



COLOMBO MUNICIPAL COUNCIL  
CENTRAL PROCUREMENT DEPARTMENT  
Tel.: 2686389 Fax: 2662329

**TENDER FOR MAINTENANCE OF COMPUTERS & ACCESSORIES,  
PRINTERS, FAXES, PHOTOCOPY MACHINES, SCANNERS.**

Bids Opening Date and Time: 01.02.2024

@ 10.00 am

**PART I**

*(For office use only)*

Name of the Firm: - .....

Receipt No.: - .....

.....  
Issuing Officer

Date: -.....

**PART II**

*(To be filled by the Tenderer)*

1. Name of the Tenderer / Bidder :  
.....

2. Business Address:  
.....  
.....

3. Telephone Numbers : .....

9 Email Number : .....

4. Fax Numbers : .....

5. Business/ Company Registration No : .....

6. VAT Registration No : .....

7. Tender Security (Bond No) : .....

8. Bank : .....

9. Tender / Bid Security (Bond No) Amount : .....

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I agree that the price given in this bid is valid for acceptance for a period of one year from the date of closing of Bids and the quoted price will be firm and not subject to adjustment not can it be withdrawn after closing of the bids.

.....  
SIGNATURE OF BIDDER  
AND SEAL OF THE FIRM.

NAME IN BLOCK CAPITALS :- .....

ADDRESS :- .....  
.....

WITNESSES:

(1). Signature :

Name in Block Capitals :

Address :

(2). Signature :

Name in Block Capitals :

Address :

**COLOMBO MUNICIPAL COUNCIL****Tender for Maintenance of Computers & Accessories, Printers, Faxes, Photocopy Machines, Scanners.**

Please follow bidder Notice Published on **12.01.2024** in the Ceylon Daily News, Dinamina and Thinakaran for Details of Tender Items.

Bidders will be received up to **at 10.00 a.m. on 01.02.2024** and will be opened immediately

Bidders are advised to visit the premises by prior appointment and inspect the equipment before submission of bids.

**1. SCOPE OF THE TENDER**

Tenders are hereby invited by the Municipal Commissioner, Colombo Municipal Council for Maintenance of **Computer equipment (Desktops & Laptops) and ancillary equipment / Printers / Faxes, Photocopy Machines, Scanners.**

Tenderers will be qualified on their financial standing, qualifications and experience of staff, and experience in maintenance of computer systems and specific models of equipment as detailed in the Tender Conditions and the Specifications.

**The following services are required. Common to all departments on the below mentioned equipment.**

**Computer equipment (Desktops & Laptops) and ancillary equipment / Printers / Faxes / Photocopy Machines / Scanners.**

1. Carry out routine preventive maintenance soon after the Annual Maintenance Contract (AMC) is signed of Computer equipment (Desktops & Laptops) and ancillary equipment / Printers / Scanners / Plotters / Photocopiers / Fax machines / Smart boards and ensure trouble free operation.
2. Service should be done quarterly basis.( Four times for the year)
3. For the breakdown complaints to be attended within two (02) Hrs. after the breakdown call is made.
4. Repair & make the system up & running within one (01) working day (if any spare part to be replaced) and system software when breakdown or performance degradation or defect occurs, so that CMC's business operations are least affected.
5. Take measures to ensure that damage or loss of data and application programs do not occur during and after maintenance activities.
6. Sustain records and inform the CMC, of preventive maintenance and repairs carried out so that recurring defects and patterns of defects can be identified for protective measures. A softcopy also should be maintained.
7. Duly filled Field Service Reports should be handed over to the IT Div. for payment procedures.
8. Take measures to ensure security and confidentiality of all data, programs and system of CMC.
9. A competent technical person should be assigned as an account manager.
10. Fully competent residence technician / engineer should be placed at CMC during the office hours (8.30 am – 4.30 pm) on all working days (Monday – Friday including Saturdays).

