



THE DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA

Development Lotteries Board

Bidding Document

Invitation to bids for
Supplying of Color Multi-Functional New Printer on Rent Basis
for the Period of 03 Years

Read Only

DLB/PRO/2025/22

| | |
|--------------|----------|
| Bidders Name | :- |
| Receipt No | :- |
| Issued by | :- |

Development Lotteries Board,
No.356, Dr.Colvin R De Silva Mawatha,
Colombo 02.



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PROCUREMENT NOTICE
Ministry of Finance, Planning and Economy Development

DEVELOPMENT LOTTERIES BOARD

Invitation for Bid for
Supplying of a Color Multi-Functional New Printer on Rent Basis

DLB/PRO/2025/22

Chairman, Minor Procurement Committee, on behalf of the Development Lotteries Board invites sealed bids from Interested eligible bidders for Supplying of Color Multi-Functional New Printer on Rent Basis for the period of 03 years for the DLB.

02. Bidding will be conducted according to the National Competitive Bidding (NCB) 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 19.03.2025 to 02.04.2025 (during working days) between 09.00 am to 03.00 p.m, upon payment of the non - refundable document fees **Rs. 2,240.00(with VAT)**The method of payment 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 a Color Multi-Functional New Printer on Rent Basis for the period of 03 years (Bid No:- DLB/PRO/2025/22)**" 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 03.04.2025** and no bids will be accepted thereafter.
07. Bids should be forwarded by registered post or deposited in the Box provided at Procurement Division of the Development Lotteries Board, at the above address. Bids will be **closed at 02.30 p.m on 03.04.2025** 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 2.
Tel: 011 4824824
www.dlb.lk
19.03.2025

Section I. Instructions to Bidders (ITB)

| A: General | |
|---|---|
| 1. Scope of Bid | <p>1.1 Chairman, Minor Procurement Committee Development Lotteries Board will be invited Bids from Reputed suppliers for Obtaining new Color Multi-Functional Printers including copy, scanning, print on rent basis as per the specification given in the section III.</p> <p>1.2 Eligibility</p> <p>a) Bidder should have a valid business registration.</p> <p>b) Should have similar works experience as per the Section III.</p> |
| B: Preparation of Quotation | |
| 2. Documents Comprising your Bid | <p>2.1 The Quotation shall comprise the following:</p> <p>(a) Bid Submission Form and the Price Schedules</p> <p>(b) A copy of refundable deposit receipt / Bid Security</p> <p>(c) Similar works experience evidence</p> <p>(d) Job completion Program (Time schedule)</p> <p>(e) BR copy / Company Registration copy</p> <p>(f) VAT registration copy (if available)</p> <p>(g) If any</p> |
| 3. Bid Submission Form and Price schedules | <p>3.1. The bidders shall submit the Quotation Submission Form using the form furnished in Section VI.</p> |
| 4. Prices and Discounts | <p>4.1 The price to be quoted in the Bid Submission Form shall be the total price of the Bid, including any discounts offered. As per the Specification.</p> |
| 5. Currency | <p>5.1 The bidders shall quote only in Sri Lanka Rupees.</p> |
| 6. Period of Validity of Bid | <p>6.1 Bids shall remain valid for the period of Ninety (90) days from the Bid submission deadline date.</p> |
| 7. Format and Signing of Quotation | <p>7.1 The Bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the bidders.</p> |
| C: Submission and Opening of Quotation | |
| 8. Refundable tender deposit / Bid Security | <p>Bidder should submit a bid security along with the bid as one of followings.</p> <p>8.1 Bid security for Rs. 28,000.00 using attached format issuing by the any C.B.S.L accepted commercial bank in Sri Lanka.</p> <p>Validity : - Up to 2025.07.30</p> <p>Beneficiary : - Chairman, Development Lotteries Board</p> <p style="text-align: center;">Or</p> <p>8.2 A copy of receipt taken by DLB on payment of Rs.28,000.00 as refundable tender Deposit, along with the bid. If not submitted treated as rejected.</p> |

