



BIDDING DOCUMENT

Procurement of Goods

Under

Shopping Procedures

Invitation of Quotations

For

Procurement of  
**Supply of A3 Multifunction Colour Copier/ Printer/ Scanner for  
Internal Affairs Unit at Head Office**

Contract No: S/316/26

Closing Date : 26<sup>th</sup> June 2026 at 13.30 Hours

Sri Lanka Land Development Corporation  
No 03, Sri Jayawardenapura Mawatha  
Welikada, Rajagiriya

NPA/SBD/GOODS/01

## Section I. Instructions to Vendors (ITV)

<b>A: General</b>	
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>B: Contents of Documents</b>	
2. Contents of Documents	2.1 The documents consist of the Sections indicated below. <ul style="list-style-type: none"> <li>• Section I. Instructions to Vendors (ITV)</li> <li>• Section II. Data Sheet</li> <li>• Section III. Schedule of Requirements</li> <li>• Section IV. Technical Specifications &amp; Compliance with Specifications</li> <li>• Section V. Quotation submission Form(s)</li> </ul>
<b>C: Preparation of Quotation</b>	
3. Documents Comprising your Quotation	3.1 The Quotation shall comprise the following: <ol style="list-style-type: none"> <li>(a) Quotation Submission Form and the Price Schedules;</li> <li>(b) Technical Specifications &amp; Compliance with Specifications</li> </ol>
4. Quotation Submission Form and Price Schedules	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. 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.
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.

	<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 &amp; 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.
<b>D: Submission and Opening of Quotation</b>	
10. Submission of Quotation	<p>10.1 Vendors may submit their quotations by mail 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 Quotation	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>
<b>E: Evaluation and Comparison of Quotation</b>	
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"> <li>(a) the Price as quoted;</li> <li>(b) price adjustment for correction of arithmetical errors;</li> <li>(a) price adjustment due to discounts offered.</li> </ul> <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.

## Section II: Data Sheet

ITV Clause Reference	
1.1	The Purchaser is <b>General Manager, Sri Lanka Land Development Corporation</b> <b>Address: No 03, Sri Jayawardenapura Mawatha, Welikada, Rajagiriya,</b>
2.2	A complete set of Bidding Documents in English language could be inspected and purchased upon submission of a written request to the Deputy General Manager (Supplies), on working days from <b>12<sup>th</sup> June 2026 to 25<sup>th</sup> June 2026</b> during 9.00 Hrs. to 15.30 Hrs.
7.3	Manufacture's Authorization is required.
11.1	Address for submission of Quotations is  Chairman - Procurement Committee, Sri Lanka Land Development Corporation, No. 3, Sri Jayawardenapura Mawatha, Welikada, Rajagiriya Deadline for submission of quotations is <b>Date: 26<sup>th</sup> June 2026</b> <b>Time: 13.30 Hours</b>
13	The quotations shall be opened at the following address:  Sri Lanka Land Development Corporation No. 3, Sri Jayawardenapura Mawatha, Welikada, Rajagiriya <b>Date: 26<sup>th</sup> June 2026</b> <b>Time: 13.30 hours - immediately after closing of bids</b>
16 <sup>1</sup>	Other factors that will be considered for evaluation are (List and describe the methodology): stocks, past performance, quality of goods offered. Will be the criteria for selection
20	Performance Security in provided format is required. If shall be issued by a Commercial Bank operating in Sri Lanka & approved by the Central bank of Sri Lanka in 10% of the contract value and should be valid 28 days beyond the warranty period.
21	Bid Security Declaration – At the Time of submission of the Quotation. The Vendor shall submit filled Bid Security Declaration in the provided format.

Section III: Schedule of Requirements

Line Item N°	Description of Goods	Quantity	Unit	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> ]
01	A3 Multifunction Colour Copier / Printer/ Scanner	01	No	Head Office Stores Rajagiriya	As specified in the Technical Specification	21 days from the date of issuing acceptance of the quotation by the purchaser	

## Section IV: Technical Specification & Compliance

Item # and Name	Component Description	Minimum Specifications	Bidder's Response (Yes/No)	If "No" comment/s on the offer
		Please refer the Technical specification & Compliance in page no 08, 09 & 10		