**Maintenance Response, Replacement of Parts, and Time to Repair Defects**

1. 24 \* 7 on call support should be available through a competent IT technician / engineer.
2. Defective parts must be replaced by equivalent or advance parts.
3. Bidder must have adequate spare parts and access to spare parts sources in order to provide prompt response and repair.
4. Two preventive / corrective services should be done within a year as mentioned below and the health reports should be handed over to the head of the department / division.
  - a. 1<sup>st</sup> preventive service including inside cleaning. Soon after the AMC is signed.
  - b. 2<sup>nd</sup> preventive service within 6 – 8 months after the 1<sup>st</sup> service is done specially by checking the health conditions.
5. All the preventive maintenance should be pre-arranged / scheduled by communicating with the head of the department / division.
6. All the breakdown / maintenance attendances should be communicated through field service reports with the details with the relevant responsible officers' confirmation signature. A softcopy with those same details in an Excel sheet to be sent to the IT Div. / MT's Dept.
7. Duly filled Field Service Reports should be handed over to the IT Div. for payment procedures.
8. If any major defect is going to happen, should be informed to the head of the department / division in advance as a precaution.
9. If any proposals are there for the betterment of the systems, should be handed over to the head of department / division in writing.
10. Compatible full set of CPU (CPU, Monitor, Keyboard and a Mouse) & a Printer should be kept in the IT division as a backup equipment.
11. All the related communications / meetings will be continued through the assigned account manager and the residence technician / engineer.
12. Account manager and the residence engineer / technician should work closely with the Head of IT Div. and the IT Consultant for the betterment of the signed equipment.

**As a service provider, the following criteria should be fulfilled.**

1. Should have minimum 5 Yrs experience in the IT field as a company (Installation & Maintenance).
2. Should attach the experience details and the CV's of the technical staff who will be attending to this system defects.
3. If you have done & completed successfully any IT related project with CMC would be an added advantage as you are familiar with the CMC environment. Proof documents should be attached.
4. Prefer to have the experience by handling similar projects.
5. Proof documents for the above should be attached along with the bid document with the referees & the relevant contact numbers.

### Annual Charges for Comprehensive Maintenance

Price must be quoted for comprehensive maintenance including labour and spare parts. If any items of equipment or parts of equipment are not covered by the offered services, then those must be clearly stated. Client will not pay any charges for parts or components, whether user changeable or not, unless clearly stated in the offer.

#### Item Description

Sr. No	Category	Description	Make and Model	No. of Units
1	A	CPU (Desktop, Laptop), Printer, Scanner	HP, Ewis, Dell, Acer, IBM, Samsung, Panora, Fujitsu, Cannon, Epson, OKI, Ricoh, Brother, Lexmark, Pantum, Jolimark, Avision	335
2	B	Photocopier	Toshiba, Cannon, Gestetner, Kyocera, Konica Minolta	7
3	C	Fax Machine	Cannon, Brother, Samsung	5

#### Note:

- Maintenance Charges must be quoted per unit, so that CMC can increase or decrease number of units.
- All the Models and other details on machines and Equipment are attached in Annexure 01

Bidders are advised to visit the premises by prior appointment and inspect the equipment before submission of bids.

Tenderers **should be eligible as detailed in the Conditions and Specifications** for acceptance for evaluation of their bids.

## 2. BID FORMAT

- Bidder's Qualifications
- Statement of Compliance with Tender Conditions and Specifications
- Annual charges per unit for comprehensive maintenance of each item of equipment.
- Any conditions such as parts that will not be replaced by bidder.

## 3. RECEIPT OF TENDERS

All tenders should be submitted original with duplicate sealed under one cover and should addressed to:

Municipal Commissioner  
Colombo Municipal Council  
Town Hall  
Colombo 07.

- 3.1 Tenders should be submitted only on the set of tender documents obtained from the Colombo Municipal Council at the above address. Tenders should either be deposited in the Tender Box maintained for the purpose or sent by post under registered cover. The sealed cover in which the tender is enclosed should be marked “Tender for Maintenance Client PCs, Printers & Network” at the top left hand corner of the cover and should be received at the above address on or before 10.00a.m. on 01.02.2024.
- 3.2 Only one Tender (offer) can be submitted on purchase of one set of tender documents. If a tenderer intends to submit more than one alternative, for each such option a separate set of tender documents should be purchased and submitted.
- 3.3 Any tender received after the closing time will be rejected unopened. Postal or other delays will not be considered as valid reasons for acceptance of late bids.

#### **4. OPENING OF TENDERS**

- 4.1 Tenders will be opened at the above address soon after tenders are closed. The Total Bid Price only will be read out.
- 4.2 The Tenderer or his duly authorized representative may be present at the time of opening of Tenders.

