ORIGINAL

COLOMBO MUNICIPAL COUNCIL

CENTRAL PROCUREMENT DEPARTMENT

Tel. No. 2686389 – 2673173 Fax No. 2662329

INVITATION FOR THE BID: Establishing of Photocopy Centre for the use of Public who comes to Colombo Municipal Council

BID NO : CPD/14/Photocopy/2026

BID OPENING DATE : 29th October 2026 @ TIME: 10.00 A.M.

PART - I

(For office use only)

NAME OF THE FIRM/ INDIVIDUAL ……..…….…….

DEPARTMENTAL RECEIPT NO: ……M.T'S RECEIPT NO: …..……

DATE: ……. ……..…….

SIGNATURE OF ISSUING OFFICER

PART - II

(To be filled by the Bidder)

1. **NAME OF THE FIRM/INDIVIDUAL:** ……..……
2. **BUSINESS ADDRESS:** ……..……..……..……
3. **TELEPHONE NUMBERS:** ……..……..……
4. **BUSINESS REGISTRATION NO:** ……..……..……
5. **BANK & BID SECURITY NO:** ……..……..……..……
6. **BID SECURITY AMOUNT:** ……..……..……..……
7. **VAT REGISTRATION : YES /NO**
8. **VAT REGISTRATION NO:** ……..……..……...

COLOMBO MUNICIPAL COUNCIL

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1.Location

- The Photocopy center should be establishing at the “Sapiri Piyasa” of the Town Hall New Building.

PART III

General Conditions of establishing Photocopy Center at the entrance of the Town Hall Building.

1) Applications are invited from the company/individual who is having over Two years of experience in operating photocopy service.

2) Bids must be in duplicate on the prescribed form which will be supplied by Procurement Department on Payment of Rs.5000.00 + Vat per set with conditions. Schedule (if any) Specification (if any). Bids without duplicate will not be considered. Any variation between the Original and Duplicate may disqualify the particular bid. All alterations must be signed by the applicant. Bid Validity Period shall be 150 days from the date of bid opening.

3) The bidder shall mention the rental willing to pay to the Colombo Municipal Council monthly with Vat amount in the Price Schedule. The bid amount shall be entered in figures and repeated in word If there is a discrepancy in words and figures the amount in words will govern.

4) Bid should be forwarded in Original with Duplicate. Both Copies of the bid shall be signed and sealed by the bidder and enclose in separate envelops and seal, each shall be marked "ORIGINAL" & "DUPLICATE" and the **Name of the bid,** Item and Closing Date : and Address to the **"Municipal Commissioner" Municipal Secretary's Office, Colombo Municipal Council, Town Hall, Colombo 07.**Thereafter Both **ORIGINAL & DUPLICATE** Should be enclosed in one envelop and sealed and mark the Name of bidding item to be supplied on top left hand corner and closing date and address to Municipal Commissioner, Colombo Municipal Council, Town Hall, Colombo 07.

5) The duly perfected bids should be deposited in the Tender Box kept in the **Municipal Secretary's Department, Town Hall, Colombo 07** before closing as per time and date, Published in the press Notice. Bidders or their authorized representatives are allowed to be Present at the time of Bid opening.

6) The bids send by post should reach at the Bid Box before closing the bid

7) The Council will not consider any bid which is incomplete or which does not fully confirm to the condition of the bid.

8) The Council does not bind itself to accept the highest rental or any bid and reserves the right without question of rejection any or all bids.

9) The Successful bidder shall enter into an agreement with Colombo Municipal Council. The Agreement charges (Legal Charges) are as annexure 04.

10) The Contract duration is Three years from the date of Commencement.

11) A refundable cash deposit of Rs 5,000.00 Shall be made with Colombo Municipal Council for the safety or damage to the equipment and good belongs to the Colombo Municipal Council by the selected bidder. The Original receipt must be submitted before signing of the contract.

12) The Successful bidder shall be responsible for any damages to the electrical fittings and fixtures, taps, sinks, main switches, fans, lights etc and other apparatus given to them and hand them over to the council when the contact is over. The Cost of the damages caused (if any) shall be paid by the contractor.

13) The Contractor should pay the monthly payment to the council on or before the 5th day of the following month. If fails Rs 1000.00 shall be paid as penalty per day for delayed number of days.

14) The bid shall include a bid security issued by a Commercial Bank accepted by the Central Bank of Sri Lanka with validity of 150 days or Cash Deposit with Colombo Municipal Council for **Rs. 50,000.00 (Rupees Fifty Thousand only).** Original of the cash receipt shall submitted alone with the bid. Bid Security issued by the bank shall be unconditional on demand and validity period is 150 days from the date of closing of the bid and shall be **valid till 27th March 2027**.(Please see Annexure 01)

15) Submission of Non-collusion Affidavit is mandatory. (Annexure 02)

16) Bidder shall submit a performance bond issued by a Commercial Bank accepted by Central Bank of Sri Lanka for **Rs. 500,000.00 (Rupees Five Hundred Thousand only)** (Please see Annexure 03)

17) The relevant taxes payable to the council or Government must be paid by the qualified bidder.

