



THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA

MINISTRY OF PLANTATION AND COMMUNITY

INFRASTRUCTURE

RUBBER RESEARCH INSTITUTE OF SRI LANKA

STANDARD BIDDING DOCUMENT
[NATIONAL COMPETITIVE BIDDING]

**SUPPLY, INSTALLATION, SERVICE AND
MAINTANANCE OF BRAND NEW AND BRANDED
PRINTERS**

RRISL/PRO/CAPITAL/AVIT/2025 (29)

PROCUREMENT NOTICE**Supply, Installation, Service and Maintenance of Brand New and Branded Printers**

Bids are hereby invited from reputed Dealers/ Importers/ Suppliers/ Agents for supply, installation, service and maintenance of branded and brand new;

- | | |
|-----------------------------------------|----|
| 1. Auto Duplex Laser Printer | 04 |
| 2. Multifunction Laser Printer (4 in 1) | 02 |

Sealed bids furnishing the information required **in the attached standard Bidding document** should reach the Chairman, Department Procurement Committee, Rubber Research Institute of Sri Lanka, Dartonfield, Agalawatta under registered cover, courier service or should be placed into the tender box available in the Dartonfield Head Office, Agalawatte. **Otherwise, they will be rejected.**

The envelope containing the Bid should bear the words **“SUPPLY, INSTALLATION, SERVICE AND MAINTENANCE OF BRAND NEW AND BRANDED PRINTERS”** in its top left corner. **Bids will be closed at 10.30 am on 08.10.2025** and they will be opened immediately after the closing time on the same day at Dartonfield, Agalawatte. The decision of the Procurement Committee will be final and definite. Bidders or their authorized representatives will be permitted to be present at the time of opening of bids.

Chairman
Department Procurement Committee
Rubber Research Institute of Sri Lanka
Dartomfield, Agalawatta
Tp 034-2247426

Section I. Instructions to Vendors(ITV)

A: General	
1. Scope of Bid	1.1 The Purchaser named in the Data Sheet invites you to submit a quotation for the supply of Goods as specified in Section III Schedule of Requirements. Upon receipt of this invitation you are requested to acknowledge the receipt of this invitation and your intention to submit a quotation. The Purchaser may not consider you for inviting quotations in the future, if you failed to acknowledge the receipt of this invitation or not submitting a quotation after expressing the intention as above.
B: Contents of Documents	
2. Contents of Documents	<p>2.1 The documents consist of the Sections indicated below.</p> <ul style="list-style-type: none"> ➤ Section I. Instructions to Vendors(ITV) ➤ Section II. Data Sheet ➤ Section III. Schedule of Requirements ➤ Section IV. Technical Specifications & Compliance with Specifications ➤ Section V. Quotation submission Form(s)
C: Preparation of Quotation	
3. Documents Comprising your Quotation	<p>3.1 The Quotation shall comprise the following:</p> <ul style="list-style-type: none"> (a) Quotation Submission Form and the Price Schedules; (b) Technical Specifications & Compliance with Specifications
4. Quotation Submission Form and Price Schedules	<p>4.1 The vendor shall submit the Quotation Submission Form using the form furnished in Section V. 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.</p> <p>4.2 Alternative offers shall not be considered. The vendors are advised not to quote different options for the same item but furnish the most competitive among the options available to the bidder.</p>
5. Prices and Discounts	<p>5.1 Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules.</p> <p>5.2 The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered.</p>

