



**TENDER NUMBER: STC/DPC/2026/ TRANSPORTATION/01**

**PROCUREMENT OF CLEARING, FORWARDING, UNLORDING AND TRANSPORTATION FOR  
STATE TRADING (GENERAL) CORPORATION LTD  
NATIONAL COMPETITIVE BIDDING (NCB)**

**1. Qualification and Evaluation Criteria**

1. Companies incorporated in Sri Lanka for the purpose of customs clearing & Transport are Eligible to bid
2. With Minimum 5 Years' Experience in customs clearing of commodities
3. Having Audited Financial Statements for 3 Years
4. Bank Credentials letter with 3 months credentials
5. Having Minimum Vehicle Fleet of 10 - 15 Nos of 10-Wheel 20 Feet FCL Trucks.
6. The receipt for payment of the tender fee of Rs.3000 through the online link must be attached.
7. Successful records of previous services completed within the last 2 years (Minimum 5 Contracts)
8. Minimum 3 nos CHA passes for Wharf Clerks Required to be submitted

**2. Closing date & Venue**

**Closing Date & Time: 20<sup>th</sup> July 2026 14.30AM**

**Tender Box: Will be available at 1st Floor, STC, 100, Nawam Mawatha , Colombo 02.**

**All completed bidding forms along with required attachments in a sealed envelope needs to be deposited to the tender box provided at above address**

**Chairman, Sri Lanka State Trading (General) Corporation Ltd, 100, Nawam  
Mawatha, Colombo 02.**

**Contact Number: 0112422341 / 0112440880**

## TENDER FORM FOR CLEARING AND TRANSPORTATION 2026/2027

### SRI LANKA STATE TRADING (GENERAL) CORPORATION

#### SECTION A. COMPANY DETAILS

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

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

4. Mailing Address: .....
5. Contact Person (Name) .....
6. Contact Person (Designation).....
7. Contact Number (Corporate) ..... Mobile Number .....
- Fax Number: .....

8. Email Address: ..... (Mobile Whatsapp enabled) – ( Y/ N)

**9. Directors of the Firm** (As in the Form (1/20/40) as applicable / Attach a Copy of Directors Consent)

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 : ..... |

- |                    |                    |
|--------------------|--------------------|
| 2. (Name) .....    | 4. (Name) .....    |
| (Position) .....   | (Position) .....   |
| (Address) .....    | (Address) .....    |
| Contact No : ..... | Contact No : ..... |

10. Years of Wharf Clearing Business: .....( Attach Proof Documents –A 03)

**SECTION B. FINANCIAL STANDING& STAFF.**

1. Audited financial statements for the past four (02) years as below need to be attached. **(B 01)**  
Following Summery needs to be completed.

| Financial Data                                | 2023<br>( Audited) | 2024<br>( Audited) | 2025<br>( Audited) | 2026<br>(Management<br>Accounts Up to<br>March 2026) | Annual<br>Average |
|-----------------------------------------------|--------------------|--------------------|--------------------|------------------------------------------------------|-------------------|
| Annual Revenue                                |                    |                    |                    |                                                      |                   |
| Profit before tax                             |                    |                    |                    |                                                      |                   |
| Balance Sheet Status at<br>year end:          |                    |                    |                    |                                                      |                   |
| Equity                                        |                    |                    |                    |                                                      |                   |
| Liabilities                                   |                    |                    |                    |                                                      |                   |
| <b>Revenue Earned from<br/>Wharf Clearing</b> |                    |                    |                    |                                                      |                   |

2. Details of company's bankers.

i. Bank Name : ..... Branch : .....