18) At the end of the agreement, equipment and goods belongs to the Colombo Municipal Council should be handed over to the Council as scheduled and any damage to them will be recovered from the Contractor.

19) The Contract may be cancelled and terminated without prior notice for violation of any of the condition.

20) The Successful bidder should obtain all licenses required by the council or by government in carrying out the business.

21) The Successful bidder shall handover the premises on termination or at the end of the Contract Period to authorities.

22) Following Facilities will be provided to the selected bidder by the Colombo Municipal Council

    a) The premises to establishing photocopy center
    b) Water and Electricity
    c) Equipment to operate the photocopy center as decided by the Council except the photocopy machine.

23) Collection of Garbage and janitorial service related to the photocopy center should be carried out by the contractor.

24) .Sublet the photocopy center operation to any other party is strictly Prohibited.

25) The photocopy center must be kept open from 7.00 a.m to 5.00 p.m everyday or as decided by the council except public holidays and Sundays.

26) The Price list of all service provides should be displayed in a permanent place enable to see the Public.

27) National ID No of Persons intended to employ should be provided to the authorities.

28) Efforts should be made to provide friendly and efficient service to the Municipal Council staff and the General Public.

29) No alteration or addition shall be made to the premises given and no Construction work is permitted within the premises.

30) The Successful Bidder shall pay Rs.1,000/- to the Colombo Municipal Council consumption of electricity, water and other utility services during the period of agreement before the 5th day of following month.

31) Permission will not be granted for any person or employee to reside at the premises.

32) Service Provider should corporate with the Colombo Municipal Council Management when special events taken place.

33) There should be a complain Box and Those Complains including suggestions will be checked by the Secretary's Department.

34) Complains/suggestions made by public will be examined/considered by a committee appointed in this regard.

35) Council written approval should be obtained before addition of additional equipments or sell or provide service other than the approved service.

36) Performance of the photocopy centre will be review by the Secretary's Department once in Three (03) month.

37) Service provider should establish a modern photocopy machine with high standard using his own funds. Able to get Black and white and colour copies by using this machine.

38) Photocopies produced by the Photocopy Centre should be clear and with high quality.

39) Equipment provided by the Council should keep clean and safety every time.

40) The service provider should find his own way to protect the photocopy machine at the end of the day after supplying the service.]

41) The operations and maintenance of the Photocopy Centre is subject to the instructions of the Council.

Municipal Commissioner
Colombo Municipal Council

Part IV

Bid Submission Form

Having read the terms and conditions applicable to above bid we herein submit our bid form

1. Registered Name of the bidder : ----------
2. Registration Number (Please Attach Photocopy of the Business Registration For relevant Business : ----------
3. The document Pertaining to the Performance and potential Capacity Of the related Services (Please Attach Certified Photocopies) :----------
4. The Document Pertaining to the Present, Post Experience (Please attach Certified Photocopies) :----------
5. Address of the Head Office of The bidder and its Tel. No. :----------
6. VAT file number and amount of VAT Paid during the past 3 years (Photocopies in Support Of the documents / Payments Should be attached) :----------

7. Details of the presently engaged in similar Services.

Name & address of the Institute	**Period of Contract From ……. To ……**

8. Details of the contracts handles in the Past

Name & address of the Institute to which the service rendered	**Period of Contracts From …….. To ……**

9. I agree for all the general bid conditions and the special conditions related to the operation of the Photocopy Centre.

.....
Signature of the bidder and
Seat of the Firm

.....
Name in Block Capital

<u>Witness</u>

1. Signature
2. Name
3. Addres

Part – V

The Price Schedule

1. The monthly rental to be paid by the service provider to the Colombo Municipal Council

Description	Monthly Amount without VAT	18% VAT Amount	Monthly Amount With VAT
The monthly rental pay by the bidder to Colombo Municipal Council			

2. The Prices of photocopy items agreed to sell by the bidder During the period of Three Years

No	Photocopy Item	Unit Price
Black and White Photocopies		
01	A-5 (Single Side)	
02	A-5 (Double Side)	
03	A-4 (Single Side)	
04	A-4 (Double Side)	
05	A-3 (Single Side)	
06	A-3 (Double Side)	
07	Legal (Single Side)	
08	Legal (Double Side)	

No	Photocopy Item	Unit Price
Colour Photocopies		
01	A-5 (Single Side)	
02	A-5 (Double Side)	
03	A-4 (Single Side)	
04	A-4 (Double Side)	
05	A-3 (Single Side)	
06	A-3 (Double Side)	
07	Legal (Single Side)	
08	Legal (Double Side)	

Signature of the Bidder : ……

Name of the Bidder : ……

Date : ……..