	<p>5.3 The applicable VAT shall be indicated separately.</p> <p>5.4 Prices quoted by the vendor shall be fixed during the vendor's performance of the Contract and not subject to variation on any account. A Quotation submitted with an adjustable price shall be treated as non-responsive and may be rejected.</p>
6. Currency	6.1 The vendors shall quote only in Sri Lanka Rupees.
7. Documents to Establish the Conformity of the Goods	<p>7.1 The vendor shall furnish as part of its quotation the documentary evidence that the Goods conform to the technical specifications and standards specified in Section IV, "Technical Specifications & Compliance with Specifications".</p> <p>7.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods, demonstrating substantial responsiveness of the Goods to the technical specifications, and if applicable, a statement of deviations and exceptions to the provisions of the Technical Specifications given.</p> <p>7.3 If stated in the Data Sheet the vendor shall submit a certificate from the manufacturer to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in Sri Lanka.</p>
8. Period of Validity of quotation	8.1 Quotations shall remain valid for the period of sixty (60) days after the quotation submission deadline date.
9. Format and Signing of Quotation	9.1 The quotation shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the vendor.
D: Submission and Opening of Quotation	
10. Submission of Quotation	<p>10.1 Vendors may submit their quotations by registered post, courier service or by hand in sealed envelopes addressed to the Purchaser bear the specific identification of the contract number.</p> <p>10.2 If the quotation is not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the quotation.</p>
11. Deadline for Submission of Quotation	11.1 Quotation must be received by the Purchaser at the address set out in Section II, "Data Sheet", and no later than the date and time as specified in the Data Sheet.
12. Late Quotations	12.1 The Purchaser shall reject any quotation that arrives after the deadline for submission of quotations, in accordance with ITV Clause 11.1 above.

13. Opening of Quotations	<p>13.1 The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet.</p> <p>13.2 A representative of the bidders may be present and mark its attendance.</p>
E: Evaluation and Comparison of Quotation	
14. Clarifications	<p>14.1 To assist in the examination, evaluation and comparison of the quotations, the Purchaser may, at its discretion, ask any vendor for a clarification of its quotation. Any clarification submitted by a vendor in respect to its quotation which is not in response to a request by the Purchaser shall not be considered.</p> <p>14.2 The Purchaser's request for clarification and the response shall be in writing.</p>
15. Responsiveness of Quotations	<p>15.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received.</p> <p>15.2 If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.</p>
16. Evaluation of quotation	<p>16.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.</p> <p>16.2 To evaluate a quotation, the Purchaser may consider the following:</p> <ul style="list-style-type: none"> (a) the Price as quoted; (b) price adjustment for correction of arithmetical errors; (c) price adjustment due to discounts offered. <p>16.3 The Purchaser's evaluation of a quotation may require the consideration of other factors, in addition to the Price quoted if stated in Section II, Data Sheet. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods.</p>
17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations	<p>17.1 The Purchaser reserves the right to accept or reject any quotation, and to annul the process and reject all quotations at any time prior to acceptance, without thereby incurring any liability to bidders.</p>

F: Award of Contract	
18. Acceptance of the Quotation	18.1 The Purchaser will accept the quotation of the vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.
19. Notification of Acceptance	19.1 Prior to the expiration of the period of validity of quotation, the Purchaser will notify the successful vendor, in writing, that its quotation has been accepted.
G: Corrections to Documents	
20. Acceptance of the Quotation	20.1 Erroneous figures must be struck off by a single line and the correct figure must be written and clearly initialed. All alternations and adjustments must be authenticated. Correction ink shall not be used. Otherwise, the quotations are liable to be treated as invalid and therefore rejected.
H: Qualification Criteria	
21. Required Qualifications for Vendor (written verifications should be attached)	<p>21.1 Vendor should be registered under business names ordinance, partnership act or under company act of Sri Lanka.</p> <p>21.2 Vendor should have a recent ten (10) year experience in supplying Printers for government organizations or/and reputed private companies.</p> <p>21.3 vendor should have at least five (05) years of recent experience in supplying printers of the quoted brand to a minimum of three (03) government organizations and/or reputed private companies.</p> <p>21.3 Vendor should be an authorized Sri Lankan agent / dealer of the said equipment manufacturer or the manufacturer himself.</p>

Section II: Data Sheet

ITV Clause Reference	Description
1.1	The Purchaser is: Director Rubber Research Institute of Sri Lanka, Dartonfield, Agalawatta
5.1	If the bidder is allowed to quote for less than the all the items specified, indicate the details. Bids will be evaluate separately.
7.3	Manufacture's Authorization is required.
11.1	Address for submission of Quotations is <u>Chairman, Department Procurement Committee, Rubber Research Institute of Sri Lanka, Dartonfield, Agalawatta</u> Deadline for submission of quotations is 08/10/2025
13	The quotations shall be opened at the following address: <u>Procurement Unit, Rubber Research Institute of Sri Lanka, Dartonfield, Agalawatta.</u>
15.1	The method and condition of payment to be made to the supplier under this contract shall be as follows; A. Payment shall be made in Sri Lankan Rupees (SLR) within thirty (30) days of presentation of claim supported by a certificate from the Purchaser (RRISL) declaring that the Goods have been delivered, successfully installed, functioning properly and that all other contracted Services have been performed.
16	Other factors that will be considered for evaluation are; <ul style="list-style-type: none"> ➤ Strictly Qualified as per the Qualification Criteria ➤ Compatible with Specifications ➤ After Sales Services / Maintenance ➤ Life Cycle Cost (initial cost, running cost, maintenance cost and disposal cost) ➤ Delivery, Installation, Commissioning, Testing and Training

