



# **SRI LANKA AIR FORCE BIDDING DOCUMENT**

**(TENDER REFERENCE: **SLAF/PUB/18/2010**)**

**PROCUREMENT OF GOODS AND SERVICES  
THROUGH **NATIONAL** COMPETITIVE BIDDING**

COMMAND PROCUREMENT DIVISION  
No 140,  
Sir Chittampalam A. Gardiner Mawatha  
Colombo 02.  
Tel: 011-2441553  
Fax: 011-2347694

## **STANDARD BIDDING DOCUMENT**

### **PROCUREMENT OF GOODS AND SERVICES THROUGH [NATIONAL COMPETITIVE BIDDING](#)**

This Bidding Document has been drawn up in line with the Procurement Guide Lines (Goods & Works) – 2006 of National Procurement Agency in view of

- a. Maximizing Economy, efficiency and effectiveness (value for money).
- b. Adhering to prescribed standards, specifications, local laws rules and regulations and international obligations.
- c. Fair, equal and maximum opportunity for interested parties to participate in Procurement
- d. Expeditious execution of delivery of Goods and Services
- e. Ensuring transparency and consistency and
- f. Retaining confidentiality of information.

This Bidding Document for procurement of Goods and Works shall be used for [National Competitive Bidding](#), for the contracts that are financed by the Government of Sri Lanka.

Please feel free to contact any of the following Officers to make any clarifications on this Bidding Document.

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**TENDER FOR THE  
PURCHASE OF  
DOT MATRIX PRINTERS  
FOR  
SRI LANKA AIR FORCE**

**TENDER REFERENCE  
SLAF/PUB/18/ 2010/TB**

# **PAPER ADVERTISEMENT**

## **VOLUME – 1**

### **SECTION I**

**AF LOGO**

INVITATION FOR BIDS

SRI LANKA AIR FORCE

**TENDER FOR PURCHASING, CIVIL ENGINEERING CONSTRUCTIONS AND ANNUAL RATE RUNNING BASIS FOR RETREADING OF VEHICLE TYRES AND LAUNDRY SERVICES FOR SRI LANKA AIR FORCE**

1. The Chairman, Departmental Procurement Committee of the Sri Lanka Air Force, No.140, Sir Chittampalam A. Gardiner Mawatha, Colombo 02, will receive sealed tenders for the following Purchasing, Civil Engineering Construction and Annual Rate Running Basis of Retreading of Vehicle Tyres & laundry Services for year 2010 and 2011 from the sources, who have fulfilled the eligibility requirements mentioned below;

**Purchasing**

Tender No	Item Description	D of Qty	Qty	Date and Time of Tender Closing/Opening
SLAF/PUB/18/10	Dot Matrix Printer	Each	30	07 <sup>th</sup> Sep 2010 at 10 30 hrs
SLAF/PUB/19/10	Detector (Metal) H/H metal Detector EOD Eye Goggle C/W spare lenses EOD Helmet C/W Visor De-mining Kit Exploder	Each Each Each Each Each Each	03 05 20 05 15 05	07 <sup>th</sup> Sep 2010 at 10 30 hrs
SLAF/PUB/20/10	Explosive Detector Portable Search Light Mobile Portable High Reach Elevation Flood Light Multi zone Door Frame Metal Detector X-ray Machine (Air port type) Hook and Line set	Each Each Each Each Each Each	02 15 02 02 01 01	07 <sup>th</sup> Sep 2010 at 10 30 hrs
SLAF/PUB/33R/08	Portable 'X' ray machine	Each	03	07 <sup>th</sup> Sep 2010 at 10 30 hrs
SLAF/PUB/21/10	Material Gray Sheeting	Mtr	50000	08 <sup>th</sup> Sep 2010 at 10 30 hrs

Rate Running Basis for Year 2010 & 2011

Tender No	Description	Date and Time of Tender Closing/Opening
SLAF/PUB/17/10	Retreading of Vehicle Tyres	08 <sup>th</sup> Sep 2010 at 10 30 hrs
SLAF/400/20/LUN/B/TB/10	Annual Contract for Laundry Services SLAF Thrikonamadu	08 <sup>th</sup> Sep 2010 at 10 30 hrs

## Civil Engineering Construction

Description	Location	Eligibility Requirement	Date & Time of Tender Closing/Opening
Construction of Proposed Baby Pool and Roof Structure for Existing Pool (SLAF/WT/19/10 /TB)	Defence Service College Malay Street Colombo 02	M-06/C-07 or Above (ICTAD Category) Building	08 <sup>th</sup> Sep 2010 at 11 00 hrs

2. Each set of bidding documents with regard to the above purchases, Construction and Annual Contracts excluding the drawings, in English, may be downloaded by the prospective bidders from the Sri Lanka Air Force web site [www.airforce.lk](http://www.airforce.lk). The said drawings shall be purchased by the prospective bidders on submission of a written application to the Command Procurement Officer, Sri Lanka Air Force, No. 140, Sir Chittampalam A. Gardiner Mawatha, Colombo 02, between 0900 hrs to 1500 hrs on any working day after depositing a non-refundable fee of Rs. 1000/= for each tender (this is applicable for Civil Engineering Construction only), in cash with the Director Finance of the Sri Lanka Air Force.

3. The sealed tenders, in duplicate, downloaded in the form available in the web, shall be addressed to "The Chairman, Departmental Procurement Committee, Sri Lanka Air Force, No.140, Sir Chittampalam A. Gardiner Mawatha, Colombo 02 and may be either dispatched by Registered Post or deposited in the Tender Box, at the Main Guard Room of Sri Lanka Air Force, No 140, Sir Chittampalam A. Gardiner Mawatha, Colombo 02, well before the closing time. Late bids and bids submitted on E-form will not be accepted.

4. The tenders will close on the dates mentioned against each tender in the above schedule at the Sri Lanka Air Force, No. 140, Sir Chittampalam A. Gardiner Mawatha, Colombo 02 and open immediately after the closing of the tenders. Bidders or their authorized representatives will be permitted to be present at the opening of the tender, upon presentation their National Identity Card and letters of authorization from their employer.

