



**Ministry of Finance
Development Lotteries Board**

**Supplying of Branded Collar T-shirts 1500 and Branded
Cotton Caps 3000**

BID No DLB/ PRO/2024/08

Bidders Name :-

Receipt No :-

**Development Lotteries Board,
356. Dr. Colovin R. De Silva Mawatha,
Colombo 2.**

Prabhashi 2024.03.11



Procurement Notice
Ministry of Finance Economic Stabilization and National Policies
DEVELOPMENT LOTTERIES BOARD
Invitation For Bids

Supplying of Branded Collar T-shirts 1500 and Branded Cotton Caps 3000
Bid No: - DLB/PRO/2024/08

Chairman, Minor Procurement Committee, on behalf of the Development Lotteries Board invites sealed bids from Interested eligible bidders for supplying of branded Collar T-shirts 1500 and Branded Cotton Caps 3000

02. Bidding will be conducted according to the Limited Competitive Bidding (LCB) Procedure.
03. A complete set of Bidding documents in English language could be inspected and purchased upon submission of the written request by the supplier in the Procurement Division of Development Lotteries Board, No.356, Dr. Colvin R De Silva Mw, Union Place, Colombo2, from **27.03.2024** to **26.03.2024** (during working days) between 09.00 am to 03.00 p.m, upon payment of the non - refundable document fees **Rs. 1,180.00**. The method of payments will be in cash.
04. The bids should be accompanied by a Bid Security as stated in the bidding document.
05. Bidders should furnish all the detailed information as required in the Bidding Documents.
06. As per the Bid Conditions, Bids shall be delivered in duplicate with marked as top left hand corner of the envelopes **“Supplying of Branded Collar T-shirts 1500 and Branded Cotton Caps 3000 (Bid No:- DLB/PRO/2024/08)”** to reach the Chairman, Minor Procurement Committee, Development Lotteries Board, 356, Dr.Colvin R. De Silva Mawatha, Colombo 02., Sri Lanka, not later than **02.30 p.m** on **27.03.2024** and no bids will be accepted thereafter.
07. Bids should be forwarded by registered post or deposited in the box provided at the Procurement Division of the Development Lotteries Board, at the above address. Bids will be **closed at 02.30 p.m** on **27.03.2024** and bids will be opened soon after closing time in the presence of bidder's representatives.
08. The bidding documents could be referred from the dlb website: www.dlb.lk

Chairman,
Minor Procurement Committee,
Development Lotteries Board,
356. Dr. Colvin R. De Silva Mawatha,
Colombo 02.
Tel: 011 4824824
12.03.2024
www.dlb.lk



Section I. Instructions to Bidder(ITB)

A: General	
1. Scope of Bid/ Eligibility	<p>1.1 The Purchaser named in the Data Sheet invites you to submit a Bid for the supply of Goods as specified in Section III Schedule of Requirements.</p> <p><u>Eligibility</u></p> <ul style="list-style-type: none"> Bidder should be a registered company/ Partnership and should have 2 years experience in the similar field. (Documents evidence should be provided. If not treated as rejected)
B: Contents of Documents	
2. Contents of Documents	<p>2.1 The documents consist of the Sections indicated below.</p> <ul style="list-style-type: none"> Section I. Instructions to Bidder (ITB) Section II. Data Sheet Section III. Schedule of Requirements Section IV. Technical Specifications & Compliance Section V. Bid Form/ Price Schedule Section VI. Bid Security Section VII. Performance Security Section IX. Agreement
C: Preparation of Bid	
3. Documents Comprising your Bid	<p>3.1 The bid shall comprise the following:</p> <ul style="list-style-type: none"> a. Bid Submission Form and the Price Schedules b. Bid Security c. Caps 04 No's and T-shirts 02 No's of samples should be submitted with embroidering of DLB logo as per the drawing/ Specification d. Customers list with contact numbers for same items has been sold for last 02 years. e. Certified copy of company registration f. VAT registration copy g. Audited Financial Statement at last 2 years. <p>(Proof documents to be submitted along with the bid for the above a. to h.)</p>
4. Bid Submission Form and Price schedules	<p>4.1 The bidder shall submit the bid 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.</p>