Account Number : .....(Bank Credentials Letter needs to be Attached) **(B02)**

3. Staff details for the current year and the previous years.

| <b>* Permanent Staff</b> | Last Year | Current Year |
|--------------------------|-----------|--------------|
| Executive                |           |              |
| Supervisors              |           |              |
| Drivers                  |           |              |
| Other staff              |           |              |

\* Please attach a list of Relevant Employees with CV's – **( B 03)**

**SECTION C - FLEET OF VEHICLES & STORAGE****04. VEHICLE FLEET AVAILABLE**

(Vehicle Book Copy / Copy of revenue license to be attached)

|    | Vehicle Type & Number | Registered Year | Capacity of Vehicle<br>(MT - Metric Tons) | <u>Type of Ownership</u><br>(Owned / Rented) |
|----|-----------------------|-----------------|-------------------------------------------|----------------------------------------------|
| 01 |                       |                 |                                           |                                              |
| 02 |                       |                 |                                           |                                              |
| 03 |                       |                 |                                           |                                              |
| 04 |                       |                 |                                           |                                              |
| 05 |                       |                 |                                           |                                              |
| 06 |                       |                 |                                           |                                              |
| 07 |                       |                 |                                           |                                              |

**\* Copy of revenue license /along with certified copy of rental agreement copy to be attached – (C 05)**

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

Name: Title:

Signature: Date:

(Place Official Stamp Here)

5. Bidders must attach the manual payment slip as proof of payment (refer Annexure C 02). This requirement is mandatory even if the payment is made through the online payment facility provided via the web link.

## 6. Payments and related Terms

|    | <u>Payment Terms</u>                                                                                                                | Bidders Response<br>( Agreed / No) |
|----|-------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| 01 | All Payments will be paid on receipt of Bills by Sri Lanka State Trading (General) Corporation Ltd within 60days Credit Period.     |                                    |
| 02 | Customs Duty will be paid online on submission of Assessment to the STC Wharf Department.                                           |                                    |
| 03 | All other charges will be paid back to you as per Actual Bill to bill basis (Copies of certified Bills to be submitted for claims). |                                    |
| 04 | Car Chits (Delivery Confirmations with customer seal and signature) with weight receipts to be submitted along with Clearance Bills |                                    |
| 05 | Container Demurrages or Extension charges will be paid online only on special situations                                            |                                    |

I understand that Without submitting Proof Documents certified copies for (A01), (A02) (A03) and (B01), (B02) (B03), (C01), (C02) and (D01) Tender for further evaluation will not be considered.

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 companyfor Sri Lanka Government Tenders.

Name of the Bidder: .....

Contact Person Name: .....

Contact Number: .....

Authorized Officer Signature: .....  
(Place Official Stamp/Seal Here)

Date: .....

