



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

07 / 01 / 2022

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 01 / 02 /2022. 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.

8. **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.

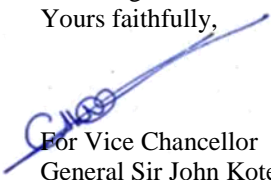
15. **PAYMENT TERMS FOR LOCALLY DELIVERED ITEMS.**

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,



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 ANNUAL REQUIREMENT OF LOG SECTION AT KDU**

S/ N	ITEMS	DENO	QTY	PRICE EACH SLRS	TOTAL PRICE
	<i>Please see the attachment</i>				
	Note: <ul style="list-style-type: none"> <i>Samples should be provided to the Tender Opening Committee .</i> 				
	TOTAL				
	DISCOUNT				
	TOTAL(AFTER DISCOUNT)				
	VAT %				
	GRAND TOTAL				

1. Country of Manufacture :-.....
2. Brand Name :-.....
3. VAT Registration No :-.....
(VALUE ADDED TAX PERMANENT REGISTRATION CERTIFICATE /VAT EXEMPTION LETTER ISSUED BY DEPARTMENT OF INLAND REVENUE TO BE ATTACHED)
4. Warranty Period:-.....
5. Delivery Schedule :-.....
6. Payment Terms :- **Credit**
7. MOD registered No :-.....
8. Name of the Company/Bidder :-
9. Address of the Company/Bidder :-.....
10. E-Mail address of the Company/Bidder :-.....
11. Phone Number of the Company/Bidder :-.....
12. Date :-.....
13. Authorized person Signature of Company/Bidder :-.....
14. Stamp of Company/Bidder :-.....

Company Seal

SPECIFICATION SHEDULE**EXTRA SPECIFICATION: NO**

NO	ITEM DESCRIPTION	DENO	QTY	UNIT PRICE	TOTAL PRICE
1.	ART BOARD 230 GSM	NOS	110		
2.	ART BOARD 260 GSM 25' X 36' (FULL SHEET)	NOS	15		
3.	ART BOARD 300 GSM 25' X 36' (FULL SHEET)	NOS	15		
4.	ICE WHITE BOARD 250 GSM 25' X 36' (FULL SHEET)	NOS	15		
5.	CONQUEROR BOARD	NOS	334		
6.	BALL-POINT PEN - BLACK	NOS	4290		
7.	BALL-POINT PEN - BLUE	NOS	8400		
8.	BALL-POINT PEN - RED	NOS	5672		
9.	BALL-POINT PEN-BROWN	NOS	4		
10.	BALL-POINT PEN-GREEN	NOS	126		
11.	GEL PEN - BLACK	NOS	897		
12.	GEL PEN - BLUE	NOS	1529		
13.	GEL PEN - RED	NOS	142		
14.	HIGHLIGHT PEN - BLUE	NOS	600		
15.	HIGHLIGHT PEN - GREEN	NOS	600		
16.	HIGHLIGHT PEN - ORANGE	NOS	600		
17.	HIGHLIGHT PEN - PINK	NOS	600		
18.	HIGHLIGHT PEN - YELLOW	NOS	600		
19.	MARKER PEN - PERMANENT - BLACK	NOS	120		
20.	MARKER PEN - PERMANENT - BLUE	NOS	120		
21.	MARKER PEN - PERMANENT - GREEN	NOS	120		
22.	MARKER PEN - PERMANENT - RED	NOS	120		
23.	MARKER PEN-THICK TIP	NOS	43		
24.	COLOUR PEN WALLETES 06 COLOURS	NOS	10		
25.	COLOUR PEN WALLETES 12 COLOURS	NOS	10		
26.	COLOUR PENCILS - 12 COLOURS	PKT	38		
27.	PLATIGNUM - 12 COLOURS	PKT	50		
28.	WHITE BOARD MARKER PEN - BLACK	NOS	1300		
29.	WHITE BOARD MARKER PEN - BLUE	NOS	1300		
30.	WHITE BOARD MARKER PEN - GREEN	NOS	1300		
31.	WHITE BOARD MARKER PEN - RED	NOS	1300		
32.	OHP PEN - NON PERMANENT	NOS	137		
33.	OHP PEN - PERMANENT	NOS	71		
34.	SIGNING PEN - BLACK		450		
35.	SIGNING PEN - BLUE	NOS	450		
36.	BINDING SPIRAL 1MM X 30CM	NOS	1		
37.	BINDING SPIRAL 30X06 MM	NOS	109		
38.	BINDING SPIRAL 30X07 MM	NOS	0		