Section III: Schedule of Requirements

Line Item No	Description of Goods	Quantity	Final Destination	Transportation, and any other services	Delivery Date	
					Latest Delivery Date	Bidder's offered Delivery date <i>[to be provided by the bidder]</i>
<i>[insert item No]</i>	<i>[insert description of Goods]</i>	<i>[insert quantity of item to be supplied]</i>	<i>[insert place of Delivery]</i>	<i>[loading, transportation, unloading, installation, testing and any other applicable charges]</i>	<i>[insert the number of days following the date of issuing Purchase Order]</i>	<i>[insert the number of days following the date of issuing Purchase Order]</i>
01	Auto Duplex Laser Printer AD – 01 RT – 01 Procurement - 01 EST- 01	04 Nos.	Dartonfield, Agalawatta. – 03 Nos. Thelawala Rd, Rathmalana – 01 No.			
02	Multifunction Laser Printer (4 in 1) BO – 01 Admin – 01	02 Nos.	Dartonfield Agalawatta. – 02 Nos.			

Section IV: Technical Specification & Compliance

Auto Duplex Laser Printer

Requested Specification		Bidders' response		Quoted Specification
		Yes	No	
Make	Should be Internationally Reputed Brand Please Specify			
Model	Please Specify			
Country of Origin	Please Specify			
Country of Manufacture	Please Specify			
Year of Manufacture	Please Specify			
Printing Method	Monochrome Laser Beam Printing			
Print Speed	A4 - 29ppm			
	Letter – 30ppm			
	2-Sided – 18ppm (A4) 19 ppm (Letter)			
Print Resolution	600 x 600 dpi			
Print Quality with Image Refinement Technology	2,400 (equivalent) x 600 dpi			
Duplex Printing	Auto Duplex Print			
Input Tray Capacity (Plain Paper)	150 Sheets			
Output Tray Capacity (Plain Paper)	100 Sheets			
Paper size	A4, A5, A6, B5, Letter, Legal, Foolscap, Postcard, Envelop, Custom (up to 216mm x 356mm)			
Paper Type	Plain Paper, Letterhead, Recycled Paper, Label, Postcard, Envelope			
Interface	USB, 10/100 Ethernet, Wi-Fi			
Compatible Operating Systems	Windows 10, Windows 11			
Software	Printer Driver, Toner Status			
Device Memory	256 MB			
Power Requirement	AC 220-240V, 50/60Hz			
Toner Cartridge Yield	Please Specify			
Toner Cartridge Price	Please Specify			
Drum Yield	Please Specify			

Drum Price	Please Specify			
Cost per page	Please Specify			
Certificates	Vendor should be registered under business names ordinance, partnership act or under company act of Sri Lanka.			
	Vendor should be an authorized Sri Lankan agent / dealer of quoted brand. Manufacturer Authorization Letter should be provided			
Vendor Experience	Vendor should have a recent ten (10) year experience in supplying Printers for government organizations or/and reputed private companies. (Proof should be attached).			
	vendor should have at least five (05) years of recent experience in supplying printers of the quoted brand to a minimum of three (03) government organizations and/or reputed private companies. (Proof should be attached).			
Manufacturer Experience	Principal manufacturer Should have minimum ten (10) year experience in manufacturing the quoted product (Should be worldwide recognized brand).			
Warranty	Three (03) Years Comprehensive <u>Onsite</u> Warranty			

