

### Procurement of Goods

### Under

# National Comparative Bidding

**Invitation of Quotations** 

For

Procurement of

SIDE GLUE (HM 409)- 500 kg BACK GLUE (HM 225)- 2000 kg For Horizon BQ 470 & SB 07 Machines

Contract No: SCP02/NCB03/SB/Glue/2025-38

Department of Government Printing

Standard document reference number - NPA/SBD/GOODS/01

### **Document Issuance Certificate**

01.	<b>Contract Number</b>	:SCP02/NCB03/SB/Glue/2025-38
02.	(a) Issued to	·
	(b) Address	:
	(c) Telephone Number	:
	(d) Facsimile Number	:
	(e) Email Address	:
03.	V.A.T. Registration No.	:
04.	(a) Bid fee	: Rs. 3,000.00 Received in Cash (Non- refundable)
	(b) Receipt Number	:
05.	Number of Copies Issued	: 01
06.	Place of Issue	:General Office, Supplies Section (Local), Department of Government Printing, No.118, Dr. Danister De Silva Mawatha, Colombo 08.
07.	(a) Issuing Officer (Signature	e):
<b>(b)</b> \$	Seal	:
Dat	<b>e:</b> 2025.08.	Time:

# **Section I: Instructions to Bidder (ITB)**

	A: General				
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	2.1 The documents consist of the Sections indicated below.				
Documents	Section I. Instructions to Bidders (ITB)				
	Section II. Data Sheet				
	Section III. Schedule of Requirements				
	<ul> <li>Section IV. Technical Specifications &amp; Compliance with Specifications</li> </ul>				
	Section V. Quotation submission Form(s)				
	C: Preparation of Quotation				
3. Documents	3.1 The Quotation shall comprise the following:				
Comprising your	(a) Quotation Submission Form and the Price Schedules;				
Quotation	(b) Technical Specifications & Compliance with Specifications				
	(c) Delivery Schedule				
4. Quotation Submission Form and Price	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.				
Schedules	4.2 Alternative offers shall not be considered. The Bidder are advised not to quote different options for the same item but furnish the most competitive among the options available to the bidder.				
5. Prices and Discounts	5.1 Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules.				
	5.2 The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered.				

	5.3 The applicable VAT shall be indicated separately.		
	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.		
5.5 The Supplier should be aware of the tax policies made by the government from time to time & bids must be including that			
6. Currency	6.1 The Bidders shall quote only in Sri Lanka Rupees.		
7. Documents to Establish the Conformity of the Goods	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".		
	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.		
	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.		
8. Period of Validity of	8.1 Quotations shall remain valid for the period of Seventy Seven (77) days after the quotation submission deadline date.		
8.2 The Bidder shall furnish as part of his bid, a Bid Security may be rejected by the Department of Gove Printing as non -responsive. (Format attached) or cash bond			
	8.3 Bid Security should be remain valid for the Period Specified in the BDS.		
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	10.1 Bidder may submit their quotations by mail or by hand in sealed envelopes addressed to the Purchaser bear the specific identification of the contract number.		
	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.		

11. Deadline for Submission of Quotation  12. Late Quotation  13. Opening of	deadline for submission of quotations, in accordance with ITB Clause 11.1 above.  13.1 The Purchaser shall conduct the opening of quotation in public at					
Quotations	the address, date and time specified in the Data Sheet.  13.2 A representative of the bidders may be present and mark its attendance.					
]	E: Evaluation and Comparison of Quotation					
14. Clarifications	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.					
(	14.2 The Purchaser's request for clarification and the response shall be in writing.					
15. Responsiveness	15.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received.					
of Quotations	15.2 If a quotation is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.					
16. Evaluation of quotation	16.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.					
	16.2 To evaluate a quotation, the Purchaser may consider the following:					
	(a) the price as quoted;					
	(b) price adjustment for correction of arithmetical errors;					
	(a) price adjustment due to discounts offered.					
	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.					

17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations	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.			
	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.			
20. Performance Security	20.1 Within seven (07) days of the receipt of notification of award, the successful Bidder, if required, shall furnish the Performance Security in accordance with the Data Sheet (format attached)			
	20.2 If the successful bidder fails to supply the item in accordance with the schedule of Requirement the Department of Government Printing has a right to cancel the Procurement and purchase from other source additional expenses or losses may be incurred in this regard will be claimed from the Performance Bond.			
	20.3 Within seven (07) days of the receipt of notification of award, the successful Bidder, must be signed Contract Form (format attached)			
21. Warranty	21.1 The supplier warrants that all the Goods are new, unused, and of the most recent or current models and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract.			
	21.2 The supplier further warrants that the Goods shall be free from defects arising from any act or omission of the supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in the final destination.			
	21.3 The Contract Data, the warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the Data sheet.			
	21.4 The purchaser shall give notice to the supplier stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The purchaser shall afford all reasonable opportunities for the supplier to inspect such defects.			
	21.5 Upon receipt of such notice, the supplier shall, within the period expeditiously repair or replace the defective Goods or parts thereof, at no cost to the purchaser.			