39.	BINDING SPIRAL 30X08 MM	NOS	55		
40.	BINDING SPIRAL 30X10 MM	NOS	291		
41.	BINDING SPIRAL 30X12 MM	NOS	658		
42.	BINDING SPIRAL 30X20MM	NOS	65		
43.	BINDING SPIRAL 9MM X 30MM	NOS	80		
44.	BANK PAPER FULL SHEET 70 GSM 25' X 36' (FULL SHEET)	NOS	10		
45.	BANK PAPER FULL SHEET 80 GSM 25' X 36' (FULL SHEET)	NOS	20		
46.	BANK PAPER FULL SHEET150 GSM 25' X 36' (FULL SHEET)	NOS	20		
47.	BLANK PAPER - HARD BINDING	NOS	255		
48.	BLANK SHEET	NOS	18430		
49.	BOOK - CR I / 40 PAGES SINGLE RULE	NOS	205		
50.	BOOK - CR II / 80 PAGES SINGLE RULE	NOS	722		
51.	BOOK - CR III / 120 PAGES SINGLE RULE	NOS	687		
52.	BOOK - CR IV / 160 PAGES SINGLE RULE	NOS	717		
53.	BOOK - CR IX - 1/4 IN SQUARE -360 PAGES	NOS	10		
54.	BOOK - CR IX / 360 PAGES SINGLE RULE	NOS	116		
55.	BOOK - CR V / 200 PAGES SINGLE RULE	NOS	648		
56.	BOOK - CR VI / 240 PAGES SINGLE RULE	NOS	282		
57.	BOOK - CR VII / 280 PAGES SINGLE RULE	NOS	222		
58.	BOOK - CR VIII / 320 PAGES SINGLE RULE	NOS	117		
59.	BOOK - CR X / 400 PAGES SINGLE RULE	NOS	500		
60.	BOOK - CR XI / 440 PAGES SINGLE RULE	NOS	128		
61.	BOOK - CR XII / 480 PAGES SINGLE RULE	NOS	80		
62.	BOOK - CR XIII /520 PAGES SINGLE RULE	NOS	129		
63.	BOOK - CR XIV / 560 PAGES SINGLE RULE	NOS	107		
64.	BOOK - CR XV / 600 PAGES SINGLE RULE	NOS	175		
65.	BOOK - EXERCISE - SINGLE RULE / 120 PAGES	NOS	299		
66.	BOOK - EXERCISE - SINGLE RULE / 160 PAGES	NOS	185		
67.	BOOK - EXERCISE - SINGLE RULE / 200 PAGES	NOS	126		
68.	BOOK - EXERCISE - SINGLE RULE / 280 PAGES	NOS	50		
69.	BOOK - EXERCISE - SINGLE RULE / 360 PAGES	NOS	61		
70.	BOOK - EXERCISE - SINGLE RULE / 40 PAGES	NOS	6		
71.	BOOK - EXERCISE - SINGLE RULE / 80 PAGES	NOS	275		
72.	BOOK-EXERCISE-1/4 SQUARE/360 PAGES	NOS	6		
73.	EXCERCISE BOOK 300PG	NOS	103		
74.	EXAMINATION ANSWER BOOK 08 PAGES 70 GSM	NOS	50000		
75.	EXAMINATION ANSWER BOOK 12 PAGES 70 GSM	NOS	50016		