5. Prices and Discounts	<p>5.1 Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules.</p> <p>5.2 The price to be quoted in the bid Submission Form shall be the total price of the bid, including any discounts offered.</p> <p>5.3 The applicable VAT shall be indicated separately.</p> <p>5.4 Prices quoted by the bidder shall be fixed during the bidder's performance of the Contract and not subject to variation on any account. A bid submitted with an adjustable price shall be treated as non-responsive and may be rejected.</p>
6. Currency	6.1 The bidder shall quote only in Sri Lanka Rupees.
7. Documents to Establish the Conformity of the Goods	<p>7.1 The bidder shall furnish as part of its the documentary evidence that the Goods conform to the technical specifications and standards specified in Section IV, "Technical Specifications & 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 bidder 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 Bid	8.1 Bids shall remain valid for the period of Ninety (90) days from the Bid submission deadline date.
9. Format and Signing of Bid	9.1 Bids shall remain valid for the period of Ninety (90) days from the Bid submission deadline date.
D: Submission and Opening of Bid	
10. Bid Security	<p>10.1 Bidder should be submitted bid security using specimen form attached on behalf of the chairman of Development Lotteries Board value for Rs.35,000.00 obtain from a reputed commercial bank as per the sample format attached here with Validity period is 118 days up to 23.07.2024 from the date of closing of the bid</p> <p style="text-align: center;">Or</p> <p>Bidder are able to deposit Rs. 17,500.00 in cash as a refundable Tender deposits.</p>
11. Submission of Bid	<p>11.1. Bidder may submit their bids by registered post or by hand in sealed envelopes addressed to the Purchaser bear the specific identification of the contract number.</p> <p>11.2. If the bid is not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the bid.</p>

12. Deadline for Submission of Bid	12.1 Bid 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.
13. Late Bid	13.1 The Purchaser shall reject any bid that arrives after the bid deadline for submission of bids,
14. Opening of Bids	14.1 The Purchaser shall conduct the opening of bid in public at the address, date and time specified in the DataSheet. 14.2 A representative of the bidders may be present and mark its attendance.
E: Evaluation and Comparison of Bid	
15. Performance Security	15.1 Within 10 days of the notice of the award from the purchaser. The selected bidder shall furnish the performance security on behalf of the chairman of Development Lotteries Board as per the form attached herewith. Validity period is 120 days from the date of the letter of award. Value of the Performance Security value is 10% of the contract amount.
16. Clarifications	16.1 A prospective Bidder requiring any clarification of the Bidding Documents including the restrictiveness of specifications shall contact the Purchaser in writing at the Purchaser's address specified in the BDS. The Purchaser will respond in writing to any request for clarification, provided that such request is received no later than Seven (07) days prior to the deadline for submission of bids 16.2 The Purchaser's request for clarification and the response shall be in writing.
17. Responsiveness of Bids	17.1 The Purchaser will determine the responsiveness of the Bid to the documents based on the contents of the bid received. 17.2 If a bid is evaluated as not substantially responsive to the documents issued, it may be rejected by the Purchaser.
18.Evaluation of Bid	18.1 The Purchaser shall evaluate each bid that has been determined, to be substantially responsive. 18.2 The Purchaser's evaluation of a bid 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.
19. Purchaser's Right to Accept any Bid, and to Reject any or all Bids	19.1 The Purchaser reserves the right to accept or reject any bid, and to annul the process and reject all bids at any time prior to acceptance, without thereby incurring any liability to bidders.

F: Award of Contract	
20. Acceptance of the Bid	20.1 The Purchaser will accept the bid of the bidder whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.
21. Notification of acceptance	21.1 Prior to the expiration of the period of validity of bid, the Purchaser will notify the successful bidder, in writing, that its bid has been accepted.
22. Payments	22.1 Payments will be made after Supply of Caps from the submission of invoice Within 30 days. partial payments will be made after delivery
23. Termination Clause	23.1 The Chairman of Development Lotteries Board has the right to terminate the agreement; in the event of the services do not meet the requirements Specified in the tender document.
24. Agreement Period	24.1 The delivery period is 30 days from the Sample approval date by the DLB. Partial delivery are accepted
25. Governing Law	25.1 The tenders and any contract resulting there from shall be governed by and construed according to the Law of Sri Lanka.
26. Liquidated Damages	26.1 The liquidated damages should be half (0.5) percent per week of contract price or part thereof. Maximum amount of liquidated damages 10% of the contract price.

Chairman,
Minor Procurement Committee
Development Lotteries Board,
No. 356, Dr. Colvin R De Silva Mawatha,
Union Place,
Colombo 02

Section II: Data Sheet

ITB Clause Reference	
1.1	The Purchaser is : Chairman, Minor Procurement Committee Development Lotteries Board, Address: No. 356, Dr. Colvin R De Silva mawatha, Union Place, Colombo 02
5.1	Bidders are allowed to quote for all items or selected items specified in the section III
7.3	Manufacture's Authorization is required.
11.1	Address for submission of bids is : Chairman, Minor Procurement Committee Development Lotteries Board, No. 356, Dr. Colvin R De Silva mawatha, Union Place, Colombo 02 Deadline for submission of bids is 2.30 p.m. 27.03.2024
13	The Bids shall be opened at the following address: Chairman, Minor Procurement Committee Development Lotteries Board, No. 356, Dr. Colvin R De Silva mawatha, Union Place, Colombo 02 Bids will be opened on 2.30 p.m. 27.03.2024
16 ¹	Other factors that will be considered for evaluation are QCBS methods.