| | |
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| 9. Submission of Bid | <p>9.1 Bidders may submit their quotations by registered post or by hand in sealed envelopes addressed to the Chairman, Minor Procurements Committee Development Lotteries Board, 356. Dr. Colvin R. De Silva Mawatha, Colombo 02. a Tender box provided at the Procurement Division of the above address.</p> <p>9.2 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> |
| 10. Deadline for Submission of Quotation | 10.1 . at 2.30 p.m. on 2025.04.03 |
| 11. Opening of Quotations | 11.1 at 2.30 p.m. on 2025.04.03 |
| D: Evaluation and Comparison of Quotation | |
| 12. Performance Security | 12.1 Within 10 days of the notice of the award from the purchaser. The selected bidders shall furnish the performance security for 10% of the contract value on behalf of the chairman of Development Lotteries Board as per the form attached herewith. Validity period is 369 days from the date of the letter of award. |
| 13. Evaluation of quotation | <p>13.1. The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.</p> <p>13.2 To evaluate a quotation, the Purchaser may consider the following:</p> <ul style="list-style-type: none"> (a) the Price as quoted; (b) Capability of the bidder experience |
| 14. Purchaser's Right to Accept any bid, and to Reject any or all Bids | 14.1 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. |
| E: Award of Contract | |
| 15. Payments | <p>15.1 Payments will be made after submission of the invoice within 30 days.</p> <p>15.2 Monthly payments will be made considering the copy counter of the machines or according to the bidder's proposal as agreed by DLB. Only photocopy and printing will be considered for copy counting.</p> |
| 16. Termination Clause | 16.1 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. |

| | |
|--|---|
| 17. Acceptance of the Bid | 17.1 The Development Lotteries Board will accept of the bidder of the supplier whose offer is the lowest evaluated bid and is substantially responsive to the documents issued. |
| 18. Notification of acceptance | 18.1 Prior to the expiration of the period of validity of bid, the Development Lotteries board notify the successful supplier, in writing, that its their bid has been accepted. |
| 19. Contract Period | 19.1 The contract period is 03 Years from the purchase order. |
| 20. Governing Law | 20.1 The tenders and any contract resulting there from shall be governed by and construed according to the Law of Sri Lanka. |
| 21. Liquidated Damages | 21.1 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. |
| 22. Role and Responsibility of the Supplier | <p>22.1 Supplier should be supplied the new-machine, toner, developers, all spare parts repairs & all maintenance works.</p> <p>22.2 DLB will be supplied papers only</p> <p>22.3 Running repairs must be attended to within two hours of reporting.</p> <p>22.4 Supplier shall duly attend to all maintenance work of the equipment and customer complaints within reasonable time period</p> <ul style="list-style-type: none"> • 03 hours response time and 06 hours resolution time. (Colombo city limits) <p>22.5 Response & Resolution time are based on operational hours of the supplier</p> <ul style="list-style-type: none"> • Monday – Friday from 8.30 am – 5.00 pm weekends from 9.00 am – 4.00 pm • Priority service levels require to be mutually agreed by the both parties. <p>22.6 In case the supplier is unable to resolve a problem within the reasonable time period he/she shall lend a temporary machine to the customer until such time the problem is resolved.</p> <p>22.7 Supplier shall maintain the equipment in good working condition, which also include the installation of maintenance kits, preventive services, repairs, toners and replacement of parts necessitated from normal wear and tear in case of un usability of the within 24 hours</p> |
| <p>If you need further clarification please do not hesitate to contact AGM (Procurement) – 076-9475871, agmproc@dlb.lk</p> | |

Chairman,
Minor Procurement Committee,
Development Lotteries Board,
356. Dr. Colovin R. De Silva Mawatha,
Colombo 2.
Tel: 011 4824824
www.agmproc.lk
2025.03.19

Section II: Data Sheet

| ITB Clause Reference | |
|----------------------------|--|
| 1.1 | The Purchaser is : Chairman, Development Lotteries Board, Address: No. 356, Dr. Colvin R De Silva mawatha, Union Place, Colombo 02 |
| 09.1 | Address for submission of Quotations is : Chairman, Development Lotteries Board, No. 356, Dr. Colvin R De Silva mawatha, Union Place, Colombo 02 Deadline for submission of quotations is 2.30 p.m. 2025.04.03 |
| 14 | The quotations shall be opened at the following address: Chairman, Development Lotteries Board, No. 356, Dr. Colvin R De Silva mawatha, Union Place, Colombo 02 Bids will be opened on 2.30 p.m. 2025.04.03 |