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	<ul><li>21.6 If having been notified, the supplier fails to remedy the defect and purchaser may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.</li><li>[The Bidder shall fill in this price Schedule in accordance with the instructions indicated.]</li></ul>
22.Terms of	22.1 The Price shall be paid as specified in the Section V.
Payments	22.2 The Supplier's request for payment shall be made to the Purchaser in writing, accompanied by invoices describing, as appropriate, the Goods delivered and Related Services performed, and by the documents submitted pursuant to Section III, IV, V and upon fulfillment of all other obligations stipulated in the Contract.
	22.3 Payments shall be made promptly by the Purchaser, but in no case later than twenty eight (28) days after submission of an invoice or request for payment by the Supplier, and after the Purchaser has accepted it.
23. Liquidated Damages	23.1 Successful bidder shall forthwith give notice in writing to the Department, explaining the cause of the delay. Not with standing any such notice or failure to fulfill the terms of his contract within the time specified, the successful bidder. (Without prejudice to any other liabilities incurred by him under the contract), be liable to pay the sum equivalent to 0.1% total value of the Contract to the Department, per each day for which the delivery is delayed, up to a maximum of 10% of the total value of the Contract.
24. Quote for options	24.1 Bidders shall not be allowed to quote for options. If there are options, each option should be accompanied with Bid Security.
25. Termination	25.1 Termination for Default
	25.2 Termination for Insolvency
	25.3 Termination for Convenience.
26. Governing Law	26.1 The contract shall be governed by the interrupted in accordance with the laws of the Democratic Socialist Republic of Sri Lanka.

## Section II: Data Sheet

ITB Clause	Description				
Reference					
1	The Purchaser is :- Government Printer Address: - Department of Government Printing, No.118, Dr. Danister De Silva Mawatha, Colombo 08.				
5	If the bidder is allowed to quote for less than the all the items specified, indicate the details. – <b>Required</b>				
7	Manufacture's Authorization is/ is not required.  The Bidder shall submit the following additional documents  1.Original Manufactures' certificate for specification of this procurement  2.Sample to be submitted with offer  3. Duly Completed Bidding Documents.				
8	The bid shall be valid until: 13.10.2025  Bid shall include a Bid Security (issued by bank security or cash bond)  The amount of the Bid Security shall be: Rs. 125,000.00  The validity period of the bid security shall be until: 10.11.2025  If no Bid Security or cash bond receipt is submitted the offer will not be considered.				
10	Bidders are required to attach their own samples of <i>Side Glue- 2 Kg &amp; Back Glue-2 Kg</i> as per specifications. Samples should be submitted along with the bid. If samples are produced after opening the bid, will be rejected.				
11	The inner and outer envelopes shall bear the following identification marks:  SIDE GLUE ( HM 409)- 500 kg & BACK GLUE ( HM 225)- 2000 kg  For Horizon BQ 470 & SB 07 Machines  SCP02/NCB03/SB/Glue/2025-38  To be marked and submitted in two separate envelopes.  Address for submission of Quotations is:-  General Office, Supplies Section (Local), Department of Government Printing,  No.118, Dr. Danister De Silva Mawatha, Colombo 08.				
	Doubling for submission of quotations is: Data: 26.08.2025 Time: 02.00 n.m.				
13	Deadline for submission of quotations is: - Date: 26.08.2025 Time: 02.00 p.m.  The quotations shall be opened at the following address:  General Office, Supplies Section (Local), Department of Government Printing, No.118, Dr. Danister De Silva Mawatha, Colombo 08.  Immediately after closing the same Date: 26.08.2025 Time: 02.00 p.m.  Representative of the bidder may be presented in the Bid Opening.				
16	Other factors that will be considered for evaluation are (List and describe the methodology):  1. Acceptable delivery period(s) 2. Prices of the responsive bid(s) 3. Compliance with the technical specifications. 4. Specifications of Sample provided by the supplier will be check based on the values of the original Manufacture certificate				
20	Performance Security is Required / Not will be checked Required  Value Calculating - The successful Bidder must be prepared to furnish a performance Security supported by a guarantee from an approved Commercial bank operating in Sri Lanka up to a minimum of 10% of the total Delivered price to the Department (exclusive VAT) or value of the supply whichever is applicable, as required by the Government Printer, Department of Government Printing, No.118, Dr. Danister de Silva Mawatha, Colombo 08, Sri Lanka. The period of the validity of Performance security should be up to twenty eight (28) days from the final delivery date.				