76.	ANSWER BOOKS (PAGES 12)	NOS	6200		
77.	CONVOCATION GRADUANDS BOOK	NOS	4		
78.	COFFEE TABLE BOOK	NOS	5		
79.	PROSPECTUS BOOK	NOS	7		
80.	TRANSPORT BOOK - G268	NOS	10		
81.	IRC ABSTRACT BOOK	NOS	5		
82.	MANUAL PROCEDURE BOOK	NOS	4		
83.	STUDENT PORTFOLIO BOOK	NOS	12		
84.	STUDENT RECORD BOOK	NOS	4		
85.	NOTE BOOK	NOS	983		
86.	CERTIFICATE FOLDER	NOS	28		
87.	CLEAR FILE	NOS	110		
88.	BOX FILE	NOS	1692		
89.	BOX FILES (GREEN COLOUR)	NOS	5		
90.	MAGAZINE HOLDER	NOS	890		
91.	MAIL FOLDER - PLASTIC	NOS	193		
92.	CALCULATOR LARGE	NOS	113		
93.	CALCULATOR MEDIUM	NOS	34		
94.	CALCULATOR SMALL	NOS	9		
95.	CD - BLANK	NOS	1025		
96.	DVD - BLANK	NOS	50		
97.	CD COVER	NOS	1566		
98.	CELLO TAPE 1 IN	ROL	5939		
99.	CELLO TAPE 1/4 IN	ROL	60		
100.	CELLO TAPE 2 IN	ROL	7148		
101.	CELLO TAPE 3'	NOS	602		
102.	DOUBLE TAPE 2'	ROL	234		
103.	BINDING TAPE 1 IN - BLACK/BLUE	ROL	2925		
104.	BINDING TAPE 2 IN - BLACK/BLUE	ROL	1265		
105.	BINDING THREAD	NOS	324		
106.	GUM TAPE 2'	ROL	213		
107.	MASKING TAPE 1 IN	ROL	56		
108.	MASKING TAPE 2 IN	ROL	24		
109.	DUCT TAPE	NOS	50		
110.	VARNISH PAPER	NOS	138		
111.	DEMY PAPER - BLACK	NOS	191		
112.	CARBON PAPER	PKT	1164		
113.	COMPUTER PAPER - A3 1PLY	PKT	5		
114.	COMPUTER PAPER - A3 3PLY	PKT	47		
115.	COMPUTER PAPER - A4 2PLY	PKT	34		
116.	COMPUTER PAPER - A4 3PLY	PKT	7		
117.	CONQUEROR PAPER - A4 WHITE	PKT	995		
118.	ENVELOPE 06X03	NOS	6620		
119.	ENVELOPE 06X04	NOS	5490		
120.	ENVELOPE 09X04	NOS	36495		
121.	ENVELOPE 09X06	NOS	15825		
122.	ENVELOPE 09X07	NOS	395		

123	ENVELOPE 09X12	NOS	5338		
124	ENVELOPE 10X07	NOS	1150		
125	ENVELOPE 10X15	NOS	15880		
126	ENVELOPE 12X16	NOS	4485		
127	ENVELOPE 3.5 IN X 6 IN YELLOW	NOS	3430		
128	ENVELOPE 7 1/2 IN X06	NOS	95		
129	ENVELOPE BROWN 06X03	NOS	50		
130	ENVELOPE BROWN 06X04	NOS	150		
131	ENVELOPE BROWN 09X04	NOS	2350		
132	ENVELOPE BROWN 09X06	NOS	995		
133	ENVELOPE BROWN 10X15	NOS	3510		
134	ENVELOPE KDU 06X03	NOS	555		
135	ENVELOPE KDU 06X04	NOS	700		
136	ENVELOPE KDU 09X04	NOS	5000		
137	ENVELOPE KDU 10X15	NOS	5000		
138	ENVELOPE KDU 7.5X05	NOS	1000		
139	ENVELOPE WHITE 06X03	NOS	290		
140	ENVELOPE WHITE 09X04	NOS	14155		
141	ENVELOPE WHITE 09X06	NOS	2105		
142	ENVELOPE WHITE 09X12	NOS	785		
143	ENVELOPE WHITE 10X07	NOS	710		
144	ENVELOPE WHITE 7.5X06	NOS	5		
145	ENVELOPE WINDOW TYPE 9X4	NOS	190		
146	ENVELOPE YELLOW 9.5 IN X 4.5 IN	NOS	11290		
147	BULDO CLIP 2IN	NOS	1443		
148	DRAWING PIN	PKT	302		
149	FILE CLIP	PKT	1436		
150	FILE COVER - 4 HOLE	NOS	9903		
151	FILE COVER - PLASTIC	NOS	267		
152	FILE COVER - TEMPORARY	NOS	25296		
153	BACK COVER (BLACK) A4	NOS	2040		
154	BACK COVER (BLUE) (A4 SIZE) (PLASTIC)	NOS	35		
155	BACK COVER (RED) (A4 SIZE) (PLASTIC)	NOS	5		
156	FILE FASTENER PLASTIC	PKT	3885		
157	FILE LACE	PKT	13327		
158	FILE TRAY PLASTIC	NOS	109		
159	FOOLS CAP PAPER - RULED	BUN	1		
160	EXAMINATION LOOSE SHEET	NOS	150000		
161	GUM - 200ML	BOT	276		
162	GUM - 350ML	BOT	25		
163	GUM - 500ML	BOT	71		
164	GUM - 750ML	BOT	41		
165	GUM - NORMAL STICK	NOS	94		
166	GUM BINDER - 250ML	BOT	185		
167	GUM BINDER - 500ML	BOT	245		
168	GUM BINDER - CHEMIFIX 250ML	BOT	25		