Section III

Requirement of Services/Eligibility/ Technical Specifications

➤ Requirement of Services

Development Lotteries Board invites proposals from selected Bidders for a SMART Printing Solution to be implemented at the head office for workgroup printing with user

monitoring and device controlling software. This solution should be deployed on rent basis for the period of 3 years. Machine requirement is 01 No's

➤ Eligibility

All Bidders quoting for this tender should have a minimum of 3 years of experience in providing workgroup printing solutions in Sri Lanka with a minimum deployment base of 50 devices for mission-critical customers. Bidders covering this minimum criterion only will be eligible to respond to this RFP. A list of the top 05 customers is required to be submitted with the proposals as references.

Bidders should also confirm from their manufacturers that the quoted products are within

12 months of their initial launch in this region. Bidders could provide only brand-new devices for this engagement while the consumables used to require to be only originals sourced from the device's manufacturer. Such conditions should apply though out the entire contract period (3 years). Bidders are obliged to provide the following documentation with their proposal. Failing to submit such will lead to disqualifying the bid.

1. Authorization Letter authorizing business partnership. product/models. etc.
2. Document evidence for 03 years' experience/ Company capability
3. Audit financial statement for last year
4. Services letters from customer
5. Clientele
6. Copy of company registration

The continuous supply of the related components/ parts (Toners/ Imaging Units etc.) for the devices should be ensured by the bidder without considering the case of a delayed payment or any other related concern. The bidder shall provide at least 01 backup component/ part for every 02 rented printers installed at the DLB Premises.

Additionally, the bidder shall appoint a contact person, an account manager alongside a senior manager of the company for the shared printer services and the contact numbers should be provided accordingly.

.....
Signature with Seal

HEAVY DUTY COLOUR MULTIFUNCTIONAL PHOTOCOPIER SPECIFICATION

| Features | Minimum Specification | Bidders Compliance | |
|---|--|--------------------|-----------------------------|
| | | Yes/No | If "No" Indicate Your Offer |
| Make | Specify | | |
| Model | Specify | | |
| Country of Origin/Manufacture | Specify | | |
| Technology | Color Laser | | |
| Type | Desk top type with stand Heavy duty Color copier / network printer/Color scanner | | |
| Copy/Print Speed – Color B & W | 25 PPM -A4 25 PPM- A4 | | |
| Original Media Sizes | A3,A4, A5, Letter, Legal, Envelope | | |
| Output size | SR A3- A6, customize paper up to 12" x 47 " (297mm x 1200mm) | | |
| Electronic sorting/Rotate sorting | Must be Available | | |
| Warm up time –Color / B & W | 20 seconds or less | | |
| First copy out time- Color B & W | 7.5 seconds or less 6.5 seconds or less | | |
| Monthly duty Cycle | 30,000 pages or above | | |
| Copy Resolution | 600 x 600 dpi | | |
| Print Resolution | 1200 x 1200 dpi | | |
| Standard Memory | 4 GB or More | | |
| Standard storage capacity | 250 GB | | |
| Connectivity | *USB 2, *Ethernet (Network) | | |
| Printer Language | PCL 5,6 , PS3, XPS | | |
| Processor Speed | 1.2 GHz or above | | |
| Operating Systems Support | Windows - XP, 2000, windows 7, windows 8 /8.1/10,Server 2008/2012/2016/2019, Vista, Mac OS, Linux | | |
| Scanning | *B &W and Colour scanning *Scan to USB pen drive *Scan to email *Scan to PC *Scan to Box *Save scan data from the machine onto a mobile device | | |
| Reverse Automatic Document Feeder | Must be Available - Minimum 100 sheets Scan speed – 80 IPM/OPM | | |
| User Control Display | Min. 9-inch Colour Touch panel with -Swipe Capability -Print preview capability -on screen visual support | | |

