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General Sir John Kotelawala Defence University,  
Kandawala Estate, Ratmalana, Sri Lanka.  
T: Phone: Exchange 2632028, 2622995  
Fax: OCLS 2622504  
Procurement Officer 2623599  
Web : www.kdu.lk

08 / 06 / 2020

**INVITATION TO BID AND GENERAL CONDITIONS OF TENDER**

1. The Vice Chancellor of the General Sir John Kotelawala Defence University, as the Chairman, Department Procurement Committee invites Bid/s from prospective Bidders for supply of **items listed in the schedule in Annex “A”. The relevant specifications of the items are indicated in Annex “B”.**

2. **CLOSING DATE & TIME.** The tender will close at 1000 hrs on 18 / 06 /2020 Any Bid submitted after the closing time of the tender will be rejected & unopened such bids will be returned to the bidder.

3. **VALIDITY OF BID.** The bid submitted under this tender **must be valid for a period of 120 days from the date of closing of tender.**

(a) **BID BOND / GUARANTEE.** If the quoted bid value exceeds Rs: 2,000,000.00, such Bids should be accompanied with 1% of Bid Value an “on demand” and “unconditional” Bid Bond/Guarantee for a sum of Rs: ..... in the format given in Annex “C” through a recognized local Bank or Insurance Company registered in Sri Lanka which is authorized by the Insurance Board of Sri Lanka to issue such Bid Guarantees. All Bid Bond/Guarantees should be valid for at least 30 days more than the validity period of bids, ie, for 150 days from the date of Bid opening. **Cheques will not be accepted as Bid Guarantee.**

(b) Submission of insufficient Bid Bond/Guarantee value or period will be considered as a “**major deviation**” and such offer will not be considered for further procurement action and will be rejected.

4. **VALUE ADDED TAX.** The Bidders who bid for locally delivered items must have the VAT registration. The VAT portion must be shown separately in the price schedule in Annex “A” and VAT registration number must be indicated. If the quoted item is exempted from VAT or Bidding Company is not liable for VAT, reference number and date of relevant Act number/Gazette notification/a certificate (as applicable) **issued for the current financial year** from the Commissioner General of Inland Revenue to that effect should be submitted along with the Bid.

5. **BID SUBMISSION.** The **bidder must duly sign at the last page (before Annexes) of this document** indicating the name of the signatory and the name of the company & place the company common seal to confirm the acceptance of tender conditions. **The Bid/s that do not include authorized signature will be rejected.** The Bid/s duly signed by the bidder enclosed and sealed in an appropriate cover addressed to the following address should be sent by registered post or could be deposited in the **appropriate tender box placed at General Sir John Kotelawala Defence University, Kandawala Estate, Ratmalana.**(at the Main Entrance of General Sir John Kotelawala Defence University) on or before the time & date specified for the closing of tender. **The tender reference number, date & time of closing tender should be indicated & underlined at the top left corner of the envelop.**

**Tender Ref No** .....  
**Closing Date & Time** .....

The Chairman,  
Department Procurement Committee,  
General Sir John Kotelawala Defence University,  
Kandawala Estate, Ratmalana,  
Sri Lanka.

6. The Bid/s must be submitted in the attached schedule of prices in Annex “A” as applicable. However, bidders could use similar formats prepared with their own letter heads with all the details mentioned therein and submit in **three copies along with duly signed copy of a General Conditions of tender.** The Bid/s must contain **Technical Literature, Pamphlets, Drawings and Quality Standard Certificate etc** necessary to determine characteristics of items offered and in case of Machinery/Vehicles & Equipment, servicing and workshop data/after sales service, back up facilities or any other facilities provided by the supplier.

7. **SUBMISSION OF SAMPLES/PAYMENT OF TESTING CHARGES.**  
When it is required to submit samples, **every offer** must be accompanied with pre - marked samples. The marking of samples **indicating the Bidder & Offer number** must be done and the samples must be handed over to the officer at same place where tender box is placed **on or before the closing date & time of the Bid.** Samples submitted after closing time of the Bid will be rejected. The documents such as Air Way Bills etc, will not be accepted in place of samples. When the testing charges are required to be paid, bidders shall pay testing charges separately **for all offers** indicated in their bid/s.