# **Section III: Schedule of Requirements**

	Purchase's Requirement				
Description of Goods	SIDE GLUE ( HM 409)- 500 kg & BACK GLUE ( HM 225)- 2000 kg For Horizon BQ 470 & SB 07 Machines				
Quantity	SIDE GLUE ( HM 409)- 500 kg BACK GLUE ( HM 225)- 2000 kg				
Final Destination	Department of Government Printing , No.118, Dr. Danister De Silva Mawatha, Colombo 08.				
Delivery Date	21 Days				
Packing	Suitably packed in corrugated boxes to avoid falling of light.				

# **Section IV: Technical Specification & Compliance**

01. SIDE GLUE ( HM 409)- 500 kg & BACK GLUE ( HM 225)- 2000 kg

Description of Goods	Technical Specifications and Standards				
SIDE GLUE ( HM 409)- 500 kg &	Purchaser's Requirement Bidders offer				
BACK GLÜE ( HM 225)-   2000 kg	Details	Details	Remarks		
	01. SIDE GLUE ( HM 409)	Yes/No			
	02. BACK GLUE ( HM 225)-	Yes/No			
	03. For Horizon BQ 470 & SB 07 Machines	Yes/No			
			,		

A Sample Glue will be purchased in advance to inspect the suitability of the item. If not satisfied by the Government Printing Department order will be canceled

Signature		Seal	••••

[Insert signature of the person whose name and capacity are shown]

# **Section V: Quotation Submission Form**

-	e bidder shall fill in this Form in accordance with the instructions indicated No cations to its format shall be permitted and no substitutions will accepted.]
То:	[insert complete name of Purchaser]
We,	the undersigned, declare that:
(a) (b)	We have examined and have no reservations to the document issued; 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:
(d)	Our quotation shall be valid for the period of time specified in ITB Sub-Clause 8.1, from the date fixed for the quotation submission deadline in accordance with ITB 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.
Sign [inse	red: rt signature of person whose name and capacity are shown]
Nan	ne:
Doto	

Price and Compliance Schedule SIDE GLUE (HM 409)- 500 kg & BACK GLUE (HM 225)- 2000 kg For Horizon BQ 470 & SB 07 Machines

1. Name of the Item:							
Description of Goods     2.1 Country of Manufacturer –							
2.2 Name of the Manufacture	2.2 Name of the Manufacturer –						
2.3 Brand Name –							
2.4 Product Code No –							
2.5 Other details –							
3. Quantity Offered -							
4. Price Offered - Rs							
5. Bank Details for online payment							
Payee:							
Account no:							
Bank name:	Bank brar	nch:					
6. Other details -							
Description	Unit Cost (Rs)	Qty	Total (Rs)				
SIDE GLUE ( HM 409)		500kg					
BACK GLUE (HM 225)		2000 kg					
Discount							
After Discount							
VAT							
Total (with VAT)							
In Words							
(Note: Value should be two decimal:	figures)						
Signature							

# **Delivery and Packing Schedule**

Item	Requirement	Bidder's Offer
	<u>Delivery</u>	
	21 Days	
SIDE GLUE ( HM 409)- 500 kg &		
BACK GLUE ( HM 225)- 2000 kg		
For Horizon BQ 470 & SB 07 Machines	Packing	
& SB 0/ Machines		
	Suitably packed in corrugated boxes to avoid falling of light.	

Signature	Seal

[Insert signature of the person whose name and capacity are shown]

### Format (I) - Manufacturer's Authorization

[If requested under ITB clause 7, 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 authorizedo
[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]
[(0) 0]
Title:
[insert title]
Duly authorized to sign this Authorization on behalf of:
Dated onday of,[insert date of signing]

#### Format (II) - Non-collusion Affidavit

[Bidder shall definitely submit]

#### SIDE GLUE ( HM 409)- 500 kg & BACK GLUE ( HM 225)- 2000 kg For Horizon BQ 470 & SB 07 Machines

The undersigned bidder or agent, hereby solemnly, sincerely, and truly declares and affirms/makes an oath and states as follows:

- a) That he/she has not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership representing him/her, entered into any combination, collusion, or similar agreement with any person in connection with the price to be bid;
- b) That he/she or anyone representing him/her has not taken any step whatsoever to prevent any person from bidding, nor to induce anyone to refrain from bidding; and
- c) That this bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to this bid.

