this quotation inquiry should be delivered to the requested Stores or Installed at Given Locations.
10. Bidders are requested to submit the business registration certificate, Manufacturer Authorization, Warranty Letter and Manufacturing Plant ISO Certifications along with the bid.
11. For any clarifications of this purchases, please contact Procurement division Tel. No. 0112445440
15. All bidders shall submit Completed 1) Specifications form , 2) Terms and Conditions form 3) Price Schedule
16. Payment Terms 14Days After Supply full quantity to STC.

Procurement Division - STC

03/08/2025

TERMS AND CONDITIONS OF THE TENDER

For Supply and Maintenance of 40 Nos of Tabs for Implementation of SFA System and Supply, installation and Maintenance of 12Nos Biometric Time Attendance Devices including middleware to upload data to the MiHCM Cloud.

Quotation Number : STC/Pro/2025/EE/Int001

1. Attached Specifications Sheet shall be completed

2.Warranty and Maintenance of Product

The Supplier needs to provide Minimum One (03) Years Manufacturer’s warranty for Tabs and Minimum 2 Years onsite Manufacturer’s Warranty + 3 years onsite maintenance after warranty period for Biometric Attendance Devices. Supplier should include Onsite Maintenance Charges up to 3 Years after warranty period.

Supplier shall have Branch network to support and Maintain Biometric Devices at STC Branch network.

2.Acceptance Procedure

A Quality Control Inspection (QCI) shall be carried out by the Acceptance Committee appointed by STC for the items delivered by the Supplier.

3. Prices

Tab Prices shall include screen protector glass, back cover with keyboard and with 3 years manufacturer’s warranty. Biometric Devices shall include installation charges, 2 Years onsite Warranty + Onsite Maintenance after warranty 3 Years.

Company Name :

Address :

Manufacturing Plant :

Authorized Signature :

Name of the Person Signed :

Designation :

Contact Numbers :

Email Address :

Whatsapp Number :

(OFFICIAL STAMP HERE)

(On Bidders Letter head)

Bid Securing Declaration

Date:

Procurement No. **STC/Pro/2025/EE/Int001**

To Chairman

Sri Lanka State Trading (general) Corporation Ltd.

100, Nawam Mawatha, Colombo 02.

We, the undersigned, declare that:

We understand that, according to **COMMON CONDITIONS OF QUOTATION AND INSTRUCTIONS TO BIDDERS** and **TERMS AND CONDITIONS OF THE TENDER** (hereinafter “the **ITB**”), bids must be supported by a bid-securing declaration;

1. We accept that we shall be suspended from being eligible for contract award in any contract where bids have been invited by any of the Procuring Entity as defined in the Procurement Guidelines published by the National Procurement Commission, for the period of six (06) months from 01.08.2025 to 02.02.2026 for all national or international bids, if we:

- (a) Withdraw our bid during the period of the 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 Form, if required, or
 - ii. fail or refuse to furnish the performance security, in accordance with the **ITB**.

3. We understand this bid securing shall expire if we are 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; or
(ii) twenty-eight days after the expiration of our bid.

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 In the capacity of .

[Insert title]

Name

Duly authorized to sign the bid for and on behalf of

Dated on :

(OFFICIAL STAMP HERE)

Manufacturer's Authorization Letter

< LETTER HEAD OF MANUFACTURER >

Manufacturer's Authorization

Date:

ITEM DESCRIPTION	:	Supply and Maintenance of 40 Nos of Tabs with 1 Year Manufacturers Warranty for Implementation of SFA System
		Supply, installation and Maintenance of 12Nos Biometric Time Attendance Devices including middleware to upload data to the cloud based HRM System. (Supply with 3 Years Warranty installation and Maintenance up to 3 Years)
		(Remove one above Item that is not applicable)
QUOTATION NO	:	STC/Pro/2025/EE/Int001
BID CLOSING TIME & DATE	:	18/08/2025 2.00PM

To: *The Chairman , 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[name and address of supplier]. to submit bids and subsequently negotiate or sign contracts to provide the following Goods, manufactured by us[insert name and or brief description of the Goods].

We hereby extend our full guarantee and warranty in accordance with - Product Specifications, with respect to the Goods Manufactured by us and supplied by

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]

(OFFICIAL STAMP HERE)