- (1) **Samples.** Please submit ..... Samples.
- (2) **Testing Charges.** A sum of Rs. .... **per offer** must be paid to the Bursar of KDU, prior to the submission of bid and a copy of the receipt must be annexed to the bid. It is the responsibility of bidder to inform the Cashier of the Account Office to note the tender number on the receipt issued for such payments.

8. **BID OPENING.** All duly received bids **will be opened immediately after the scheduled closing time of Bids at the same venue.** Bidders or their accredited agents could be present at the time of opening of bids.

9. **PRICES.**

For locally delivered items (including locally manufactured items & foreign items imported by the bidders) price must be quoted in Sri Lankan Rupees, inclusive of all charges for delivery of items to General Sir John Kotelawala Defence University Ratmalana, Faculty of Allied Health Science (FAHS) Werahera and University Hospital Werahera or Southern Campus Sooriyawewa. **Unit price, VAT and Total price should be clearly indicated in schedule in Annex "A"**. Other than VAT, all other type of taxes (eg : NBT, BTT, etc.) should not be indicated separately and should be included in unit price.

10. **RESTRICTED TENDERS.**

Invitation to Bids are circulated among the registered suppliers with Ministry of Defence (MOD), only bids submitted by registered suppliers will be allowed for consideration. However, Chairman, Department Procurement Committee reserves the right to invite the bids from multiple combinations of Procurement Methods as stipulated in Chapter III of the Government Procurement Guideline, 2006 to ensure highest competitiveness.

11. **PERFORMANCE BOND/GUARANTEE.**

A successful bidder shall furnish a Performance Bond/Guarantee in the form of "On Demand" & "Unconditional" Bank/Insurance Guarantee for a sum equivalent to 10% of the contract value for every contract that exceeds Rs. 2,000,000.00 or equivalent amount in foreign currency through a recognized Commercial Bank registered in Sri Lanka or through an Insurance Company authorized by the Insurance Board of Sri Lanka to issue such Performance Guarantee for this purpose, **within two weeks from the date of notification of award**. The proceeds of the Performance Bond/Guarantee shall be payable to the Vice Chancellor of the General Sir John Kotelawala Defence University as compensation for any loss resulting from the supplier's failure to complete his performance obligations under the contract. If the contracted supplier fails to deliver the items on time or fails to complete the works as per the agreed contract, **THE TOTAL VALUE OF THE PERFORMANCE BOND/GUARANTEE** will be forfeited. If only partial delivery is made during the agreed contract period, the corresponding value percentage of undelivered quantity from the Performance Bond/Guarantee will be forfeited.

12. **SIGNING OF CONTRACT.**

The notification of award will be transmitted to the successful bidder by post, by fax or e-mail. This notification constitutes the formation of the contract. The successful bidder should submit his written acceptance for the award and performance bond / guarantee (For awards over Rs. 500,000.00 without VAT) within 14 days of receipt of such notification. Upon acceptance of the award and furnishing of the Performance Bond/Guarantee, the successful bidder will have to enter into a formal contract with the Vice Chancellor of the General Sir John Kotelawala Defence University by signing the Contract.

13. **DELIVERY.**

Preference will be given for early delivery. In case of bulk supplies for locally manufactured items, the delivery of **total quantity must be completed within 120 days of signing of contract**, unless mutually agreed for extended delivery period with General Sir John Kotelawala Defence University. **The bidder/s must indicate the proposed delivery schedule in Annex "E"**. In the event of placing a purchase order with the successful bidder, the total quantity so ordered must be supplied as one consignment unless part deliveries are agreed upon in the contract. The deliveries not made as per agreed delivery schedule will be considered as bad performances by the suppliers and **no extended delivery period will be authorized**. Under extreme unavoidable conditions too, the Chairman, Department Procurement Committee (Vice Chancellor of the General Sir John Kotelawala Defence University) reserves the right to grant or refuse delivery period extensions only within the current financial year with or without liquidated claim for delayed deliveries and that decision will be final.

14. **LIQUIDATED DAMAGES.**

In case of delivery period extensions requested by the successful bidder, a sum equivalent to 1% of the total value of the delayed supply per delay of one week or part thereof may be deducted from the payment due to the supplier from the General Sir John Kotelawala Defence University as liquidated damages up to the maximum limit of 12% of the total value of delayed supplies.