**SPECIFICATION FOR A4/A3 COLOR  
MULTIFUNCTION COPIER / PRINTER/ SCANNER**

	<b>Description</b>	<b>Required Specifications</b>	<b>Vender full fulfilled or Specify Specification and Attached document</b>
1	Technology	Laser Color	
2	Make & Country Of Origin	Please Specify	
3	Copy & Print Speed	B/W & Color - 20 cpm & ppm (A4) - 15 cpm & ppm (A3)	- -
4	Print Resolution	1200 x 1200 dpi	
5	Color Scanning	A3 size Network scanning should be available	
6	Scan Destination	Please Specify ( E- mail, Network PC, Share folder	
7	File Format	PDF, JPG,TIF,SLIM,WORD...	
8	Memory	Minimum 3 GB (RAM)	
9	Processor	1.0 Ghz (Minimum)	
10	Hard Disk	256 GB SSD	
11	Duplex Print & Coping	Required	
12	Reverse Automatic Document Feeder	Required	
13	Paper supply	500 x2 Tray 100 sheets bypass tray	
14	Paper weight	80 -240 gsm all paper trays	
15	Magnification	Reduction enlargement 25% - 400%	
16	Paper Size	A4 / A3 /ID card Copy	
17	Warm up time	Less than 15 seconds from main power on or less should be with Auto shut down facility.	
18	First copy out time B&W - Colour -	Less than 10 seconds Less than 10 seconds	
19	Printing & Scanning Interface	Ethernet 10 Base-T /100 Base TX/1000BaseT,	
		WiFi Standard (IEEE 802.11 b/g/n) Direct wifi	
20	Confidential Printing (network)	Password protection	
21	Direct Printing & Scan	from USB pen drive.	
		Scanned images USB pen PDF, JPEG Scan –Required PDF ,Slim PDF ,Word	
22	Power Consumption	Please Specify	
	Copier Stand	<b>Required</b>	
23	Electronic maintenance system	Required. Please provide details about electronic maintenance system	
24	Accounting & Reporting by User, Device & Dept.	Track Devices' Activities Report by Users, Device & Department Single Accounting Platform on the Cloud for Central Management	
25	Copy to one color Copy to two color	Please Specify	

26	Reduce Background of Copy (Density & prevent bleed-through)	Please Specify		
27	Waste Toner Capacity	100,000 copies		
	<b>Warranty</b>	<b>2 -Year (Maintenance recommend &amp; Repair support onsite)</b>		
28	Department code	Required for Copy, Print & Scan		
29	Security Feature	Required		
30	<b>Running cost calculation (A4)</b>	<b>Price</b>	<b>Yield</b>	<b>CPC (Rs)</b>
	<b>Drum Unit - Black</b>			
	<b>Drum Unit - Cyan</b>			
	<b>Drum Unit - Magenta</b>			
	<b>Drum Unit - Yellow</b>			
	<b>Developer - Black</b>			
	<b>Developer - Cyan</b>			
	<b>Developer - Magenta</b>			
	<b>Developer - Yellow</b>			
	<b>Cost of Toner Price</b>			
	<b>Toner - Black</b>			
	<b>Toner - Cyan</b>			
	<b>Toner - Magenta</b>			
	<b>Toner - Yellow</b>			
	<b>Total CPC - Black</b>	<b>Rs</b>		
	<b>Total CPC Colour</b>	<b>Rs</b>		
31	<b>Cost of 01 Page</b>	<b>Cost of 01 Page (A3,A4)</b>		
32	<b>Quantity of Printouts one Toner</b>	<b>Quantity of Printouts one Toner</b>		
33	Country of Manufacture			
34	Country of origin			
35	Electrical specifications	AC 220- 240V (50/60 Hz)		
36	<b>Warranty</b>	<b>2 -Year (Maintenance recommend &amp; Repair support onsite)</b>		
37	<b>Stock Availability</b>	Specify		
38	<b>After receiving P.O Delivery Working Days</b>	Specify		
39	<b>Unit Price</b>	<b>Specify</b>		
40	<b>18 % VAT</b>			
41	<b>Total Price (Including VAT)</b>			

Mandatory requirement that shall be fulfilled by the vender.

No	Description	Supplier full fulfilled Specifications and Agreed or attached document
01	Company Registration - BR Shall be submitted.	
02	After receiving the P.O you have to Provide the goods to SLLRDC Within 21 days	
03	Please specify The Manufacture Certificates & Authorization Certificates( Etc Eposn, Canon, HP, Acer, Toshiba, Samsung	
04	The Colour Printer machine Accessories shall be available in the market for Coming 3 Years	
05	Sales history of Photocopier machine Accessories past 3 Years	
06	Technical support shall be provide within 06 hours or less after logging the job	
07	Per Year sales shall not be less than 10 Colour Printer machine for government Organizations or private organizations past 3 years. Documents shall be attached	
08	Manufacture Authorization and Original brochure shall be attached	
09	Maintenance and repair support onsite.	
10	Shall provide engineer/customer support technician profiles	
11	Printed warranty certificates (Warranty start date and end date Please specify	

