



**INVITATION FOR BIDS (IFB)**  
**The Department of Examinations**  
**Procurement of Supplying 300 Paper Rolls for**  
**Océ CS 3500Z Inkjet Production Printer**  
**Contract No: 4/4/4/2018**

1. The Chairman, Department Procurement Committee on behalf of the Commissioner General of Examinations, invites sealed bids for the **Procurement of Supplying 300 Paper Rolls for Océ CS 3500Z Inkjet Production Printer**, from eligible and qualified bidders possessing a minimum laid down experience. **Complete details are included in the bidding document.**
2. Bidding will be conducted following the National Competitive Bidding (NCB) Procedure.
3. To be eligible for contract award, the successful bidder shall not have been blacklisted and three years' experiences in supplying Paper Roll for Océ CS 3500Z Inkjet Production Printer or similar machine.
4. The Bidder should possess a valid certificate issued by the registrar of public contracts in accordance with the section 6 of Public Contracts Act No. 03 of 1987.
5. Interested eligible bidders may obtain further information from the Supply Division, 03<sup>rd</sup> Floor, Department of Examinations (Telephone: **011-2786200 or 011-2785219**) and inspect the bidding documents free of charge from 09.00 am to 03.00 pm on working days until 2019.04.23
6. A complete set of Bidding Documents may be purchased by interested bidders from the Supply Division upon submission of a written application with business registration letter's copy on or before 3.00 pm 2019.04.23 and upon payment of a non-refundable fee of Rs. 13000/= for each document. The payment method will be cash.
7. A pre bid meeting will be held on 2019.04.17 at 10.30 am at Department of Examinations, Pelewatta, Battaramulla
8. Bid shall be valid up to 120 days (until 2019.08.22) from the date of bid opening.
9. All bids shall be accompanied by a bid security of Sri Lankan Rupees five hundred & sixty thousand rupees (LKR 560,000.00)' unconditional bank guarantee from a reputed commercial bank operating in Sri Lanka on the format attached to the bidding document and should be valid up to 150 days (until 2019.09.21) from the date of submission of the bid.
10. Bids must be delivered to the Supply Division, 03<sup>rd</sup> Floor, Department of Examinations, Pelawatta, Battaramulla on or before 2019.04.24 at 2.30 pm. Late bids will be returned unopened. Bids will be opened at the presence of the bidders' representatives who choose to attend in person at the address given above after closing of bids.
11. Duly filled and sealed Bids marked "Procurement of Supplying 300 Paper Rolls for Océ CS 3500Z Inkjet Production Printer", Contract No: 4/4/4/2018 on top left hand corner of the envelop should be submitted.
12. The Department procurement Committee reserves the right to accept or reject any bid and reject all Bids at any time prior to award to contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the Department procurement Committee's action.

The Commissioner General of Examinations,  
Department of Examinations,  
Pelawatta,  
Battaramulla.  
2019.04.03