| | | | |
|---|---|--|--|
| User Authentication/Account tracking | Must be Available up to 500 user Accounts | | |
| USB Pen drive printing | Must be Available- Support PDF, JPEG, TIFF, docx, pptx, xlsx | | |
| Direct print document and images from mobile devices | Must be Available | | |
| Zoom Range | 25% - 400% | | |
| Multiple copies | 1-999 | | |
| Duplex copy/printing | Standard | | |
| Paper Supply | Standard Two trays 1 st tray (500 sheets)-A6 to A3 Paper, envelop, postcard 2 nd tray (500 sheets)-A5 to SR A3 Bypass tray (150 sheets)-A6-SRA3 – paper, envelop | | |
| Paper weight | 1 st Tray- 52- 256gsm 2 nd Tray- 52-256gsm By Pass - 60-300gsm | | |
| Power supply | AC 220-240V, 50Hz | | |
| Power Consumption | Main Power- 1.5 KW or less Power saving (Sleep Mode)- 3 W or less | | |
| Photocopy Stand | Must be provided with machine | | |
| Standard Warranty | 3Years Comprehensive | | |
| | | | |

Conditions

- Cost per page for Black and white and color should be quoted separately.
- Color pages should not be committed to, while black and white pages can only be committed for a maximum ceiling of 2,000 pages or below if required.
- There should be a backup toner within the DLB premises for each color at any given time.
- During the maintenance period, the supplier should provide regular comprehensive services for the devices.
- In case of a device failure, the supplier should be responsible in getting the device back to its working condition within 01 Day(s) and if the device cannot be repaired within the given time, a new On-Loan device should be provided until the repairing process is completed.
- If the faulty device cannot be repaired, the supplier should provide a New Replacement device.

Section IV

Quotation Submission Form

[The Bidders shall fill in this Form in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions will accepted.]

To: *Development Lotteries Board,
No.356, Dr. Colvin R De Silva Mawatha,
Union Place,
Colombo 02.*

Date:

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the document issued;

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 *[Supplying of Color Multi-Functional New Printer on Rent Basis for the Period of 03 Years]*

- (b) The total price of our quotation including any discounts offered is: *[insert the total quoted price in words and figure];*

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.....
.....

- (c) Our quotation shall be valid for the period of time specified in ITB Sub-Clause 06, from the date fixed for the quotation submission deadline in accordance with Section ITB and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) We understand that this quotation, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.
- (e) We understand that you are not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

Signed :

Name :

Designation :

Name of the Bidders:
.....

Date :



Section V Price Schedule

| Description of Goods | Qty | Machine Model | Year of Manufacture | Make/ Brand | Monthly commitment (if need) | Cost per copy | Rate per extra copies (without taxes) |
|--|-----|---------------|---------------------|-------------|------------------------------|---------------|---------------------------------------|
| 01 Supplying of Multi-Functional New Printers Including copy, print, scanning on long term Basis as per the specifications For Black Copy | 01 | | | | | | |
| For Color Copy | | | | | | | |

➤ Bidder can be submitted other necessary details along with the bid

Vat registration no : -
SSCL registration no: -

Above all details are true, accurate and forwarded my bid on understanding of the all bidding conditions

Name of Bidders:.....
Signature of Bidders :
(With seal)

Address : -
Telephone Number : -
Contract Person : -

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. _____

.....
[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 Manufacturer's Authorization

[If requested under ITB 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 M manufacturer's factories]*, do hereby authorize *[insert complete name of Bidder]* to submit a Bid 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 _____ *[in*

Section IX Agreement

THIS AGREEMENT made on Day of 2025 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 (Pvt) Ltd having its registered office at No....., (Hereinafter "The Supplier") of the other part.

WHEREAS the Purchaser invited bids for Supplying Color Multi-Functional New Printer on Rent Basis for the period of 03 years and Related Services, viz., has accepted a Bid by the supplier for Supplying Color Multi-Functional New Printer on Rent Basis for the period of 03 years and Related Services in the sum of

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.

03. 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. Documentary evidence to establish eligibility to bid.
7. 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

Color Multi-Functional New Printer on Rent Basis for the period of 03 years 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 Color Multi-Functional New Printer on Rent Basis for the period of 03 years and Related Services and the remedying of defects

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 above.

.....
Chairman / CEO
Development Lotteries Board

Witness:

1

.....
Managing Director
..... (Pvt) Ltd

Witness:

1

Read Only