15. **PAYMENT TERMS FOR LOCALLY DELIVERED ITEMS.**

Payment will be made after acceptance of items which should be subjected to a pre-acceptance inspection/testing by General Sir John Kotelawala Defence University authorities. The delivery made to the General Sir John Kotelawala Defence University should not be considered as quantities taken over by General Sir John Kotelawala Defence University until items are properly accepted after pre-acceptance inspection. Any item that does not conform to the specifications or already approved sample will be rejected & it is the responsibility of the supplier to remove them from General Sir John Kotelawala Defence University stores/premises within 07 working days of such intimation (either verbal or written) at his own cost and replace them with items conforming to specification within one month of such rejection. The bidder shall allow approximately 60-90 days period of credit from the date of acceptance of items for Account Office, General Sir John Kotelawala Defence University to obtain liquid cash from General Treasury & release the payment.

16. **RIGHTS OF THE PROCUREMENT COMMITTEE.**

The Department Procurement Committee reserve the right to accept or reject whole or part of this tender and their decision will be final. The successful bidders will be notified. Information with regard to rejected or unsuccessful bids will not be communicated.

Thanking You,  
Yours faithfully,  
HHRL Aberathna  
Flt Lt  
Procurement Officer  
For Vice Chancellor  
General Sir John Kotelawala Defence University

I/We agree to abide by the conditions of tender and undertake to supply the items as per delivery schedule mentioned in the contract, in the event of an order been placed with me/my firm/company as a result of this tender.

..... Signature

..... Name of Signatory

.....Name of the Company/Bidder

Date :- .....

Company seal

**SCHEDULE OF PRICES FOR LOCALLY DELIVERED ITEMS****PURCHASE OF STATIONERY ITEMS FOR LOG SECTION – 01<sup>ST</sup> QUARTER**(1<sup>st</sup> List)

S/ N	ITEMS	DENO	QTY	PRICE EACH SLRS	TOTAL PRICE
	<i>As per the attached list</i>				
	<i>(Samples of below items should be submitted to the Tender Opening Committee)</i>				
	<ul style="list-style-type: none"> <li>• <i>Photocopy Paper (A4 Colour, A3 White, A4 White, A5 White, B4 White, Legal White, F4 White)</i></li> <li>• <i>Ball Point Pens (Black, Blue, Brown, Green, Red, Yellow)</i></li> <li>• <i>Signing Pen (Black, Blue)</i></li> <li>• <i>Cello Tape (1 in, 2 in, ½ in, ¼ in)</i></li> </ul>				
	TOTAL				
	DISCOUNT				
	TOTAL(AFTER DISCOUNT)				
	VAT %				
	<b>GRAND TOTAL</b>				

2. VAT Registration No.: .....
3. Name of the Company : .....
4. Tel :..... Fax: .....
5. Other contact details:.....
6. Signature of Bidder : ..... Company Seal :- .....
7. Date. : .....
8. MOD registered No. : .....

