

INVITATION FOR BIDS (IFB)

The Department of Examinations

Procurement of supplying Envelopes and Brown Papers for a period of one year



Contract No. 4/10/1/2018

1. The Chairman, Department Procurement Committee, on behalf of the Commissioner General of Examinations, now invites sealed bids for the Procurement of supplying Envelopes & Brown Papers described in the table below, from eligible and qualified bidders who possess minimum experience mentioned below. Details are included in the bidding document.

Lot No.	Type	No. of Items in the Lot
1	8" x 5" Manila Window Envelope (GSM 70) Printed	300,000 (300 packets of 1000 Nos.)
2	9" x 4" Manila Window Envelope (GSM 70) Printed	2,000 (2 packets of 1000 Nos.)
3	15" x 10" Sack Craft Envelope - Printed (GSM 80)	450,000 (450 packets of 1000 Nos.)
4	10.5" x 7.5" Sack Craft Envelope - (GSM 80) Printed	150,000 (150 packets of 1000 Nos.)
5	19.5"x16.5" Brown Sack Craft Double Envelope (GSM 80) - Printed	50,000 (50 packets of 1000 Nos.)
6	30" x 40" Brown Sack Craft Paper (GSM 80)	65,000 (260 packets of 250 Nos.)
7	30" x 40" Brown Sack Craft Paper (GSM 100)	12,500 (50 packets of 250 Nos.)

2. Bidding will be conducted following the National Competitive Bidding (NCB) procedure.
3. To award the contract, the bidder should have three years experience in supplying stationery items.
4. Interested eligible bidders may obtain further information from the Supply Division, 3rd Floor, Department of Examinations (Telephone: 011-2785219) and inspect the bidding documents free of charge from 9.00 a.m. to 3.30 p.m. on working days until 05.09.2018.
5. A complete set of Bidding Documents may be purchased by interested bidders from the Supply Division upon submission of a written application with a copy of business registration on or before 3.00 p.m. on 05.09.2018 and upon payment of a non-refundable fee of Rs. 3,000/= for each document. The method of payment will be by cash.
6. Bids shall be valid up to 90 days from the date of bid opening.
7. All bids shall be accompanied by a security of Sri Lankan Rupees Seventy Five Thousand (LKR 75,000/-) unconditional bank guarantee from a reputed commercial bank operating in Sri Lanka on the format attached to the bidding documents and should be valid up to 120 days from the date of closing of the bids.
8. Bids must be delivered to the Supply Division, 03rd Floor, Department of Examinations, Pelawatta, Battaramulla on or before 06.09.2018 at 2.30 p.m. Late Bids will be returned unopened. Bids will be opened in the presence of the bidders or representatives at the address given above after closing of bids.
9. Duly filled and sealed Bids marked "**Procurement of supplying Envelopes & Brown Papers - 2018**", Contract No. 4/10/1/2018 on top left-hand corner of the envelope should be submitted.
10. The Department Procurement Committee reserves the right to accept or reject any bid and reject all bids at any time prior to award of 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.

16.09.2018