5. For further details, please contact the Command Procurement Officer (Tel. 2325468 or 2441044 Extension 23550) or Assistant Command Procurement Officer (Tenders) (Tel. 2441553 or 2441044 Extension 23569), Sri Lanka Air Force, No.140, Sir Chittampalam A. Gardiner Mawatha, Colombo 02. (Fax: 2441553).

**COMMANDER OF THE AIR FORCE**

Air Force Headquarters,  
P.O. Box 1592,  
Colombo 02

# **INSTRUCTIONS TO BIDDERS (ITB)**

## **VOLUME – 1**

## **SECTION II**

# GENERAL

## 1. Scope of Bid

1.1 The Sri Lanka Air Force Departmental Procurement Committee (DPC) issues these Bidding Documents for the supply of **Dot Matrix printers** to Sri Lanka Air Force as specified in Section VI, Price Schedule. The name and identification number of this procurement are specified in the BDS. The name, identification, and number of lots (individual contracts), if any, are provided in the BDS.

1.2 Throughout these Bidding Documents:

- (a) The term “in writing” means communicated in written form by mail (other than electronic mail) or hand delivered with proof of receipt;
- (b) If the context so requires, “singular” means “plural” and vice versa; and
- (c) “Day” means calendar day.

## 2. Source of Funds

2.1 Payments under this contract will be financed by the Government of Democratic Socialist Republic of Sri Lanka (GOSL).

## 3. Ethics, Fraud and Corruption

3.1 The attention of the bidders is drawn to the following guidelines of the Procurement Guidelines published by National Procurement Agency:

- Parties associated with Procurement Actions, namely, suppliers/contractors and officials shall ensure that they maintain strict confidentiality throughout the process;
- Officials shall refrain from receiving any personal gain from any Procurement Action. No gifts or inducement shall be accepted. Suppliers/contractors are liable to be disqualified from the bidding process if found offering any gift or inducement which may have an effect of influencing a decision or impairing the objectivity of an official.

3.2 The Sri Lanka Air Force requires the bidders, suppliers, contractors, and consultants to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy:

- (a) “Corrupt Practice” means the offering, giving, receiving, or , directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;
- (b) “Fraudulent Practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
- (c) “Collusive Practice” means a scheme or arrangement between two or more bidders, with or without the knowledge of the Sri Lanka Air Force to establish bid prices at artificial, noncompetitive levels; and
- (d) “Coercive Practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.

3.3 If the Sri Lanka Air Force found any unethical practices as stipulated under ITB Clause 3.2, the Sri Lanka Air Force will reject a bid, if it is found that a Bidder directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

#### 4. **Eligible Bidders**

4.1 All bidders shall possess legal rights to supply the Goods under this contract.

4.2 All bidders must prove the financial stability to perform this Contract by providing the Bank Statements of the company for a period of past Six (6) months and any details of similar contracts performed recently. For the bidders, who have registered with the Ministry of Defence Public Security Law & Order (MOD) for the current year, this requirement does not exist and in lieu they shall provide a copy of the Registration Letter issued by the MOD.

4.3 A Bidder shall not have a conflict of interest. All bidders found to have conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this bidding process, if they:

(a) are or have been associated in the past, with a firm or any of its affiliates which have been engaged by the Sri Lanka Air Force to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under these Bidding Documents ; or

(b) Submit more than one bid in this bidding process.

4.4 A Bidder that is under a declaration of ineligibility by the National Procurement Agency (NPA), at the date of submission of bids or at the date of contract award, shall be disqualified. The list of debarred firms is available at the website of NPA, [www.npa.gov.lk](http://www.npa.gov.lk) .

**4.5 Foreign Bidders are not allowed to participate in bidding.**

#### 5. **Eligible Goods and Related Services**

5.1 All goods supplied under this contract shall be complied with applicable standards stipulated by the Sri Lanka Standards Institute (SLSI). In the absence of such standards, the Goods supplied shall be complied to other internationally accepted standards.

# CONTENTS OF BIDDING DOCUMENTS

## 6. Sections of Bidding Documents

6.1 The Bidding Documents consist of 2 Volumes, which include all the sections indicated below, and should be read in conjunction with any addendum issued in accordance with ITB Clause 8.

### **Volume 1**

- Section I. Paper Advertisement
- Section II. Instructions to Bidders (ITB)

### **Volume 2**

- Section III. Contract Forms
- Section IV. Bidding Data Sheet (BDS)
- Section V. Bidding Forms
- Section VI. Price Schedule
- Section VII. Technical Specifications

6.2 The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Documents may result in the rejection of the bid.

## 7. Clarification of Bidding Documents

7.1 An eligible Bidder as per ITB Clause 4.0 requiring any clarification of the Bidding Documents including the restrictiveness of specifications shall contact the Sri Lanka Air Force in writing at the Sri Lanka Air Force's address specified in the BDS. **The Sri Lanka Air Force will respond in writing to any request for clarification to the respective bidder and post such clarification on the Sri Lanka Air Force website (<http://www.airforce.lk/>). Such clarifications shall be made prior to Ten (10) days to deadline for submission of bids.** Should the Sri Lanka Air Force deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so by publishing on the Sri Lanka Air Force web (<http://www.airforce.lk/>) following the procedure under ITB Clause 8.

## 8. Amendment of Bidding Documents

8.1 At any time prior to the deadline for submission of bids, the Sri Lanka Air Force may amend the Bidding Documents by publishing an addendum in the Sri Lanka Air Force Website (<http://www.airforce.lk/>). As such, **all prospective bidders shall refer to the Sri Lanka Air Force website (<http://www.airforce.lk/>) on frequent manner until the deadline of submission of bids** to make the bid in fully compliance to any new requirement given in any such addendum.

8.2 Any addendum issued by the Sri Lanka Air Force shall be part of the Bidding Documents and non compliance of bids to any such addendum may cause to reject the bids at sole discretion of the Sri Lanka Air Force.