## 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 accepted.]*

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]*

Dated:

## Price Schedule

1	2	3	4	5	6	7	8	9	10
Line Item N°	Description of Goods	Country of Origin	Quantity	unit	Unit price	Sub Total]	Inland transportation and other services	Total Price for Item	VAT
01	Supply of A3 Multifunction Colour Copier/ Printer / Scanner		01	No				[9) = (7) + (8)]	
							Total		

Name of Bidder *[insert complete name of Bidder]* Signature of Bidder *[signature of person signing the Bid]* Date *[insert date]*

## 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]*

READ ONLY

## Performance Security

[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

Date: [insert date (as day, month, and year) of Bid Submission]

Procurement No.: S/316/26

### Supply of A3 Multifunction Colour Copier/ Printer/ Scanner for Internal Affairs Unit at Head Office

Bank's Branch or Office: [insert complete name of Guarantor]

**Beneficiary:**                    **General Manager,**  
   **Sri Lanka Land Development Corporation**  
   **No 03, Sri Jayawardenapura Mawatha,**  
   **Welikada , Rajagiriya, Sri Lanka.**

**PERFORMANCE SECURITY No.:** [insert Performance Guarantee number]

We have been informed that [insert complete name of Supplier] (hereinafter called "the Supplier") has entered into Contract No. [insert number] dated [insert day and month], [insert year] with you, for the supply of [description of Goods] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required. At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding [insert amount(s)<sup>1</sup> in figures and words] upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein .This Guarantee shall expire no later than the [insert number] day of [insert month][insert year],<sup>2</sup> and any demand for payment under it must be received by us at this office on or before that date. This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded.

..... [signatures of authorized representatives  
of the **Bank and the Supplier** ]

<sup>1</sup> The Bank shall insert the amount(s) specified in the SCC and denominated, as specified in the SCC, either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Purchaser.

<sup>2</sup> Dates established in accordance with Clause 18.4 of the General Conditions of Contract ("GCC"), taking into account any warranty obligations of the Supplier under Clause 16.2 of the GCC intended to be secured by a partial Performance Guarantee. The Purchaser should note that in the event of an extension of the time to perform the Contract, the Purchaser would need to request an extension of this Guarantee from the Bank. Such request must be in writing and must be made prior to the expiration date established in the Guarantee. In preparing this Guarantee, the Purchaser might consider adding the following text to the Form, at the end of the penultimate paragraph: "We agree to a one-time extension of this Guarantee for a period not to exceed [six months] [one year], in response to the Purchaser's written request for such extension, such request to be presented to us before the expiry of the Guarantee."

# Format for Bid Security Declaration

(Procurement Manual Reference - 5.9 [Option — 2])

*[If required, the Bidder shall fill in this form in accordance with the instructions indicated in brackets]*

Date: \_\_\_\_\_ *[insert date by bidder]*

Name of contract: **Supply of A3 Multifunction Colour Copier/ Printer/ Scanner for Internal Affairs Unit at Head Office**

Contract Identification No: S/316/26

Invitation for Bid No.: S/316/26

To: **General Manager – Sri Lanka Land Development Corporation**

We, the undersigned, declare that:

1. We understand that, according to instructions to vendors (hereinafter “the **ITV**”), bids must be supported by a bid-securing declaration;
2. We accept that we shall be suspended from being eligible for contract award in any contract where bids have been invited by any of the Procuring Entity as defined in the Procurement Guidelines published by the National Procurement Commission, for the period of three (03) years starting on the latest date set for the closing of bids of this bid, if we:
  - (a) Withdraw our bid during the period of the bid validity period specified; or
  - (b) do not accept the correction of errors in accordance with the instructions to bidders of the bidding documents; or
  - (c) having been notified of the acceptance of our bid by you, during the period of bid validity,
    - i. fail or refuse to execute the Contract Form, if required, or
    - ii. fail or refuse to furnish the performance security, in accordance with the **ITV**.
3. We understand this bid securing shall expire if we are not the successful bidder, upon the earlier of,
  - (i) our receipt of a copy of your notification to the Bidder that the bidder was unsuccessful; or
  - (ii) twenty-eight days after the expiration of our bid.
4. We understand that if we are a JV, the Bid Securing Declaration must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed *[Insert signature(s) of authorized representative]* In the capacity of *[Insert title]*

Name *[Insert printed or typed name]*

Duly authorized to sign the bid for and on behalf of *insert authorizing entity]*

Dated on *[insert day]* day of *[Insert month]*, *[Insert year]*