¹ Insert only if additional factors other than price is considered for evaluation.

Section III

Schedule of Requirements

Description	Quantity	Delivery Date	
		Latest Delivery Date	Bidder's offered Delivery date (to be provided by the bidder)
<u>1.Collar T-shirts</u> <ul style="list-style-type: none"> Fiber Composition :- Polyester – 65% ($\pm 3\%$) Cotton – 35% ($\pm 3\%$) (Crocodile/Polo etc.) Mass per unit area (g/m^2):- 230 minimum Embroidering one brand logo in 4 colour to the Front side and DLB web site in one colour to the back side as per the drawing attached (annex 01) Sizes – All standard sizes (will be notified after awarding) Colour Dark & Light Orange as per the drawing Total quantity is include Male and Female (Actual quantity will be informed with the order) 	1500	Within 30 days from the sample confirmation by the DLB	
<u>2.Cotton Caps</u> <ul style="list-style-type: none"> Panel Cotton Cap Embroidering one brand logo to the front side (four Colours) and DLB Logo (Four Colours) with mail address (black colour) as per the drawing attached. Art work will be given by DLB Lock - Adjustable 	3000		

Note: All Statement of Conformity should be supported by relevant proof documentation.

Without such documentary support, the bid will be considered non-responsive

I hereby certified above details are true and accurate.

Authorized signature :

With seal

Company Name :

Company Address :

Vat No :

Tel/Fax :

Contact Person :

Date :

Section IV

Technical Specifications and Compliance

	Minimum Specifications required	Compliance	Remarks
	<p><u>1.Collar T-shirts</u></p> <ul style="list-style-type: none"> Fiber Composition :- Polyester – 65% (±3%) Cotton – 35% (±3%) (Crocodile/Polo etc.) Mass per unit area (g/m²):- 230 minimum Embroidering one brand logo in 4 colour to the Front side and DLB web site in one colour to the back side as per the drawing attached (annex 01) Sizes – All standard sizes (will be notified after awarding) Colour Dark & Light Orange as per the drawing Total quantity is include Male and Female (Actual quantity will be informed with the order) <p><u>2.Cotton Caps</u></p> <ul style="list-style-type: none"> Panel Cotton Cap Embroidering one brand logo to the front side (four Colours) and DLB Logo (Four Colours) with mail address (black colour) as per the drawing attached. Art work will be given by DLB Lock - Adjustable 		

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(To be filled by the bidder)

Company Details

1. Name of the bidder :-
2. Address :-
3. Location of the factory :-
4. Telephone / Fax :-
5. Email :-
6. Contract person :-
7. Company registered Years :-
8. Vat No :-
9. Customer List :- (For last 2 years)

Customer Name	Contract No	Item	Qty Supplied	Date

(Written evidence should be the attached)

10. Details Staff :-

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11. Machinery Availability

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12. Production per day

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13. Material Availability

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Above all details are true and accurate

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Authorized Signature
(with seal)

.....

Date

Section V: Bid Form

(To be filled by the bidder)

Bid Form

The Chairman,
Minor Procurement Committee,
Development Lotteries Board,
No. 356, Colvin R. De Silva Mw,
Colombo 02, Sri Lanka

Bid for Supplying of Branded Collar T-shirts 1500 and Branded Cotton Caps 3000

I / We, the undersigned, having read and fully acquainted myself/ourselves with the contents of the "Information and Instructions to bidder and Terms and Conditions of Bid" pertaining to the above bid, along with annexure/Schedule, thereto, hereby undertake to Supplying of T- Shirts referred to therein, in accordance with the aforesaid Instructions, Terms and Conditions for a total Bid Price of(Please note to the bid price) The makeup of the aforesaid total Bid Price is given in the accompanying Price Schedule.

I / We confirm that this offer shall be opened for acceptance until 90 days from the opening of bids and that it will not be withdrawn or revoked prior to that date.

I / We attach hereto the following documents as part of my / our Bid:

1. Price Schedule
2. Documentary evidence to establish eligibility to bid.
3. Any other documents – (Experience certificate, etc.)
4. Bid security
5. Public Contract Registration Certificate

I / We understand that you are not bound to accept the lowest tender and that you reserve the right to reject any or all tenders or to accept any part of a bid without assigning any reasons thereof .