8.3 To give eligible Bidders reasonable time in which to take an addendum into account in preparing their bids, the Sri Lanka Air Force may, at its discretion, extend

the deadline for the submission of bids by posting such extension on the Sri Lanka Air Force website (<http://www.airforce.lk/>), pursuant to ITB Sub-Clause 25.2.

## **PREPARATION OF BIDS**

### **9. Preparation of Bid**

9.1 All eligible bidders shall download a copy of this Bidding Document from the Sri Lanka Air Force website (<http://www.airforce.lk/>) and prices are required to be indicated in Section VI. Price Schedule. The sealed tenders, in duplicate, shall be addressed to “The Chairman Departmental Procurement Committee (DPC) Sri Lanka Air Force, No 140, Sir Chittampalam A. Gardiner Mawatha, Colombo 02 and may be either dispatched by Registered Post or deposited in the Tender Box, at the Main Guard Room of Sri Lanka Air Force, No 140, Sir Chittampalam A. Gardiner Mawatha Colombo 02, well before the closing time. **No late bids and bids submitted in E-form will be accepted.**

9.2 The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Sri Lanka Air Force shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### **10. Language of Bid**

10.1 The Bid, as well as all correspondence and documents relating to the Bid (including supporting documents and printed literature) exchanged by the Bidder and the Sri Lanka Air Force, shall be written in English language.

### **11. Documents Comprising the Bid**

11.1 The Bid shall comprise the following:

- (a) Bid Submission Form and the applicable Price Schedules, in accordance with ITB Clauses 12, 14, and 15;
- (b) Bid Security in accordance with ITB Clause 19;
- (c) Documentary evidence in accordance with ITB Clause 34, that the Goods and Related Services conform to the Bidding Documents;
- (d) The offer shall be submitted with original Catalogues, sketches, diagrams, brochures, warranty certificates and technical details.
- (e) Any other document required in the BDS.

### **12. Bid Submission Form and Price Schedules**

12.1 **The Bidder shall submit the Bid Submission Form using the form furnished in Section V, Bidding Forms.** This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.

### **13. Alternative Bids**

**13.1 Alternative bids shall not be considered. Any additional offers shall accompany a separate Bid Bond. If not the bid will be rejected.**

14. **Bid Prices and Discounts**

14.1 The Bidder shall indicate on the Price Schedule provided in Section VI the unit prices and total bid prices of the Goods it proposes to supply under the Contract. [The delivery destination shall always be Supply & Maintenance Depot Sri Lanka Air Force Base Katunayake unless specified otherwise in the BDS.](#)

14.2 Any discount offered against any single item in the price schedule shall be included in the unit price of the item. However, a Bidder wishes to offer discount as a lot the bidder may do so by indicating such amounts appropriately.

14.3 If so indicated in ITB Sub-Clause 1.1, bids are being invited for individual contracts (lots) or for any combination of contracts (packages). Unless otherwise indicated in the BDS, prices quoted shall correspond to 100 % of the items specified for each lot and to 100% of the quantities specified for each item of a lot. Bidders wishing to offer any price reduction (discount) for the award of more than one Contract shall specify the applicable price reduction separately.

14.4 (i) Prices indicated on the Price Schedule shall include all duties and sales and other taxes already paid or payable by the Supplier:

(a) On components and raw material used in the manufacture or assembly of goods quoted; or

(b) On the previously imported goods of foreign origin

(ii) It is essential that the Unit Prices of the Article or Services be inclusive of NBT Tax, if applicable. However, VAT shall not be included in the price but shall be indicated separately as given in Price Schedule, Section VI;

(iii) The price for inland transportation, insurance and other related services to deliver the goods to their final destination;

(iv) The price of other incidental services

14.5 The Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and rejected, pursuant to ITB Clause 36.

14.6 All lots, if any, and items must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items.

15. **Currencies of Bid**

**15.1 The Bidder shall quote in Sri Lankan Rupees and payment shall be payable only in Sri Lanka Rupees.**

16. **Documents Establishing the Eligibility of the Bidder**

16.1 To establish their eligibility in accordance with ITB Clause 4, Bidders shall complete the Bid Submission Form, included in Section V, Bidding Forms.

17. **Documents Establishing the Conformity of the Goods and Related Services**

17.1 To establish the conformity of the Goods and Related Services to the Bidding Documents, the Bidder shall furnish as part of its Bid the documentary evidence that the Goods conform to the technical specifications and standards specified in Section VI, Price Schedule.

17.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description (given in Section VII, Technical Specifications) of the essential technical and performance characteristics of the Goods and Related Services, demonstrating substantial responsiveness of the Goods and Related Services to the technical specification, and if applicable, a statement of deviations and exceptions to the provisions of the Price Schedule.

17.3 The Bidder shall also furnish a list giving full particulars, including quantities, available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period if specified in the BDS following commencement of the use of the Goods by the Sri Lanka Air Force.

18. **Period of Validity of Bids**

**18.1 Bids shall remain valid until the date specified in the BDS. A bid valid for a shorter date shall be rejected by the Sri Lanka Air Force as non responsive.**

18.2 In exceptional circumstances, prior to the expiration of the bid validity date, the Sri Lanka Air Force may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. If a Bid Security is requested in accordance with ITB Clause 19, it shall also be extended for a corresponding period. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request shall not be required or permitted to modify its bid.

19. **Bid Security**

19.1 The Bidder shall furnish as part of its bid, a Bid Security, as specified in the BDS.

19.2 The Bid Security shall be in the amount specified in the BDS and denominated in Sri Lanka Rupees, and shall:

- (a) At the bidder's option, be in the form of either a bank draft, a letter of credit, or a bank guarantee from a banking institution;
- (b) Be issued by an institution acceptable to Sri Lanka Air Force. The acceptable institutes are published in the NPA website, [www.npa.gov.lk](http://www.npa.gov.lk).
- (c) Be substantially in accordance with the form included in Section V, Bidding Forms;

- (d) Be payable promptly upon first written demand by the Sri Lanka Air Force in case the conditions listed in ITB Clause 19.5 are invoked;
- (e) Be submitted in its original form; copies will not be accepted;
- (f) Remain valid for the period specified in the BDS.