**Price Schedule – STC/DPC/2026/ TRANSPORTATION/01 - Container Forwarding Charges/ Transport**

| Se.No | Description                                                                                                                                                                                                                        | Offered Price |
|-------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| 1     | <b>Clearing Charges</b>                                                                                                                                                                                                            |               |
|       | Agency fee per BL                                                                                                                                                                                                                  |               |
|       | Customs Documentation Charges per FCL                                                                                                                                                                                              |               |
| 2     | <b>Loading And Unloading</b>                                                                                                                                                                                                       |               |
|       | Unloading charges for 20FT Container having 520nos of 50kg bags                                                                                                                                                                    |               |
|       | Unloading Gang Charges for 50kg Rice bag(for LCL or extra Quantity)                                                                                                                                                                |               |
|       | 20 FCL Container Bagged Cargo(50kg)                                                                                                                                                                                                |               |
|       | 40 FCL Container Bagged Cargo(50kg)                                                                                                                                                                                                |               |
|       | 20 FCL Container Bagged Cargo (25kg-30kg)(Chemical)                                                                                                                                                                                |               |
|       | 20 FCL Container Bagged Cargo (25kg-30kg)(Non Chemical)                                                                                                                                                                            |               |
|       | 20 FCL Container –Carton /Box Cargo                                                                                                                                                                                                |               |
|       | 40 FCL Container –Carton/Box Cargo                                                                                                                                                                                                 |               |
|       | 20 FCL Container-Barrel/Cans(Chemical)                                                                                                                                                                                             |               |
|       | 20 FCL Container-Reams                                                                                                                                                                                                             |               |
|       | 20 FCL Container-Reels                                                                                                                                                                                                             |               |
|       | Unloading palletized cargo via forklift, including labor, pallet trucks, and accessories(Chemical ) (hourly rate)<br>Container: 20ft (approx. 22-25 MT)<br>Package weight: 25kg each<br>Warehouse location: Walpita (Divulapitiya) |               |
| 3     | <b>Container Yard</b>                                                                                                                                                                                                              |               |
|       | Proposed Yard Facility                                                                                                                                                                                                             |               |
|       | 20Ft/40FT FCL Lifting off from Lorry Charge                                                                                                                                                                                        |               |
|       | 20Ft/40FT FCL Lofting on to Lorry Charge                                                                                                                                                                                           |               |
|       | Laden charge for 20Ft/40FT Container Per Day(Storage Charge)                                                                                                                                                                       |               |
|       | Container Rent Charges per day(Good Quality Dry 20Ft/40FT Containers)                                                                                                                                                              |               |
| 4     | <b>Forwarding Charges(From Ports)</b>                                                                                                                                                                                              |               |
|       | From Ports to Proposed Container Yard to Lift off FCL (Eg.Spectra Yard-One Way Trip)                                                                                                                                               |               |
|       | Port to Walisara                                                                                                                                                                                                                   |               |
|       | Port to Rathmalana                                                                                                                                                                                                                 |               |
|       | Port to Narahenpita Container Transport Charges                                                                                                                                                                                    |               |
|       | Container Transportation – Veyangoda                                                                                                                                                                                               |               |
|       | Container Transport Charges-Kelaniya                                                                                                                                                                                               |               |
|       | Container Transport Charges-Rathnapura                                                                                                                                                                                             |               |
|       | Container Transport Charges-Kandy                                                                                                                                                                                                  |               |
|       | From Ports to RCT Delivery Charges for Inspection                                                                                                                                                                                  |               |
|       | Container Transport Charges-Chilaw                                                                                                                                                                                                 |               |

|          |                                                                                  |  |
|----------|----------------------------------------------------------------------------------|--|
|          | Container Transport Charges-Jaela                                                |  |
|          | Transport Charges-Wattala                                                        |  |
|          | Container Transport Charges-Arachchi Kattuwa                                     |  |
|          | Container Transport Charges-Dummalasooriya                                       |  |
|          | Container Transport Charges-Kurunegala                                           |  |
|          | Container Transport Charges-Mirigama                                             |  |
|          | Container Transport Charges-Weerawila                                            |  |
|          | Container Transport Charges-Anuradhapura                                         |  |
|          | Container Transport Charges-Negambo                                              |  |
|          | Transport Charges-Dompe (Undampitigama)                                          |  |
|          | Container Lorry Transportation (up to 20km)Up and down transportation charges    |  |
|          | Additional charge per 1km (above 20km)Up and down transportation charges         |  |
|          | Container Lorry Transportation (up to 20km)Up and down transportation charges    |  |
|          | Additional charge per 1km (above 20km) Up and down transportation charges        |  |
|          | Container Forwarding lorry detention Charges(Up and down transportation charges) |  |
| <b>5</b> | <b>Transport Charges</b>                                                         |  |
|          | 10FT container/Lorry(Charges per unit (km)                                       |  |
|          | 20ft container/Lorry(Charges per unit (km)                                       |  |
|          | 26.5 ft Lorry(Charges per unit (km)                                              |  |
|          | 32ft Lorry(Charges per unit (km)                                                 |  |
|          | 35ft Lorry(Charges per unit (km)                                                 |  |
|          | 38ft Lorry(Charges per unit (km)                                                 |  |
|          | 40ft container/Lorry(Charges per unit (km)                                       |  |
|          | 16' Full body(Charges per unit (km)                                              |  |
|          | 16' open(Charges per unit (km)                                                   |  |
|          | Boom Truck(Charges per unit (km)                                                 |  |
|          | Bus (32 seats)(Charges per unit (km)                                             |  |
|          | Van(12 seats)(Charges per unit (km)                                              |  |