Multifunction Laser Printer

Requested Specification		Bidders' response		Quoted Specification
		Yes	No	
Make	Should be Internationally Reputed Brand Please Specify			
Model	Please Specify			
Country of Origin	Please Specify			
Country of Manufacture	Please Specify			
Year of Manufacture	Please Specify			
Print				
Printing Method	Monochrome Laser Beam Printing			
Print Speed	A4 - 29ppm			
	Letter – 30ppm			
	2-Sided – 18ppm (A4) 19 ppm (Letter)			
Print Resolution	600 x 600 dpi			
Print Quality with Image Refinement Technology	2,400 (equivalent) x 600 dpi			
Duplex Printing	Auto Duplex Print			
Copy				
Copy Speed - A4	29 ppm			
Copy Resolution	600 x 600 dpi			
Maximum Number of Copies	Up to 999 copies			
Reduce/Enlargement	25 – 400% in 1% increments			
Copy Features	Collate, 2 on 1, 4 on 1, ID Card Copy, Passport Copy			
Scan				
Scan Resolution	Optical - Up to 600 x 600 dpi Driver Enhanced - Up to 9,600 x 9,600 dpi			
Scan Type	Colour Contact Image Sensor			
Maximum Scan Size	Platen Glass Up to 216 x 297 mm Auto Document Feeder Up to 216 x 356 mm			
Scan Speed	Platen Glass 3.5 sec or less Auto Document Feeder 20 ipm (mono), 15 ipm (colour)			
Colour Depth	24 bit			
Pull Scan	Available, USB & Network			
Push Scan (Scan To PC) with MF Scan Utility	Available, USB & Network			

Fax				
Modem Speed	Up to 33.6 Kbps (Up to 3 sec/page)			
Fax Resolution	Up to 200 x 400 dpi			
Compression Method	MH, MR, MMR, JBIG			
Memory Capacity	Up to 256 pages			
Receive Mode	Fax only, Fax/Tel Auto Switch, Answer Mode, Manual			
Memory Backup	Permanent fax memory backup			
Fax Features	Fax Forwarding, Remote Reception, PC Fax (Transmit) DRPD, ECM, Auto Redial, Fax Activity Reports, Fax Activity Result Reports, Fax Activity Management Reports			
Input Tray Capacity	Paper Tray – 150 sheets Auto Document Feeder - 35 sheets			
Output Tray Capacity	100 sheets			
Paper size	A4, A5, A6, B5, Letter, Legal, Foolscap, Postcard, Envelop, Custom (up to 216mm x 356mm)			
Paper Type	Plain Paper, Letterhead, Recycled Paper, Label, Envelope			
Interface	USB, 10/100 Ethernet, Wi-Fi			
Compatible Operating Systems	Windows 10, Windows 11			
Software	Printer Driver, Fax Driver, Scanner Driver, MF Scan Utility, Toner Status			
Device Memory	256 MB			
Power Requirement	AC 220-240V, 50/60Hz			
Drum Yield	Please Specify			
Drum Price	Please Specify			
Cost per page	Please Specify			
Certificates	Vendor should be registered under business names ordinance, partnership act or under company act of Sri Lanka.			
	Vendor should be an authorized Sri Lankan agent / dealer of quoted brand. Manufacturer Authorization Letter should be provided			
Vendor Experience	Vendor should have a recent ten (10) year experience in supplying Printers for government organizations or/and reputed private companies. (Proof should be attached).			
	vendor should have at least five (05) years of recent experience in supplying printers of the quoted brand to a minimum of three (03) government organizations and/or reputed private companies. (Proof should be attached).			
Manufacturer Experience	Principal manufacturer Should have minimum ten (10) year experience in manufacturing the quoted product (Should be worldwide recognized brand).			
Warranty	Three (03) Years Comprehensive Onsite Warranty			

Section V Quotation Submission Form

[The Vendor shall fill in this Form in accordance with the instructions indicated. No Alterations to its format shall be permitted and no substitutions will accept.]