19.3 Any bid not accompanied by a substantially responsive Bid Security in accordance with ITB Sub-Clause 19.1 and 19.2, may be rejected by the Sri Lanka Air Force as non-responsive.

19.4 The Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder's furnishing of the Performance Security pursuant to ITB Clause 43.

19.5 The Bid Security may be forfeited or the Bid Securing Declaration executed:

- (a) If a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Submission Form, except as provided in ITB Sub- Clause 18.2; or
- (b) If a Bidder does not agreeing to correction of arithmetical errors in pursuant to ITB Sub-Clause 35.3
- (c) If the successful Bidder fails to:
  - (i) Sign the Contract in accordance with ITB Clause 43;
  - (ii) Furnish a Performance Security in accordance with ITB Clause 44.

20. **Format and Signing of Bid**

20.1 The Bidder shall prepare one original of the documents comprising the bid as described in ITB Clause 11 and clearly mark it as "ORIGINAL." In addition, the Bidder shall submit a copy of the bid and clearly mark it as "COPY." In the event of any discrepancy between the original and the copy, the original shall prevail.

20.2 The original and the Copy of the bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder.

20.3 Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.

21. **Quoting of Prices**

21.1 If the Bidders are registered for the purpose of VAT, they should indicate the amount of VAT claimed separately in the price schedule in addition to the net value of the Bid, along with the VAT registration number. Declaration of VAT registration number is a mandatory requirement for determination of Bids and any Bidder who does not declare his/her VAT registration number will be liable for rejection of the Bid. All Bidders who do not pay VAT shall submit the VAT exception letter issued by the Inland Revenue Department along with the bid. It is essential that the Unit Prices of the Article or Services be inclusive of NBT Tax, if applicable.

22. **Unrealistic Rates**

22.1 If unrealistically low rates quoted by a Bidder are found on critical or very important items he will be asked to prove to the satisfaction of the Sri Lanka Air Force Departmental Procurement Committee how he could supply the particular item within that rate, if relevant with a rate analysis also.

22.2 If the Sri Lanka Air Force Departmental Procurement Committee is of the view that the clarifications given are unacceptable and Bidder would fail in performing on those rates the Bid may be rejected. If clarifications are acceptable and Technical Evaluation Committee is satisfied on that evaluation will be continued.

23. **Payment**

23.1 The payment will be effected on receipt and acceptance of Goods by the Sri Lanka Air Force along with duly completed invoice and F666 (Government Contractors Bill) in triplicate. (45 days credit facility is required after receipt of the above document)

24. **Domestic Preference**

24.1 Not applicable.

**SUBMISSION AND OPENING OF BIDS**

25. **Submission, Sealing and Marking of Bids**

25.1 Bidders may always submit their bids by mail or by hand.

(a) Bidders submitting bids by mail or by hand, shall enclose the original and the copy of the Bid in separate sealed envelopes, duly marking the envelopes as "ORIGINAL" and "COPY." These envelopes containing the original and the copy shall then be enclosed in one single envelope.

25.2 The inner and outer envelopes shall:

- (a) Bear the name and address of the Bidder;
- (b) Be addressed to the Sri Lanka Air Force in accordance with ITB Sub Clause 26.1;
- (c) Bear the specific identification of this bidding process as indicated in the BDS; and
- (d) Bear a warning not to open before the time and date for bid opening, in accordance with ITB Sub-Clause 30.1

If all envelopes are not sealed and marked as required, the Sri Lanka Air Force will assume no responsibility for the misplacement or premature opening of the bid.

26. **Deadline for Submission of Bids**

26.1 Bids must be received by the Sri Lanka Air Force at the address and no later than the date and time specified in the BDS.

26.2 The Sri Lanka Air Force may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with ITB Clause 8, in which case all rights and obligations of the Sri Lanka Air Force and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

27. **Late Bids**

27.1 The Sri Lanka Air Force shall not consider any bid that arrives after the deadline for submission of bids, in accordance with ITB Clause 26. Any bid received by the Sri Lanka Air Force after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder.

28. **Withdrawal, and Modification of Bids**

28.1 A Bidder may withdraw, or modify its Bid after it has been submitted by sending a written notice in accordance with ITB Clause 25, duly signed by an authorized representative, and shall include a copy of the authorization in accordance with ITB Sub-Clause 20.2, (except that no copies of the Section I Instructions to Bidders withdrawal notice are required). The corresponding substitution or modification of the bid must accompany the respective written notice. All notices must be:

(a) Submitted in accordance with ITB Clauses 20 and 25 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked “WITHDRAWAL,” or “MODIFICATION;” and

(b) Received by the Sri Lanka Air Force prior to the deadline prescribed for submission of bids, in accordance with ITB Clause 26.

28.2 Bids requested to be withdrawn in accordance with ITB Sub-Clause 28.1 shall be returned to the Bidders only upon notification of contract award to the successful bidder in accordance with sub clause 41.1

28.3 No bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Submission Form or any extension thereof.

29. **Samples**

29.1 If specified at BDS, samples shall be submitted as specified in the BDS along with the details of samples so submitted and handed over to Commander of the Sri Lanka Air Force or to the Officer nominated by the Commander of the Sri Lanka Air Force.

29.2 Under no circumstances shall samples be forwarded by Bidders under registered post to the Sri Lanka Air Force.

29.3 If a Bidder shall make alternative offers as per ITB Clause 13.0, samples shall be submitted in respect of each alternative Offer.

30. **Bid Opening**

30.1 The Sri Lanka Air Force shall conduct the bid opening in public at the address, date and time specified in the BDS.

30.2 First, envelopes marked "WITHDRAWAL" shall be opened and read out and the envelope with the corresponding bid may be opened at the discretion of the Sri Lanka Air Force. No bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at bid opening. Envelopes marked "MODIFICATION" shall be opened and read out permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Bid opening. Only envelopes that are opened and read out at Bid opening shall be considered further.