We undertake to adhere to the Delivery terms.

Signature of bidder :

Name of Bidder :

Address :

Fax :

Date :

Bids for Supplying of Branded Collar T-shirts 1500 and Branded Cotton Caps 3000

(To be filled by the bidder)

Price Schedule

Line Item No.	Description of Goods or related services	Qty	Unit price (Excluding Tax)	Total Price (Excluding Tax)
1.	Supplying of T-shirts (as per the section III + IV)	1500
2.	Supplying of Caps (as per the section III + IV)	3000
Total				
SSCL				
Vat 18%				
Grand Total with Vat				

(Grand Total with VAT in words)

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Note: All Statement of Conformity should be supported by relevant proof documentation.

Without such documentary support, the bid will be considered non-responsive

I hereby certified above details are true and accurate.

Authorized signature :

With seal

Company Name :

Company Address :

Vat No :

Tel/Fax :

Contact Person :

Date :

Section VI:

SPECIMEN FORM OF BID SECURITY

----- [insert issuing agency's name, and address of issuing branch or office] ---

Beneficiary: ----- [insert (by PE) name and address of Employer/Purchaser]

Date: ----- [insert (by issuing agency) date]

BID GUARANTEE No.: ----- [insert (by issuing agency) number]

We have been informed that ----- [insert (by issuing agency) name of the Bidder; if a joint venture, list complete legal names of partners] (hereinafter called "the Bidder") has submitted to you its bid dated ----- [insert (by issuing agency) date] (hereinafter called "the Bid") for the execution/supply [select appropriately] of [insert name of Contract] under Invitation for Bids No.

----- [insert IFB number] ("the IFB").

Furthermore, we understand that, according to your conditions, Bids must be supported by a Bid Guarantee.

At the request of the Bidder, we ----- [insert name of issuing agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- [insert amount in figures] ----- [insert amount in words] upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

- (a) has withdrawn its Bid during the period of bid validity specified; or
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter "the ITB") of the IFB; or
- (c) having been notified of the acceptance of its Bid by the Employer/Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITB.

This Guarantee shall expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder; or (b) if the Bidder is 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, otherwise it will remain in force up to --- (insert date)

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date. _____

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[Signature of authorized representative(s)]

Section VII.

SPECIMEN FORM OF PERFORMANCE BANK GUARANTEE

----- [Issuing Agency's Name, and Address of Issuing Branch or Office] -----

Beneficiary: ----- [Name and Address of Employer] -----

Date: -----

PERFORMANCE GUARANTEE No.: -----

We have been informed that ----- [name of Contractor/Supplier] (hereinafter called "the Contractor") has entered into Contract No. ----- [reference number of the contract] dated ----- with you, for the ----- [insert "construction"/ "Supply"] of ----- [name of contract and brief description of Works] (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 Contractor, we ----- [name of Agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- [amount in figures] (-----) [amount in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the Day of, 20... [insert date, 28 days beyond the scheduled contract completion date] and any demand for payment under it must be received by us at this office on or before that date.

[signature(s)]

Section VIII.

Agreement

THIS AGREEMENT made the 00th Day of XX XXX 2023 Between the Development Lotteries Board duly incorporated under Parliament Act No 20 of 1997 of Sri Lanka and having its registered office at No 356, Dr. Colvin R De Silva Mawatha, Colombo 02, Sri Lanka (hereinafter "The Purchaser") of the one part and having its registered office at (Hereinafter "The Supplier") of the other part.

WHEREAS the Purchaser invited bids for the supply of and Related Services, viz., has accepted a Bid by the supplier for the supply of those Vehicles and Related Services in the sum of (without tax).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

01. In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the Conditions of bid referred to.

02. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.

1. Award of Contract
2. Bid submission Sheet and Price Schedule
3. Special Conditions of the Contract
4. General Conditions of the Contract
5. The schedule of supply
6. Workshop Facilities
7. Documentary evidence to establish eligibility to bid.
8. Any other documents – (Experience certificate, etc.)

This 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.

03. In consideration of the payments to be made by the Purchaser to the Supplier as indicated in this agreement, the Supplier hereby covenants with the supplier to provide the and Related Services to remedy defects therein in conformity in all respects with the provisions of the Contract.

04. The Purchaser hereby covenants to pay the supplier in consideration of the provision of the and Related 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 laws of Sri Lanka on the day, month and year indicated below.

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Chairman / CEO
Development Lotteries Board

.....
Working Director
Development Lotteries Board

Witness: 1.....

.....
Manager
..... Limited

Witness: 1.....

Cap



T Shirt