**REQUIREMENT OF STATIONERY ITEMS FOR - LOG SECTION****2020 - 2ND QUATER**

Sr. No.	Item Description	Volume / Capacity / Weight / Measure	UoM	QTY	Unit Price	Total price
01	ART BOARD - 230 GSM		PKT	5		
02	ART BOARD - 260 GSM		PKT	5		
03	BRISTOL BOARD		NOS	60		
04	CONQUEROR BOARD - A3		NOS	1050		
05	GOLD BOARD	250 gsm	NOS	300		
06	HARD BOARD / BACK BOARD - A4		NOS	1000		
07	HARD BOARD / BACK BOARD - A3		PKT	7		
08	ICE BOARD WHITE	250 gsm	NOS	550		
09	BOOK - CR I (40 PAGES)		NOS	165		
10	BOOK - CR X (400 PAGES)		NOS	100		
11	BOOK - CR XI (440 PAGES)		NOS	35		
12	BOOK - CR XII (480 PAGES)		NOS	60		
13	BOOK - CR XIII (520 PAGES)		NOS	40		
14	BOOK - CR XIV (560 PAGES)		NOS	40		
15	BOOK - CR XV (600 PAGES)		NOS	40		
16	BOOK - CR II (80 PAGES)		NOS	300		
17	BOOK - CR III (120 PAGES)		NOS	240		
18	BOOK - CR IV (160 PAGES)		NOS	300		
19	BOOK - CR V (200 PAGES)		NOS	215		
20	BOOK - CR VI (240 PAGES)		NOS	100		
21	BOOK - CR VII (280 PAGES)		NOS	90		
22	BOOK - CR VIII (320 PAGES)		NOS	90		
23	BOOK - CR IX (360 PAGES)		NOS	95		
24	BOOK - CR IX (360 PAGES) - 1/4 IN SQUARE		NOS	15		
25	BOOK - EXERCISE - SINGLE RULE (120 PAGES)		NOS	70		
26	BOOK - EXERCISE - SINGLE RULE (160 PAGES)		NOS	65		
27	BOOK - EXERCISE - SINGLE RULE (200 PAGES)		NOS	70		
28	BOOK - EXERCISE - SINGLE RULE (240 PAGES)		NOS	50		
29	BOOK - EXERCISE - SINGLE RULE (280 PAGES)		NOS	40		
30	BOOK - EXERCISE - SINGLE RULE (320 PAGES)		NOS	40		
31	BOOK - EXERCISE - SINGLE RULE (360 PAGES)		NOS	25		
32	BOOK - EXERCISE - SINGLE RULE (40 PAGES)		NOS	30		
33	BOOK - EXERCISE - SINGLE RULE (80 PAGES)		NOS	120		
34	BOOK - EXERCISE - 1/4 IN SQUARE (120 PAGES)		NOS	55		
35	BOOK - EXERCISE - 1/4 IN SQUARE (160 PAGES)		NOS	40		
36	BOOK - EXERCISE - 1/4 IN SQUARE (80 PAGES)		NOS	35		
37	NOTE BOOK		NOS	375		
38	BINDING SPIRAL 30X22 MM		NOS	25		
39	BINDING SPIRAL 30X24 MM		NOS	25		
40	BINDING SPIRAL 30X26 MM		NOS	20		

41	BINDING CLOTH		MTR	85		
42	BULDO CLIP		NOS	450		
43	FILE CLIP	100 nos	PKT	490		
44	PAPER CLIP	100 nos	PKT	684		
45	BINDING THREAD		BALL	70		
46	TWINE THREAD		BALL	200		
47	CD - BLANK		NOS	1000		
48	DVD - BLANK		NOS	1210		
49	MAGI BOARD DUSTER		NOS	190		
50	ENVELOPE 06X03		NOS	3500		
51	ENVELOPE 06X04		NOS	1200		
52	ENVELOPE 09X04		NOS	9000		
53	ENVELOPE 09X06		NOS	2600		
54	ENVELOPE 09X12		NOS	1600		
55	ENVELOPE 10X05		NOS	3000		
56	ENVELOPE 10X07		NOS	1800		
57	ENVELOPE 10X15		NOS	4800		
58	ENVELOPE 12X16		NOS	1000		
59	ENVELOPE 32X42		NOS	450		
60	ENVELOPE 07 1/2X05		NOS	700		
61	ENVELOPE 7 1/2X06		NOS	200		
62	ENVELOPE BROWN 06X03		NOS	400		
63	ENVELOPE BROWN 06X04		NOS	500		
64	ENVELOPE BROWN 09X04		NOS	1600		
65	ENVELOPE BROWN 09X06		NOS	650		
66	ENVELOPE BROWN 10X15		NOS	1700		
67	ENVELOPE KDU 06X03		NOS	800		
68	ENVELOPE KDU 06X04		NOS	450		
69	ENVELOPE KDU 09X04		NOS	1500		
70	ENVELOPE KDU 10X15		NOS	900		
71	ENVELOPE KDU 7.5X05		NOS	200		
72	ENVELOPE KDU 9X4 WINDOW TYPE		NOS	2000		
73	ENVELOPE MANILA 10X07		NOS	700		
74	ENVELOPE TYPE E 15X10		NOS	150		
75	ENVELOPE TYPE E 32X42		NOS	105		
76	ENVELOPE TYPE Q 15X10		NOS	105		
77	ENVELOPE TYPE Q 32X42		NOS	105		
78	ENVELOPE TYPE S 15X10		NOS	175		
79	ENVELOPE TYPE S 32X42		NOS	155		
80	ENVELOPE WHITE 06X03		NOS	175		
81	ENVELOPE WHITE 06X04		NOS	245		
82	ENVELOPE WHITE 09X04		NOS	2185		
83	ENVELOPE WHITE 09X06		NOS	275		
84	ENVELOPE WHITE 09X12		NOS	300		
85	ENVELOPE WHITE 10X05		NOS	295		
86	ENVELOPE WHITE 10X07		NOS	655		
87	ENVELOPE WHITE 7.5X05		NOS	105		
88	ENVELOPE WHITE 7.5X06		NOS	105		
89	ENVELOPE YELLOW 10X5		NOS	340		
90	ENVELOPE YELLOW 9.5X4.5		NOS	915		
91	ERASER		NOS	604		