30.3 All other envelopes shall be opened one at a time, reading out: the name of the Bidder and whether there is a modification; the Bid Prices, including any discounts and alternative offers; the presence of a Bid Security, if required; and any other details as the Sri Lanka Air Force may consider appropriate. Only discounts and alternative offers read out at Bid opening shall be considered for evaluation. No Bid shall be rejected at Bid opening except for late bids, in accordance with ITB Sub Section I Instructions to Bidders Clause 27.1.

30.4 The Sri Lanka Air Force shall prepare a record of the Bid opening that shall include, as a minimum: the name of the Bidder and whether there is a withdrawal, or modification; the Bid Price, per lot if applicable, including any discounts, and the presence or absence of a Bid Security. The bids that were opened shall be resealed in separate envelopes, promptly after the bid opening. The Bidders' representatives who are present shall be requested to sign the attendance sheet. A copy of the record shall be distributed to all Bidders who submitted bids in time.

31. **Default**

31.1 In the event that the Supplier is unable to deliver the Goods within the stipulated period specified in the Bid, a sum amounting to **One percent (01%) of total contract price shall be deducted for every Thirty (30) days of delay and up to a maximum of Five percent (05%) as liquidated damages and not as a penalty.**

31.2 In such an event the Supplier is unable to further remedy the situation and meet his obligations in terms of the Contract within a reasonable time the name of the supplier will be black listed and published in the list of Government defaulting Contractors/Suppliers maintained by the National Procurement Agency on their website.

**EVALUATION AND COMPARISON OF BIDS**

32. **Confidentiality**

32.1 Information relating to the examination, evaluation, comparison, and post-qualification (if applicable) of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until publication of the Contract Award.

32.2 Any effort by a Bidder to influence the Sri Lanka Air Force in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of its Bid.

32.3 Notwithstanding ITB Sub-Clause 32.2, if any Bidder wishes to contact the Sri Lanka Air Force on any matter related to the bidding process, from the time of bid opening to the time of Contract Award, it should do so in writing.

33. **Clarification of Bids**

33.1 To assist in the examination, evaluation, comparison and post-qualification of the bids, the Sri Lanka Air Force may, at its discretion, request any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by the Sri Lanka Air Force shall not be considered for purpose of evaluation. The Sri Lanka Air Force's request for clarification and the response shall be in writing. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Sri Lanka Air Force in the Evaluation of the bids, in accordance with ITB Clause 35.

34. **Responsiveness of Bids**

34.1 The Sri Lanka Air Force determination of a bid's responsiveness is to be based on the contents of the bid itself.

34.2 A substantially responsive Bid is one that conforms to all the terms, conditions, and specifications of the Bidding Documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

- (a) Affects in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; or
- (b) Limits in any substantial way, inconsistent with the Bidding Documents, the Sri Lanka Air Force's rights or the Bidder's obligations under the Contract; or
- (c) If rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids.

34.3 If a bid is not substantially responsive to the Bidding Documents, it shall be rejected by the Sri Lanka Air Force and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

35. **Non-conformities, Errors, and Omissions**

35.1 Provided that a Bid is substantially responsive, the Sri Lanka Air Force may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.

35.2 Provided that a bid is substantially responsive, the Sri Lanka Air Force may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.

35.3 Provided that the Bid is substantially responsive, the Sri Lanka Air Force shall correct arithmetical errors on the following basis:

(a) If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Sri Lanka Air Force there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;

(b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and

(c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount Section I Instructions to Bidders expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

35.4 If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, its Bid shall be disqualified and its Bid Security shall be forfeited.

36. **Preliminary Examination of Bids**

36.1 The Sri Lanka Air Force shall examine the bids to confirm that all documents and technical documentation requested in ITB Clause 11 have been provided, and to determine the completeness of each document submitted.

**36.2 The Sri Lanka Air Force shall confirm that the following documents and information have been provided in the Bid. If any of these documents or information is missing, the Bid shall be rejected.**

(a) **Bid Submission Form, in accordance with ITB Sub- Clause 12.1;**

(b) **Price Schedules, in accordance with ITB Sub-Clause 12;**

(c) **Bid Security, in accordance with ITB Clause 19.**

37. **Examination of Terms and Conditions; Technical Evaluation**

37.1 The Sri Lanka Air Force shall examine the Bid to confirm that all terms and conditions have been accepted by the Bidder without any material deviation or reservation.

37.2 The Sri Lanka Air Force shall evaluate the technical aspects of the Bid submitted in accordance with ITB Clause 17, to confirm that all requirements specified in Section VI, Price Schedule of the Bidding Documents have been met without any material deviation or reservation.

37.3 If, after the examination of the terms and conditions and the technical evaluation, the Sri Lanka Air Force determines that the Bid is not substantially responsive in accordance with ITB Clause 34, the Sri Lanka Air Force shall reject the Bid.

38. **Sri Lanka Air Force Right to Accept Any Bid, and to Reject Any or All Bids**

38.1 The Sri Lanka Air Force reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.

#### **AWARD OF CONTRACT**

39. **Award Criteria**

39.1 The Sri Lanka Air Force shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

40. **Sri Lanka Air Force Right to Vary Quantities at Time of Award**

40.1 At the time the Contract is awarded, the Sri Lanka Air Force reserves the right to increase or decrease the quantity of Goods and Related Services originally specified in Section VI, Price Schedule, provided this does not exceed twenty five percent (25%) or one unit which ever is higher and without any change in the unit prices or other terms and conditions of the bid and the Bidding Documents.

41. **Notification of Award**

41.1 Prior to the expiration of the period of bid validity, the Sri Lanka Air Force shall notify the successful Bidder, in writing, that its Bid has been accepted.

41.2 Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.