**Colombo** \* warehouse situated within 20Km radius from Colombo ports. / **Mention Amount +VAT if vat applicable.**

Bidder Name : ..... Authorized Signature & Seal : .....Date :

**Authorized Officer Signature: ..... Date: .....**

**AGREED TERMS AND CONDITIONS OF CONTRACT**

**(Tender No. STC/DPC/2026/ TRANSPORTATION/01 – Tender for CLEARING, FORWARDING, UNLOADING AND TRANSPORTATION FOR STATE TRADING (GENERAL) CORPORATION LTD)**

1. The Clearing and Forwarding Agent shall take full responsibility for the consignment until it is successfully handed over to the customer nominated by STC, unloaded at STC premises, or unloaded at an STC-approved container yard.
2. Customs clearance shall be completed within twenty-four (24) hours of receipt of the shipping documents, required waiver letters, declarations, scanned copies, and hard copies, after obtaining the Delivery Order from the Shipping Agent.
3. For dangerous cargo, the clearing agent must process customs documentation before the vessel arrives, and arrange transport trucks for direct delivery. The goods must then be transported to the nominated warehouse under police escort.
4. The following communication channels shall be maintained and kept operational on a 24-hour basis (24x7) and shall be contactable within a short period of time:
  - a) Official email address;
  - b) Three (03) mobile telephone numbers of Wharf Executives;
  - c) Mobile telephone numbers of the relevant lorry drivers and assistants.
5. All container transport vehicles shall be equipped with operational mobile communication facilities for both the driver and assistant to ensure uninterrupted communication with the Agent and STC. Contact details of all drivers and assistants, together with copies of their National Identity Cards, shall be submitted to STC via email and prior approval shall be obtained.
6. Customer delivery details, including contact numbers, will be provided by the STC Wharf Department from time to time. The Clearing and Forwarding Agent shall maintain proper records of all information received and submit daily delivery completion reports via email.
7. Routes to destinations specified by STC shall not be changed without prior written approval from STC.
8. In the event of a lorry breakdown, a replacement vehicle shall be provided within six (06) hours to ensure completion of the delivery. Details of the replacement vehicle shall be communicated to STC and prior approval shall be obtained.
9. When providing transportation services, the transporter shall be responsible for arranging and allocating the necessary labour for loading and unloading operations.
10. If the transporter fails to provide a vehicle within the time specified by STC, any hold-up charges, detention charges, delay charges, or any other related costs incurred shall not be borne, reimbursed, or compensated by STC.

11. If a container seal is broken during transportation, it shall be considered a loss of consignment security, and STC reserves the right to claim the full sales value of the consignment from the Performance Bond/Guarantee. The Agent shall maintain records of seal numbers and seal status throughout the transportation process.
12. Delivery Notes (Cart Sheets) shall contain the following mandatory information:
  - i. Lorry Number;
  - ii. Container Number;
  - iii. Dispatch Location with Date and Time;
  - iv. Delivery Location with Date and Time;
  - v. Signature of Receiving Officer;
  - vi. Official Stamp of Receiving Officer.
13. STC shall not be liable for payment of any transportation or related charges where the above-mentioned information is not properly recorded in the Delivery Notes.
14. All FCL Return Notes together with Container Yard Confirmation shall be submitted to the STC Wharf Department within seven (07) days after unloading. Documents required for the release of container deposits shall be submitted to the Shipping Agent within thirty (30) days, and copies of the relevant receipts shall be submitted to the STC Wharf Department without delay.

I hereby agree to provide a good quality service according to Sri Lanka State Trading Corporation Requirements and Agreed to the above Terms and Conditions including points 1 to 8 and to provide Un-conditional bank performance bond of Rs. 5 Million in favor of Chairman, Sri Lanka State Trading (general) Corporation Ltd.

Name of the Bidder:

Name of Authorized Representative:

Contact Number: .....

Authorized Officer Signature: .....

Date: .....

) Place Official Stamp/Seal Here(

**(Place signature and seal on all pages page footer)**