169	HARD BOARD/ BACK BOARD	NOS	8		
170	INK - STAMPING/PAD 250ML	BOT	152		
171	NUMBERING MACHINE INK	BOT	6		
172	NORTHFIELD BINDERS	NOS	5		
173	OFFICE BELL	NOS	18		
174	OFFICE PIN	PKT	14		
175	PAPER CLIP- PLASTIC	PKT	506		
176	PAPER CUTTER - LARGE	NOS	395		
177	PAPER CUTTER - MEDIUM	NOS	290		
178	PAPER CUTTER- SMALL	NOS	51		
179	PAYMENT VOUCHER-G 35	NOS	1450		
180	PERFECT BINDING GLUE	BOT	25		
181	LETTER HEAD - A4	NOS	31000		
182	LETTER HEAD - A5	NOS	6885		
183	PHOTOCOPY PAPER - A4 BLUE	PKT	57		
184	PHOTOCOPY PAPER - A4 COLOUR	BUN	471		
185	PHOTOCOPY PAPER - A4 GREEN	PKT	85		
186	PHOTOCOPY PAPER - A4 PINK	PKT	52		
187	PHOTOCOPY PAPER - A4 RED	PKT	6		
188	PHOTOCOPY PAPER - B4 COLOUR	BUN	28		
189	PHOTOCOPY PAPER A3 - WHITE	BUN	347		
190	PHOTOCOPY PAPER A4 - WHITE	BUN	12590		
191	PHOTOCOPY PAPER A5 - WHITE	BUN	377		
192	LAMINATING PAPER/POUCH - A3	PKT	8		
193	LAMINATING PAPER/POUCH - A4	PKT	398		
194	LAMINATING PAPER/POUCH -65' X 95'	PKT	30		
195	RONIO/DUPLICATING PAPER	BUN	1766		
196	TRANSPARENT SHEET A3	PKT	19		
197	TRANSPARENT SHEET A4	PKT	1081		
198	PUNCTURE - LARGE	NOS	306		
199	PUNCTURE- MEDIUM	NOS	6		
200	PVC CARD - ZEBRA CARD FOR ID	NOS	4000		
201	REC CODE 1/2 INC	NOS	79		
202	RUBBER BAND	PKT	123		
203	RULER 06 IN PLASTIC	NOS	37		
204	RULER 12 IN PLASTIC	NOS	697		
205	RULER 12 IN STEEL	NOS	232		
206	RULER 24 IN PLASTIC	NOS	51		
207	RULER '9 IN PLASTIC	NOS	2		
208	SCISSOR - LARGE	NOS	239		
209	SCISSOR - SMALL	NOS	166		
210	SCISSOR -MEDIUM	NOS	68		
211	SCISSOR-MEDIUM	NOS	23		
212	SILHOUETTE MAGAZINE	NOS	13		
213	DATE STAMP	NOS	25		
214	STAMP PAD - LARGE	NOS	216		
215	POSTED PAD	NOS	390		

216	NUMBERING MACHINE	NOS	11		
217	STAPLER MACHINE - NO: 10	NOS	162		
218	STAPLER MACHINE - NO: 369	NOS	401		
219	HEAVY DUTY STAPLER MACHINE	NOS	5		
220	STAPLER PIN - 23X08MM	PKT	37		
221	STAPLER PIN - 23X10MM	PKT	3		
222	STAPLER PIN - 23X12MM	PKT	58		
223	STAPLER PIN - 23X13MM	PKT	52		
224	STAPLER PIN - 23X23MM	PKT	12		
225	STAPLER PIN - 26X06MM	PKT	331		
226	STAPLER PIN - NO: 10	PKT	336		
227	STAPLER PIN - NO:369	PKT	2423		
228	STAPLER PIN NO.23	PKT	349		
229	STICKY PAD	NOS	861		
230	PEN HOLDER	NOS	34		
231	PENCIL	NOS	5583		
232	PENCIL CUTTER	NOS	66		
233	ERASER	NOS	2818		
234	TIPPEX	BOT	1128		
235	TWINE THREAD	NOS	729		
236	WHITE BOARD DUSTER	NOS	83		
237	BIN CARD	NOS	28		
238	BINDING CLOTH	MTR	125		
239	POLYTHENE (KG)	KG	80		

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

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 :

DURATION	QTY
EX STOCK QTY (WITHIN 01 WEEK)	
01MONTH	
02 MONTHS	
03 MONTHS	
04 MONTHS	
TOTAL	

NAME OF THE BIDDER :

SIGNATURE OF BIDDER :

DATE :

COMPANY SEAL