41.3 Upon the successful Bidder's furnishing of the signed Contract Form and performance security pursuant to ITB Clause 44, the Sri Lanka Air Force will promptly notify each unsuccessful Bidder and will discharge its bid security, pursuant to ITB Clause 19.4.

42. **Signing of Contract**

42.1 Within Seven (7) days after notification, the Sri Lanka Air Force shall to sign it.

42.2 Within Seven (7) days of receipt of such information, the successful Bidder shall sign the Agreement.

43. **Performance Security**

43.1 Within fourteen (14) days of the receipt of notification of award from the Sri Lanka Air Force, the successful Bidder, if required, shall furnish the Performance Security in accordance with this document, using for that purpose the Performance Security Form included in Section III Contract forms. The Employer shall promptly notify the name of the winning Bidder to each unsuccessful Bidder and discharge the Bid Securities of the unsuccessful bidders pursuant to ITB Sub-Clause 19.4.

43.2 Failure of the successful Bidder to submit the abovementioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security or execution of the Bid- Securing Declaration. In that event the Sri Lanka Air Force may award the Contract to the next

lowest evaluated Bidder, Whose offer is substantially responsive and is determined by the Sri Lanka Air Force to be qualified to perform the Contract satisfactorily.

44. **Subletting**

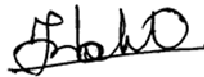
44.1 The Contractor shall not assign or sublet the contract or any part thereof any benefit or interest therein without prior written consent of the Chairman, Sri Lanka Air Force Departmental Procurement Committee.

44.2 The Government reserves to itself the right to refuse or to recognize a Power of Attorney issued by a Contractor to any person authorizing him to carry on the contract on the Contractor's behalf.

45. **Employees and Representatives**

45.1 All employees and representatives of the Bidder must be security cleared and certificates to that effect must be forwarded to the Commander of the Sri Lanka Air force.

45.2 The Commander of the Sri Lanka Air Force may for reasons which appear to him sufficient, give notice of his objection in writing to the employment by the Contractor or any person specified in such notice, and no such person shall thereafter be employed by the Contractor.



**RN THILAKASINGHE**  
**Gp Capt**  
**Actg. CPO**

Date: 10.08.2010

# **CONTRACT FORMS**

## **VOLUME – 2**

### **SECTION III**

## SPECIMEN FORM OF BID SECURITY

By this Bond we ..... (hereinafter called "the Bidder") and We (name of bank) whose registered office is at ..... (hereinafter called "the Surety") are held and firmly bound unto ..... (hereinafter called "the Authority") in the sum of ..... for the payment of which sum the Bid and the Surety bind themselves their successors and assigns jointly and severally by these presents.

Whereas the Authority has invited the Bidder and other persons to complete Bids in similar for the construction/supply and installation of ..... and works associated therewith (hereinafter called "the Works") and to submit the same for the consideration of the Authority, and the Bidder proposes to submit to the Authority a Bid (hereinafter called "the Bid") in accordance with such invitation, the Bond shall provide security to the Authority that the Bidder will honor certain obligation to be undertaken by him in the Bid in accordance with the following conditions.

### **Now the Conditions of this Bond are :**

- (1) that it shall remain in full force and effect until the earliest of
  - (a) (date), being ( ) days from (submission date), Bid guarantee No..... the date stipulated by the Authority for the submission of Bids, or any prolongation of such date above notified to the Authority by the Bidder and the Surety in writing;
  - (b) in the event of acceptance of the Bid by the Authority, the date upon which the Bidder provides a performance security to the Authority in accordance with the terms of the contract thereby made between them, or
  - (c) in the event of acceptance by the Authority of a Bid for the Works from a third party, the date upon which such third party provides the relevant performance security.
- (2) Subject to this Bond being in full force and effect, the Surety shall pay the full amount specified in this Bond upon receipt of first written demand from the Authority stating that.
  - (a) The Bidder has withdrawn his Bid during the validity of this Bond, or
  - (b) Bidder has not accept the correction to errors in accordance with the Instructions to Bidders.
  - (c) The Bidder has failed to provide a performance security to the Authority in accordance with the terms of the contract between them upon acceptance of the Bid.

No alteration in the terms of the Bid, nor any forbearance or forgiveness in or in respect of any matter or thing concerning the Bid on the part of the Authority, or any objection from the Bidder shall in any way release the Surety from any liability under this Bond.

The benefit of this Bond shall not be assignable by the Authority and upon its ceasing to be in full force and effect the Authority shall return the same to be Bidder.

This Bond shall be governed by the laws of Sri Lanka. I executed as a Deed this ( ) day of ( ) 200.....

For and on behalf of the Bidder .....  
.....

Signed by .....

In the capacity of .....

and by .....

In the capacity of .....

Seal (where applicable)

For and behalf of the Surety

Signed by .....

In the capacity of .....

and by.....

In the capacity of .....

Seal (where applicable)

**SPECIMEN FORM OF PERFORMANCE BANK GUARANTEE**  
**(UN CONDITIONAL)**

BOND NUMBER : ..... DATE: .....

SUM GUARANTEED: .....

To : The Commander of the Air Force, No 140, Sir Chittampalam A. Gardiner Mawatha, Colombo 02.

Whereas..... (name and address of CONTRACTOR) [hereafter called "the CONTRACTOR"] has undertaken, in pursuance of contract No..... dated.....to execute.....(name of contract)[hereafter called "the contract"];

And whereas it has been stipulated by you in the said Contract shall furnish you with a **Bank Guarantee** by a recognized **Bank** for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

And whereas we have agreed to give the CONTRACTOR such a **Bank Guarantee**;

Now therefore we hereby affirm that we are the Guarantor and responsible to you, on behalf of the CONTRACTOR, up to a total of..... (Amount of Guarantee)..... (Amount in words), such sum being payable, in the types and proportions of currencies in which the contract price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of ..... (Amount of Guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the CONTRACTOR before presenting us with the demand.

The guarantee shall expires, no later than the ..... day to ..... (28 days beyond the scheduled contract completion dale) and any demand for payment under it must be received by us at this office on or berate that date

Signature and the Seal of the Guarantor: .....