92	FAX ROLL		NOS	32		
93	FILE COVER - 4 HOLE		NOS	3607		
94	BOX FILE		NOS	720		
95	FILE FOLDER (COVER)		NOS	830		
96	MAGAZINE HOLDER		NOS	160		
97	FILE COVER - PERSONAL DETAILS		NOS	1662		
98	FILE COVER - PLASTIC		NOS	360		
99	FILE COVER - TEMPORARY		NOS	11200		
100	GUM BINDER - 250ML		BOT	75		
101	GUM BINDER - 500ML		BOT	51		
102	BOOK BINDING GLUE - 400ML		BOT	45		
103	GUM - 200ML		BOT	78		
104	GUM - 350ML		BOT	17		
105	GUM - 500ML		BOT	63		
106	GUM - 750ML		BOT	36		
107	GUM - NORMAL STICK		BOT	63		
108	INK - STAMPING/PAD	250 ml	BOT	61		
109	INK - WHITE BOARD MARKER - BLACK	100 ml	BOT	355		
110	INK - WHITE BOARD MARKER - BLUE	100 ml	BOT	352		
111	INK - WHITE BOARD MARKER - RED	100 ml	BOT	347		
112	LAMINATING POUCH - A4		NOS	247		
113	LAMINATING POUCH - A5		NOS	10		
114	LAMINATING POUCH - A6		NOS	10		
115	LAMINATING PAPER - A7		NOS	11		
116	LAMINATING PAPER - A8		NOS	10		
117	LETTER HEAD - A4		NOS	6565		
118	LETTER HEAD - A5		NOS	2345		
119	MEMO PAD		NOS	125		
120	OFFICE BELL		NOS	4		
121	CALCULATOR LARGE		NOS	15		
122	CALCULATOR MEDIUM		NOS	10		
123	CALCULATOR SMALL		NOS	5		
124	PAPER CUTTER - LARGE		NOS	50		
125	PAPER CUTTER - MEDIUM		NOS	35		
126	PAPER CUTTER - SMALL		NOS	15		
127	DATE STAMP		NOS	05		
128	FILE TRAY PLASTIC		NOS	13		
129	NUMBERING MACHINE		NOS	5		
130	PUNCTURE - LARGE		NOS	20		
131	PUNCTURE - 2 HOLE (SMALL)		NOS	20		
132	SCISSOR - LARGE		NOS	40		
133	SCISSOR - MEDIUM		NOS	15		
134	SCISSOR - SMALL		NOS	5		
135	STAPLER MACHINE - NO: 10		NOS	25		
136	STAPLER MACHINE - NO: 369		NOS	70		
137	STAMP PAD		NOS	50		
138	ART PAPER		NOS	2000		
139	BROWN PAPER		NOS	50		
140	CHART FORM (GRAPH PAPER)		NOS	1250		
141	COMPUTER PAPER - A3 1PLY		PKT	15		
142	COMPUTER PAPER - A4 1PLY	1000 sht	PKT	140		

