



BIDDING DOCUMENT

Procurement of Goods

Under

Shopping Procedures

Invitation of Quotations

For

Procurement of
**Supply of Black & White Laserjet Photocopier for EMT Laboratory
at Aththidiya**

Contract No: S/140/26

Closing Date : 14th August 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)

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	2.1 The documents consist of the Sections indicated below. • 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	3.1 The Quotation shall comprise the following: (a) Quotation Submission Form and the Price Schedules; (b) Technical Specifications & Compliance with Specifications
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.

	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.
6. Currency	6.1 The vendors 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 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	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. 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	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	13.1 The Purchaser shall conduct the opening of quotation in public at 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 of Quotations	15.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received. 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.

Section II: Data Sheet

ITV Clause Reference	
1.1	The Purchaser is General Manager, Sri Lanka Land Development Corporation Address: No 03, Sri Jayawardenapura Mawatha, Welikada, Rajagiriya,
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 04th August 2026 to 13th August 2026 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 Date: 14th August 2026 Time: 13.30 Hours
13	The quotations shall be opened at the following address: Sri Lanka Land Development Corporation No. 3, Sri Jayawardenapura Mawatha, Welikada, Rajagiriya Date: 14th August 2026 Time: 13.30 hours - immediately after closing of bids
16 ¹	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
21	Bid Security Declaration – At the Time of submission of the Quotation. The Vendor shall submit filled Bid Security Declaration in the provided format.

[illegible][illegible]

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		

The specifications for **Branded Black and white LaserJet photocopier machine** are as follows. This is for your information please (No -01)

No	Description	SLLDC Requirement	Supply full fulfilled or Agreed attached Document
1	Brand	Specify	
2	Model	Specify	
	COPIER & Printing		
3	Machine Type	Desktop Multifunctional Black and white LaserJet Photocopier (Copier, Printer, Scanner etc.)	
4	Copy Speed	20 -25 PPM Copies Per Minute (A4)or higher	
5	Warm up Time	10 -15 Sec. Or Less	
6	Zoom Range	25% to 400% in 1% Steps	
7	Memory	2 GB RAM or higher	
8	Processor	Intel (Dual Core) 1.2 Ghz or higher	
9	Hard Disk	SSD 250 GB or higher	
10	Paper Size	A5 / A4 / A3/ Legal Paper	
11	Paper Capacity of the feeder	100 Sheets Minimum	
12	Auto Duplex Printing & Copying	Auto Duplex Printing & Copying	
13	Network Printing	Required (RJ 45)Network 10/100	
14	Wi-fi printing	Required (IEEE802.11 b/g/n)	
15	Direct Wi-fi facility	Required (machine work as wi-fi point)	
15	Cable included	3 meter Network patch cord Required and USB 2.0/ 3.0 USB Cable Required	
16	Language	Specify	
17	Stack By pass	100 sheets adjustable paper tray	
	SCANNER	SCANNER	
18	File formats	PDF, JPG,TIF ,	
19	Scanning Sided	2 Sided to Sided (Automatic)	
20	Network Color Scanning	Network Color(Required (RJ 45) 10/100	
21	Scan Modes	Auto Color	
22	Scanning	LED Light	
23	Scanning dpi	600 x 600 dpi or higher	
24	Supported OS	Windows® 2000, , Windows 32/64 /Windows 8 32/64 bit/Windows 10 32/64 bit/ Windows 11 32/64 bit	
25	Direct Scan to USB Flash	Should support PDF/JPEG	
26	Duplex Automatic Document Feeder	Required	
27	Paper Capacity	Specify	
28	Trays	02 Tray	
29	Size of a Tray	Legal Paper, A4,A5 to A3 Adjustable	
30	Paper Capacity	500 x 2 Sheets Per Tray	

31	Photocopier stand	Photocopier stand Required	
32	(USB Pen drive print)	(USB Pen drive print Required)	
33	Drum unit warranty –Complete	Min. 300,000 copies (no time restrictions)	
34	Electrical specifications	AC 220- 240V (50/60 Hz)	
35	Cable and other Accessories	USB Cable, Network Cable 3 Meters other Accessories Required	
36	Photocopier machine installed, Configuration ,Fixed , Technical support and staff training required	Photocopier machine installed, Configuration ,Fixed , Technical support and staff training required	
39	Drum	Recommended copies per drum	
		Replacement cost of the drum	
40	Developer	Recommended copies per developer	
		Replacement cost of the developer	
41	Cost of Toner Price	Cost of Toner Price	
42	Cost of 01 Page	Cost of 01 Page (A3,A4)	
43	Quantity of Printouts one toner	Quantity of Printouts one toner (Specify)	
44	Country of Manufacture		
45	Country of origin		
46	Waste Toner Capacity	Minimum 100,000 copies	
47	Department code	Required	
48	Security Feature	Required	
49	Warranty	2 -Year (Maintenance & Services recommend) After warranty period service agreement required.	
50	Stock Availability	Specify	
51	After receiving Delivery	Specify	
	Working Days		

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 SLLDC Within 07 days	
03	Please specify The Manufacture Certificates & Authorization Certificates(Etc Epson, Toshiba, Canon, Gestetner, HP, Acer, Toshiba, Samsung	
04	The Photocopier machine Accessories shall be available in the market for Coming 3 Years	
05	Sales history of Photocopier machine Accessories past 3 Years	
06	24 x 7 Technical support to Provided the Slldc EMT Laboratory – Attidiya location with 06 Hours or less after logging the job.	
07	Technical support shall be provide within 06 hours or less after logging the job	
08	Per Year sales shall not be less than 100 Photocopier machine for government Organizations or private organizations past 3 years. Documents shall be attached	
09	Original brochure shall be attached	
10	Maintenance and repair support onsite.	
11	Shall provide engineer/customer support technician profiles	
12	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 Black & White Laserjet Photocopier		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]*

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 Black & White Laserjet Photocopier**

Contract Identification No: S/140/26

Invitation for Bid No.: S/140/26

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]*