He/she further states that no person, firm, or corporation has received or will receive, directly or indirectly, any rebate, fee, gift, commission, or thing of value in connection with the submission of this bid.

The bidder accepts full responsibility for ensuring the absence of collusion and hereby pledges to abide by fair and ethical competition practices throughout the procurement process and fully comply with the applicable Procurement Guidelines.

I hereby affirm, under the penalties for perjury, that all statements made by me in this affidavit are true and correct.

The foregoing Affidavit having been duly read over and explained by me to the affirmant above named and he/she having understood the contents therein and admitted to be correct, affirmed and set his/her signature hereto before me) on this ...... day of ...... at ........

BEFORE ME,

JUSTICE OF THE PEACE/COMMISSIONER OF OATHS

Format (III) - Bid Security		
	[Insert issuing agency's name and address of issuing branch or office]	
Beneficiary:	Government Printer, Department of Government Printing, No.118, Dr Danister de Silva Mawatha, Colombo 08.	
Date:[Insert (by issuir		
We ha [Insert  (Herei	[Insert (by issuing agency) number]  we been informed that	
Under At the Hereb	Invitation for Bids No	
upon stating Bidder (a) Ha (b) Do (herein	[Insert amount in figures] [Insert amount in words]) receipt by us of your first demand in writing accompanied by a written statement at that the Bidder is in breach of its obligation(s) under the bid conditions because the receipt swithdrawn its Bid during the period of bid validity specified; or be not accept the correction of errors in accordance with the Instructions to Bidders mafter "the ITB"); or aving been notified of the acceptance of its Bid by the Purchaser during the period of	
bid va (i) Fai (ii) Fa This C (a)if the Bid (b)if the your many series of the content of the con	•	

	y, any demand for payment under this Guarantee must be received by us at the pefore that date
	[Signature(s) of authorized representative(s)]
Format (IV) - P	Performance Security
with the instruction	cy, as requested by the successful Bidder, shall fill in this form in accordance in indicated]
	[Issuing Agency's name, and Address of Issuing Branch or Office]
Beneficiary:	Government Printer, Department of Government Printing, No.118, Dr Danister de Silva Mawatha, Colombo 08.
Date:	
PERFORMA	ANCE GUARANTEE NO.:
We have been	n informed that[Name of Supplier]
(Hereinafter	called "the supplier") has entered into a Contract
Supp	ply of[Name of contract and brief description]
	(Hereinafter called "the Contract"). Furthermore, we understanding to the conditions of the Contract, a Performance Guarantee is required.
At the reques	st of the Supplier, we The <b>Department of Government Printing.</b> [Name of Agency]
	ocably undertake to pay you any sum or sums not exceeding in total an amount
receipt by us the Con-tract	te and proportions of currencies in which the Contract Price is payable, upon of your first demand in writing accompanied by a written statement stating that tor is in breach of its obligation(s) under the Contract, without your needing to w grounds for your demand or the sum specified therein.
This Guarant	tee shall expire, no later than theday of 2025
And any dem	nand for payment under it must be received by us at this office on or before that



#### Format (IV) - Contract Form [Format for Contract Agreement]

THIS CONTRACT AGREEMENT is made
The
BETWEEN
(1)
[Here in after called "the Purchaser"], and
(2)a
[Insert the name of Supplier],
Corporation incorporated under the laws of
Having its principal place of business at[Insert: address of Supplier]
(Hereinafter called "the Supplier") WHEREAS the Purchaser invited bids for
[Insert a 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 (lies)] (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) Instruction to Bidder
- (c) Data Sheet
- (d) Schedule of requirement
- (e) Technical Specifications & Compliance with Specifications
- (f) The Supplier's Bid and original Price Schedules
- (g) The Purchaser's Notification of Award
- (h) [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 the Democratic Socialist Republic of Sri Lanka on the day, month and year indicated above.

For on behalf of the Purchaser
Signed: in the capacity of  [Insert signature]
Government Printer, Department of Government Printing, No.118, Dr Danister d Silva Mawatha, Colombo 08.
In the presence of
For and on behalf of the Supplier
Signed: in the capacity of [Insert signature of authorized representative(s) of the Supplier]
in the presence of [Insert title or other appropriate designation]
[Insert identification of official witness]