143	COMPUTER PAPER - A4 2PLY	1000 sht	PKT	20		
144	COMPUTER PAPER - A3 3PLY		PKT	10		
145	COMPUTER PAPER - A4 3PLY	1000 sht	PKT	25		
146	CONQUEROR PAPER - A3 OFF-WHITE	100 gsm	NOS	3000		
147	CONQUEROR PAPER - A3 WHITE	100 gsm	NOS	1000		
148	CONQUEROR PAPER - A4 COLOUR		NOS	230		
149	CONQUEROR PAPER - A4 WHITE		NOS	600		
150	CONQUEROR PAPER - A5 WHITE		NOS	210		
151	COUNTING PAPER ROLL		NOS	10		
152	CARBON PAPER - 50 SHT		PKT	140		
153	DEMY PAPER - BLACK		NOS	20		
154	FOOLS CAP PAPER - NON-RULED		NOS	80		
155	FOOLS CAP PAPER - RULED		NOS	220		
156	HALF SHEET PAPER		PKT	475		
157	PHOTOCOPY PAPER - A4 COLOUR (80gsm)	500 sht	PKT	150		
158	PHOTOCOPY PAPER A3 – WHITE (80gsm)	500 sht	PKT	250		
159	PHOTOCOPY PAPER A4 – WHITE (80gsm)	500 sht	PKT	2170		
160	PHOTOCOPY PAPER A5 – WHITE (80gsm)		PKT	40		
161	PHOTOCOPY PAPER B4 – WHITE (80gsm)		PKT	40		
162	PHOTOCOPY PAPER LEGAL – WHITE (80gsm)		PKT	70		
163	PHOTOCOPY PAPER F4 – WHITE (80gsm)		PKT	5		
164	RONIO/DUPLICATING PAPER	500 sht	PKT	500		
165	TYPING PAPER		PKT	5		
166	VARNISH PAPER		NOS	25		
167	WRAPPING PAPER		NOS	100		
168	BALL-POINT PEN - BLACK		NOS	1350		
169	BALL-POINT PEN - BLUE		NOS	2600		
170	BALL-POINT PEN - BROWN		NOS	90		
171	BALL POINT PEN - GREEN		NOS	100		
172	BALL-POINT PEN - RED		NOS	1400		
173	BALL-POINT PEN - YELLOW		NOS	40		
174	GEL PEN - BLACK		NOS	350		
175	GEL PEN - BLUE		NOS	550		
176	GEL PEN - RED		NOS	250		
177	HIGHLIGHT PEN - BLUE		NOS	300		
178	HIGHLIGHT PEN - GREEN		NOS	310		
179	HIGHLIGHT PEN - ORANGE		NOS	280		
180	HIGHLIGHT PEN - PINK		NOS	290		
181	HIGHLIGHT PEN - YELLOW		NOS	290		
182	MARKER PEN - PERMANENT - BLACK		NOS	190		
183	MARKER PEN - PERMANENT - BLUE		NOS	140		
184	MARKER PEN - PERMANENT - GREEN		NOS	60		
185	MARKER PEN - PERMANENT - RED		NOS	105		
186	MARKER PEN - THICK TIP		NOS	40		
187	OHP PEN - PERMANENT		NOS	40		
188	OHP PEN - NON PERMANENT		NOS	40		
189	PLATIGNUM - 06 COLOURS		SET	35		
190	PLATIGNUM - 12 COLOURS		SET	25		
191	SIGNING PEN - BLACK		NOS	130		
192	SIGNING PEN - BLUE		NOS	140		
193	WHITE BOARD MARKER PEN - BLACK		NOS	800		