Seal of the Firm : ……

Annexure 01

Format for Bid Security Guarantee

[This Bank Guarantee form shall be filled in accordance with the instructions indicated in brackets]

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

***Beneficiary:** **Municipal Commissioner, Colombo Municipal Council.**

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(s) of authorized representative(s)

Annexure – 02

Non-collusion Affidavit (Template)
(Procurement Guideline Reference - 1.5)

The undersigned bidder or agent, hereby solemnly, sincerely, and truly declares and affirms/makes an oath and states as follows;

a) That he/she has not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership representing him/her, entered into any combination, collusion, or similar agreement with any person in connection with the price to be bid;

b) That he/she or anyone representing him/her has not taken any step whatsoever to prevent any person from bidding, nor to induce anyone to refrain from bidding; and

c) That this bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to this bid.

He/she further states that no person, firm, or corporation has received or will receive, directly or indirectly, any rebate, fee, gift, commission, or thing of value in connection with the submission of this bid.

The bidder accepts full responsibility for ensuring the absence of collusion and hereby pledges to abide by fair and ethical competition practices throughout the procurement process and fully comply with the applicable Procurement Guidelines.

I hereby affirm, under the penalties for perjury, that all statements made by me in this affidavit are true and correct.

The foregoing Affidavit having been duly read over and explained by me to the Affirm ant above named and he/she having understood the contents therein and admitted to be correct, affirmed and set his/her signature hereto before me) on this ……. day of …… at …….

BEFORE ME,
JUSTICE OF THE PEACE/COMMISSIONER OF OATHS

Annexure 03

Acceptable Format for Performance Guarantee/Security

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

Beneficiary : Municipal Commissioner, Colombo Municipal Council.

Date: _____

PERFORMENCE GUARANTEE/SECURITY 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 or supply]* (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 of 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 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)]

Annexure - 04

The legal charges will be applicable as follows.

Professional frees recovered in the year 2026	
Value of the deed or agreement	Professional fees in the year 2026
	Charges + Vat
price is not mentioned.	15,000/- + Vat
0 – 500,000	10,000 /- + Vat
500,001 – 1,000,000	15,000 /- + Vat
1,000,001 – 3,000,000	20,000 /- + Vat
3,000,001 – 5,000,000	25000 /- + Vat
5,000,001 – 7,500,000	37,500 /- + Vat
7,500,001 – 10,000,000	50,000 /- + Vat
10,000,001 – 15,000,000	75,000 /- + Vat
15,000,001 – 20,000,000	100,000 /- + Vat
20,000,001 – 25,000,000	125,000 /- + Vat
25,000,001 – 35,000,000	140,000 /- + Vat
35,000,001 – 45,000,000	180,000 /- + Vat
45,000,001 – 55,000,000	220,000 /- + Vat
55,000,001 – 65,000,000	260,000 /- + Vat
65,000,001 – 75,000,000	300,000 /- + Vat
75,000,001 – 100,000,000	350,000 /- + Vat
100,000,001 – 125,000,000	375,000 /- + Vat
125,000,001 – 150,000,000	450,000 /- + Vat
150,000,001 – 175,000,000	525,000 /- + Vat
175,000,001 – 200,000,000	600,000 /- + Vat
200,000,001 – 250,000,000	625,000 /- + Vat
250,000,001 – 300,000,000	750,000 /- + Vat
300,000,001 – 400,000,000	1,000,000 /- + Vat
400,000,001 – 500,000,000	1,250,000 /- + Vat
500,000,001 – 1,000,000,000	2,000,000 /- + Vat
1,000,000,001 – 1,500,000,000	3,000,000 /- + Vat
1,500,000,001 – 2,000,000,000	4,000,000 /- + Vat
2,000,000,001 – 3,000,000,000	4,500,000 /- + Vat
3,000,000,001 – 4,000,000,000	6,000,000 /- + Vat
4,000,000,000 – 5,000,000,000	7,500,000 /- + Vat
5,000,000,001 – 10,000,000,000	10,000,000 /- + Vat

Annexure – 05

Bank Details

NAME OF THE COMPANY	BANK DETAILS						TELEPHONE NUMBER	MOBILE NUMBER	E - MAIL ADRESS
	NAME IN THE ACCOUNT	BANK NAME	BANK CODE	BRANCH NAME	BRANCH CODE	BANK ACCOUNT NUMBER			

Certified above details are correct according to the Company / Partners/ proprietor details.

- Certified bank statement copy must be attached with bank details.

…….
Authorized Signature
Director/ Partners/ proprietor