Name of the Bank : .....

Address : .....

Date : .....

Witness : .....

# **BIDDING DATA SHEET (BDS)**

## **VOLUME – 2**

### **SECTION IV**

ITB Clause Reference	<b>A. General</b>
<b>ITB 1.1</b>	The purchaser is Sri Lanka Air Force of Democratic Socialist Republic of Sri Lanka.
<b>ITB 1.1</b>	The identification number of the Contract is <b>SLAF/PUB/18/TB/2010</b> .
<b>ITB 2.1</b>	The source of funding is Government of Democratic Socialist Republic of Sri Lanka (GOSL).
<b>ITB 4.5</b>	Foreign bidders are not allowed to participate in bidding
<b>B. Preparation and submission of Bidding Document</b>	
<b>ITB 9.1</b>	Address; No 140, Sir Chittampalam A. Gardiner Mawatha, Colombo 02. The Bids shall be submitted on this tender form which is posted by the Sri Lanka Air Force on its website <a href="http://www.airforce.lk/">http://www.airforce.lk/</a> in duplicate to the above address on or before Date; <b>07/09/2010</b> Time; <b>1030</b> hrs. No bid submitted in E-form will be accepted.
<b>C. Contents of Bidding Documents</b>	
<b>ITB 7.1</b>	For clarification purposes the Sri Lanka Air Force's address is: Attention; Command Procurement Officer Address; No 140, Sir Chittampalam A. Gardiner Mawatha, Colombo 02. Telephone; 0112-441553 Facsimile Number; 0112- 2347694
<b>D. Preparation of BIDS</b>	
<b>ITB 11.1(e)<sup>8</sup></b>	The Bidder shall submit the following additional documents: The offer shall be submitted with original Catalogues, sketches, diagrams, brochures, warranty certificates and technical details. <b>SLS, ISO 9000</b> are to be provided.
<b>ITB 14.3(e)<sup>9</sup></b>	The bidders shall quote in the annexes at Section VI, in respect of items listed therein for delivery to Sri Lanka Air Force Base Katunayake.
<b>ITB 15.1<sup>10</sup></b>	The offers shall be made in Sri Lankan Rupees.
<b>ITB 18. 1<sup>12</sup></b>	The Bid shall be valid until <b>05/01/ 2011</b> .
<b>ITB 18. 1</b>	(a) Bid shall include a Bid Security (issued by bank or surety) included in Section V Bidding Forms;
<b>ITB 19. 2 (c)</b>	The amount and validity of the Bid Security shall be a. Bid Bond – <b>Rs. 14,000.00</b> b. The validity period of the Bid Bond shall be <b>120</b> days.
<b>ITB 29</b>	<b>Samples shall be submitted as per the specifications along with the offer.</b>
<b>E. Submission and Opening of Bids</b>	
<b>ITB 25.2</b>	The inner and outer envelopes shall bear the following identification marks along with the date of opening; Tender No; <b>SLAF/PUB/18/TB/2010</b> Date; <b>07/09/2010</b>
<b>ITB 26. 1</b>	For bid submission purposes, the Sri Lanka Air Force's address is: Attention: Command Procurement Officer Address: No 140, Sir Chittampalam A. Gardiner Mawatha, Colombo 02. The deadline for the submission of bid is at <b>10 30</b> hrs on <b>07/09/2010</b> .
<b>ITB 30.1</b>	The bid opening shall take place at; Address: No 140, Sir Chittampalam A. Gardiner Mawatha, Colombo 02. Date; <b>07/09/2010</b> . Time; <b>10 30</b> hrs

# **BID SUBMISSION FORM**

## **VOLUME – 2**

### **SECTION V**

## **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: The Commander of the Sri Lanka Air Force

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];
- (b) We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Price Schedule the following Goods and Related Services Supply of Fast Moving Hardware Items to Sri Lanka Air Force.
- (c) The total price of our Bid without VAT, including any discounts offered is: [insert the total bid price in words and figures];
- (d) The total price of our Bid including VAT, and any discounts offered is: [insert the total bid price in words and figures];
- (e) Our bid shall be valid for the period of time specified in ITB Sub-Clause 18.1, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 26.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) If our bid is accepted, we commit to obtain a performance security in accordance with ITB Clause 44 for the due performance of the Contract;
- (g) We have no conflict of interest in accordance with ITB Sub-Clause 4.3;
- (h) 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: [insert signature of person whose name and capacity are shown]  
In the capacity of [insert legal capacity of person signing the Bid Submission Form]

Name: [insert complete name of person signing the Bid Submission Form]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

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

## Bid Guarantee

[this Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]

----- [insert issuing agency's name, and address of issuing branch or office] -----  
-----

**\*Beneficiary:** ----- [The Commander of the Sri Lanka Air Force, No 140, Sir Chittampalam A. Gardiner Mawatha , Colombo 02.]

**Date:** ----- [insert (by issuing agency) date]

**BID GUARANTEE No.:** ----- [insert (by issuing agency) number]

We have been informed that ----- [insert (by issuing agency) name of the Bidder; if a joint venture, list complete legal names of partners] (hereinafter called "the Bidder") has submitted to you its bid dated ----- [insert (by issuing agency) date](hereinafter called "the Bid") for the supply of [insert name of Supplier] under Invitation for Bids No. ----- [insert IFB number] ("the IFB").