194	WHITE BOARD MARKER PEN - BLUE		NOS	800		
195	WHITE BOARD MARKER PEN - GREEN		NOS	600		
196	WHITE BOARD MARKER PEN - RED		NOS	650		
197	DRAWING PIN	50 nos	PKT	200		
198	PIN	500 nos	PKT	130		
199	COLOUR PENCILS - 12 COLOURS		SET	25		
200	PENCIL		NOS	920		
201	POSTED PAD		NOS	70		
202	RUBBER BAND		PKT	50		
203	RULER 06" PLASTIC		NOS	80		
204	RULER 12" PLASTIC		NOS	200		
205	RULER 12" STEEL		NOS	160		
206	RULER 24" PLASTIC		NOS	10		
207	CD COVER STICKER		NOS	470		
208	STICKY PAD		NOS	315		
209	INK PAD		NOS	110		
210	STAPLER PIN - NO: 10	1000 nos	PKT	250		
211	STAPLER PIN - 23X06MM		PKT	35		
212	STAPLER PIN - 23X08MM		PKT	27		
213	STAPLER PIN - 23X10MM		PKT	36		
214	STAPLER PIN - 23X12MM		PKT	20		
215	STAPLER PIN - 23X13MM		PKT	7		
216	STAPLER PIN - 23X15MM		PKT	7		
217	STAPLER PIN - 23X17MM		PKT	10		
218	STAPLER PIN - 23X20MM		PKT	6		
219	STAPLER PIN - 23X23MM		PKT	6		
220	STAPLER PIN - 23X24MM		PKT	4		
221	STAPLER PIN - 24X06MM		PKT	160		
222	STAPLER PIN - 26X06MM		PKT	30		
223	STAPLER PIN - NO:369	1000 nos	PKT	540		
224	FILE FASTENER PLASTIC	50 nos	PKT	200		
225	FILE LACE	100 nos	PKT	110		
226	TAPE ADHESIVE		ROL	15		
227	TAPE BINDING 1"	Black	ROL	95		
228	TAPE BINDING 2"	Black	ROL	120		
229	BINDING TAPE 1 IN - BLACK/BLUE		ROL	150		
230	BINDING TAPE - BLUE/BLACK - 1 IN		ROL	30		
231	BINDING TAPE 2 IN - BLACK/BLUE		ROL	180		
232	CELLO TAPE 1 IN		ROL	850		
233	CELLO TAPE 2 IN		ROL	900		
234	CELLO TAPE 1/2 IN		ROL	200		
235	CELLO TAPE 1/4 IN		ROL	70		
236	DOUBLE TAPE		ROL	150		
237	GUM TAPE		ROL	100		
238	MASKING TAPE 1"		ROL	55		
239	OFFICE TAPE 1/2"		ROL	25		
240	RED TAPE		ROL	70		
241	TATTLE TAPE		ROL	11		
242	TIPPEX		BOT	320		
243	TRANSPARENT SHEET - A4	A 4	PKT	200		
244	TRANSPARENT SHEET - A3	A 3	PKT	5		



**SPECIFICATION SCHEDULE**

**SPECIFICATION: NO**

**SPECIMEN FORM OF BID SECURITY**

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

Whereas the authority has invited the Tender and other persons to compete tenders in similar terms for the supply of ..... and to submit the same for the consideration of the Authority, and the Bidder proposes to submit to the Authority a Bid (hereafter called "the Bid") in accordance with such invitation, the Bond shall provide security to the Authority that the Bidder will honour certain obligations to be undertaken by him in the Tender in accordance with the following conditions.

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

- (a) That it shall remain in full force and effect until the earliest of
  - (i) (Date), being ( ) days from (submission date), the date stipulated by the Authority for the submission of tenders, or any prolongation of such date above notified to the Authority by the Bidder and the Surety in writing.
  - (ii) In the event of acceptance of the Tender by the Authority, the date upon which the Bidder provides a performance security to the Authority in accordance with the terms of the contract thereby made between them, or
- (b) Subject to this Bond being in full force and effect, the Surety shall pay the full amount specified in this Bond upon receipt of first written demand from the Authority stating that.
  - (i) The Bidder has withdrawn his Tender during the validity of this Bond, or
  - (ii) The Bidder has failed to provide a performance security to the Authority in accordance with the terms of the tender within 14 days from receipt of intimation of award of the Tender.

No alteration in the terms of the Tender, nor any forbearance or forgiveness in or in respect of neither any matter or thing concerning the Tender on the part of the Authority, nor any objection from the bidder shall in any way release the Surety from any liability under this Bond.

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

This Bond shall be governed by the laws of Sri Lanka

I executed as a deed on this( ) day of( ) 20 ( )

For and on behalf of the Bidder

For and on behalf of the Surety

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Signed by -----

Signed by -----

In the capacity of -----

In the capacity of -----

and by -----

and by -----

In the capacity of -----

In the capacity of -----

Seal (where applicable)

Seal (where applicable)

**DELIVERY SCHEDULE**

(IT IS MANDATORY TO FILL THE FOLLOWING SCHEDULE BY THE BIDDER)

TENDER NO :

ITEM : .....

QTY : .....

<b>DURATION</b>	<b>QTY</b>
EX STOCK QTY (WITHIN 01 WEEK)	
01MONTH	
02 MONTHS	
03 MONTHS	
04 MONTHS	
<b>TOTAL</b>	

NAME OF THE BIDDER : .....

SIGNATURE OF BIDDER : .....

DATE : .....

COMPANY SEAL