Date:

To:*[insert complete name of Purchaser]*

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the document issued;
- (b) We offer to supply in conformity with the documents issued and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods *[insert a brief description of the Goods]*;
- (c) The total price of our quotation including any discounts offered is: *[insert the total quoted price in words and figure]*;
- (d) Our quotation shall be valid for the period of time specified in ITV Sub-Clause 8.1, from the date fixed for the quotation submission deadline in accordance with ITV Sub-Clause 11.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) We understand that this quotation, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.
- (f) We understand that you are not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

Signed:*[insert signature of person whose name and capacity are shown]*

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

Date:

OFFICIAL SEAL

Price Schedule for Total Package

1	2	3	4	5	6	7	8	9	10
Line Item No	Description of Goods	Origin / Brand and Model	Quantity	Unit	Unit Price with out Vat	Sub Total	Inland transportation and installation charges	Total Price for Item	VAT
<i>[insert number of the item]</i>	<i>[insert name of Goods]</i>	<i>[insert country of origin of the Good with brand and model]</i>	<i>[insert number of units to be supplied]</i>	<i>[insert unit]</i>	<i>[insert price per unit]</i>	<i>[(7) = (4) x (6)]</i>	<i>[insert total cost of line item for inland transportation, installation and other services required]</i>	<i>[(9) = (7) + (8)]</i>	<i>[insert total VAT of line item]</i>
01	Auto Duplex Laser Printer		04	Nos.					
02	Multifunction Laser Printer (4 in 1)		02	Nos.					
Total									

Name of Bidder

Signature of Bidder.....

Date:

OFFICIAL SEAL

Manufacturer's Authorization

[If requested under ITV clause 7.3, the Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated.]

Date:

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*[insert complete name of Bidder]* to submit a quotation the purpose of which is to provide the following Goods, manufactured by us
.....
.....*[insert name and or brief description of the Goods]*, and to subsequently negotiate and supply the goods.

We hereby extend our full guarantee and warranty, with respect to the Goods offered by the above firm.

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]*

Agreement

THIS CONTRACT AGREEMENT is made

On the day of, 2025

BETWEEN

- (1) Director, Rubber Research Institute of Sri Lanka and having its principal place of business at Dartonfield, Agalawatta, Sri Lanka (Hereinafter called “the Purchaser”), and
- (2)
..... [insert name of Supplier], a corporation incorporated under the laws of .
..... [insert: country of Supplier] and having its principal place of business at
.....insert: address of Supplier] (hereinafter called “the Supplier”).

WHEREAS the Purchaser invited bids for certain goods and ancillary services, viz.,
.....[insert brief description of Goods and Services] and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of
.....
.....
.....[insert Contract Price in words and figures, expressed in the Contract currency(ies)] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract:
 - (a) This Contract Agreement
 - (b) Contract Data
 - (c) Conditions of Contract
 - (d) Technical Requirements (including Schedule of Requirements and Technical Specifications)
 - (e) The Supplier’s Bid and original Price Schedules
 - (f) The Purchaser’s Notification of Award
 - (g) [Add here any other document(s)]

3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.
4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Democratic Socialist Republic of Sri Lanka on the day, month and year indicated above.

For and on behalf of the Purchaser

Signed:[insert signature]

in the capacity of[insert title or other appropriate designation]

in the presence of

.....[insert identification of official witness]

For and on behalf of the Supplier

Signed:[insert signature]

in the capacity of[insert title or other appropriate designation]

in the presence of

.....[insert identification of official witness]

Sample Purchase Order

(Purchaser may modify this form to suit the requirements)

Title of Procurement: .. (Name of Procurement)					Date: (Date of this purchase Order)				
Our Reference: (Quotation Number)					Your Reference: (Quotation submitted by you with your cover letter dated)				
We are pleased to inform you that we have accepted your quotation for the supply of following goods as detailed below:									
Item #	Description	Model Number & Specification reference ²	Unit	Qty	Unit Price	Amount	Delivery Date	Delivery Location	Remarks

Other Conditions of this supply are as follows:

1. The Goods supplied under this Contract shall conform to the technical specifications and standards mentioned above;
2. The Supplier warrants that all the Goods are branded, brand-new, and of the most recent or current models, free from defects and that they incorporate rateall recent improvements in design and materials;
3. The warranty shall remain valid for the period given above, after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated;
4. If the Supplier fails to deliver any or all of the Goods by the Date(s) specified above, the Purchaser may without prejudice to all its other remedies, deduct from the payments due to the Supplier, asliquidated damages, assume Equivalent to the 0.5%per each day, of the delivered price of the delayed Goods;
5. Upon the Supplier's fulfillment of all the obligations stipulated above and making a request for payment to the Purchaser in writing, accompanied by invoices describing, as appropriate, the Goods delivered payments shall be made by the Purchaser.