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the Bidder, we ----- [insert name of issuing agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ---- ----- [insert amount in figures] ----- [insert amount in words]) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB"); or
- (c) having been notified of the acceptance of its Bid by the Sri Lanka Air Force during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

This Guarantee shall expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder; or (b) if the Bidder is 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, otherwise it will remain in force up to ----- (insert date)

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date. \_\_\_\_\_

[signature(s) of authorized representative(s) ]

# **PRICE SCHEDULE**

## **VOLUME – 2**

### **SECTION VI**

**TENDER FOR THE PURCHASE OF DOT MATRIX PRINTERS**  
**FOR THE SRI LANKA AIR FORCE**

S/No	DESCRIPTION	D of Qty	Qty	Year 2010		
				Unit Price (Rs)	12% VAT (Rs)	Unit Price with 12% VAT (Rs)
1	Dot Matrix Printers (P/No 7030001020)	EA	30			

**IMPORTANT**

- \* Please refer to **ITB 14 and 21** prior to indicate the prices.
- \* The price schedule shall be authenticated by the bidder.
- \* The bidder shall ensure that all the details provided herein are 100% accurate.
- \* It is mandatory that the unit price of the article or service be inclusive of NBT Tax, if applicable. Based on that, VAT shall be indicated on the price which includes NBT.
- \* The prices given above shall be valid as specified in BDS and may be negotiated by the Sri Lanka Air Force for a price reduction prior to award.
- \* Please fill the details requested overleaf;

Brand Name	
Country of Origin	
Telephone/ Fax	
VAT Reg. No	
Validity of Offers	
Delivery Period	
Warranty Period	

**Address and Contact details of the bidder:**

**Name & Address:**

**Name:** .....

**Address:**.....

.....

**Tel:**...../...../.....

**Fax:** .....      **Email.** .....

**Date** .....      **Signature of Bidder** .....

Affix Company Rubber Seal

# **TECHNICAL SPECIFICATIONS**

## **VOLUME – 2**

### **SECTION VI**

The purpose of the Technical Specifications (TS), is to define the technical characteristics of the Goods and Related Services required by the Sri Lanka Air Force. The Bidder shall provide the bid in compliance to the Technical Specifications, attached given below with confirmation of conformity of bid to the laid down specifications.

**SPECIFICATION – 80 COLUMNS DOTMATRIX PRINTER (A4)**

<b>FEATURE DESCRIPTION</b>	<b>REQUIREMENT</b>
Manufacturer	Specify
Model	a. The year of introduction and current market status of the offered model should be specified. b. The supplier is required to submit a letter from the manufacturer guaranteeing the availability of the same model for at least 3 years from the date of purchase.
Country of Origin	Specify
Printer Type	Impact Dot matrix Letter Quality
Number of Pins	24 pins
Printing Width	80 columns
Print Direction	Bi-directional
Buffer Memory	Minimum 64 Kb
Minimum Print Speed	300cps or higher at 12 cpi
Paper Feeding	Friction Feed Push Tractor Feed Push Pull Tractor Feed Pull Tractor Feed
Paper Size	Width-approximately 4” to 10”
Interface	IEEE 1280-Bi-directional parallel Interface
Input Voltage	230V
Printer Limitation	Supplier to state any limitation on Continuous printing
Warranty	Standard One Year or more
Warranty Replacement	During the warranty period the supplier is required to repair the unserviceable printer within 07 days of it being handed over to the supplier. If the printer cannot be repaired within 07 days the supplier is required to provide a suitable replacement.
Warranty for Repairs	The supplier shall provide a three month warranty for the printers repaired at the supplier’s workshop, after the warranty period. Such warranty shall cover any defect of the spares replaced during the repair.
Maintenance Agreement	The supplier is required to propose a maintenance plan for Printers after the completion of warranty period. Terms and conditions related to the Maintenance Agreement are to be submitted for evaluation.
Drivers / Manuals	Windows XP, Windows Vista Drivers & manuals to be provided.

Consumables	<p>a. Following details are required</p> <p>i. Cost of Ribbon</p> <p>ii Length of the ribbon</p> <p>iii. Ribbon Usage (characters per ribbon)</p> <p>iv Cost per A4 size paper</p> <p>b. The life of printer head is to be specified</p> <p>c. Any other consumable or spares that require regular replacement are to state along with their cost and the frequency of replacement.</p>
Printer Ribbons	Supplier should provide 03 additional printer ribbons with each printer
Spares	<p>a. The supplier shall guarantee the availability of spares for at least five (05) years, including the warranty period, from the date of acceptance of these printers.</p> <p>b. The supplier should agree to supply all spares that are required by the SLAF for the maintenance of these printers, without any limitations/conditions.</p> <p>c. In the event the supplier fails to supply the necessary spare parts, a suitable replacement is to be provided.</p>
Cost of Spares	<p>Supplier to state the cost of following spares</p> <p>a. Printer head</p> <p>b. Power supply</p> <p>c. Mother board</p> <p>d. Paper Feeding sensor Mechanism</p>
Technical Documents	<p>The supplier is required to provide following;</p> <p>a. Technical Manual with component level circuit diagrams to enable SLAF to carry out servicing at component level.</p> <p>b. Spare parts catalogue to enable SLAF to order spares.</p>
Maintenance Facility	The supplier should be equipped with workshop facility and qualified technical staff to provide the necessary technical maintenance support for these printers.
Repairs on Credit Basis	The supplier is required to provide credit facilities to the SLAF for all repairs carried out on these printers when these have to be repaired at the supplier's workshop facility.
Quality Standards	The supplier is to state the standards of quality awarded for the offered product in respect of manufacturer.
Training	Complete training on the maintenance of the Printer should be provided to at least 06 IT Technicians in Colombo. The supplier is to specify the type of training and its duration.
Delivery	To be stated by the supplier. Preference will be given to those with shorter delivery periods.
Sample for Evaluation	The supplier is required to submit a sample of the offered product. This sample should be identical to the offered product. Offers without a sample will be rejected.

Compliance certificate	A point by point compliant certificate covering all the specifications is to be provided for evaluation.
Documents for Evaluation	Following should be provided for evaluation
	a. Letter of authentication from the manufacturer stating the authorization for the sale of offered model.
	b. Complete technical specifications in original print
	c. Letter from the manufacturer stating that the offered model will be available for the next three years from the date of purchase.
	d. Warranty terms and conditions.
	e. Letter on availability of spares for a period of 5 years.
	f. Information on the Quality Standards.
	Please note that offers without any of the above documents will be treated as inadequate offers which will be liable for rejection.