#### **5. BID - BOND**

- 5.1 Each tender must be accompanied by a Tender Guaranty (Bid-Bond) for Rs.100,000/- acceptable to the Tender Board. The Bid-Bond should be submitted with the tender. This Bid-Bond may be offered in one of the following alternative forms.
  - a) Cash deposit in Sri Lanka Rupees to the Commissioner, Colombo Municipal Council.
  - b) An acceptable Bank guaranty from a reputed Commercial Bank (operating in Sri Lanka) payable to the Commissioner, Colombo Municipal Council.
- 5.2 The validity of the Tender Guaranty (Bid-Bond) should be at least 150 (Hundred Fifty) calendar days from the date of opening of tenders.
- 5.3 Any tender not accompanied by a tender guaranty pursuant to clause 5.1 will be rejected and no further consideration will be given to such tenders.
- 5.4 After the award has been finalized the tender guaranty will be released to the respective tenderers with the exception of the successful tenderer. The tender guaranty of the successful tenderer will be released after furnishing of required Performance Bond and signing of Contract Agreement by the tenderer.
- 5.5 The successful tenderer on receipt of the letter of acceptance of tender should within seven (07) working days submit the Performance Bond and sign the Contract Agreement with the Colombo Municipal Council.
- 5.6 In the event of successful tenderer failing to provide performance bond and to sign the contract agreement within the stipulated time period referred to in paragraph 5.5 above, the tenderer is liable to forfeit the Bid Bond or undergo any other penalty imposed by the Council or liable to accept both forfeiture of the Bid Bond and acceptance of any other penalty imposed by the Council.

*Note : Three (3) working days from the date appearing in the letter of acceptance of tender will be interpreted as the date of delivery of same.*

5.7 No interest will be paid on any deposit or guaranty.

## **6. MINIMUM VALIDITY PERIOD OF OFFERS**

- 6.1 All offers shall be valid for a minimum period of 180 (Hundred Eighty) calendar days from the date of closing of the tender.
- 6.2 All prices quoted shall be firm and shall not be subject to any price variation within the validity period of offer specified above.

## **7. POWER OF THE COUNCIL TO ACCEPT OR REJECT THE OFFERS**

- 7.1 The Council reserves the right to reject any or all tenders or any portion of the tender without adducing any reason. The Council may award the contract for any particular set of items at the quoted maintenance charges for each item. The Council is not liable and not bound to accept the lowest price tender (s).

## **8. COMPOSITION AND EVALUATION OF TENDERS**

- 8.1 Tenderers will be qualified on the information regarding their corporate and staff strength, ability to perform contracts of this nature, and satisfactory performance in maintenance of systems comparable to that of CMC. The following will be examined as stated and provided by the Tenderers, in the form for Qualification, Schedule A(1). (See Clause 26.1).
- a) Computer systems comparable to that of CMC, maintained by the Bidder.
  - b) Qualifications and experience of the Bidder's relevant computer system maintenance staff.
  - c) Availability of and access to spare parts and diagnostic and maintenance tools, instruments and techniques specific to the equipment to be maintained.
  - d) Reference sites.
- 8.2 The offers will be compared on the following basis and the most responsive bid will be selected (See Clause 26.2).
- a) Compliance with the tender conditions.
  - b) Tenderer's qualifications and ability to commence the required maintenance work quickly.
  - c) Maintenance cost for each item.

## **9. WARRANTY**

- 9.1 The contractor guarantees to the Council and the Commissioner, Colombo Municipal Council, that maintenance under the contract will comply strictly with the requirements of the contract.
- 9.2 The contractor shall further guarantee that no equipment, materials, software (programs) or data of the CMC or at CMC will be damaged or lost by any actions or negligence of the contractor's staff.

- 9.3 The contractor guarantees that all software and data of CMC will be treated in the strictest confidence.
- 9.4 The contractor guarantees that his staff, particularly those assigned for CMC work, are fully trustworthy.
- 9.5 The maintenance agreement should be entered into with the Colombo Municipal Council.

## **10. SCHEDULE OF PRICES**

- 10.1 Tenderers shall complete and sign the prescribed form of schedule of prices. The charges quoted should be for comprehensive maintenance services including parts and labour. If any parts or components or user-replaceable parts of equipment are not covered by the maintenance services those must be clearly stated in the bid. Net price should cover travel and any other expenses incurred on maintenance work. Failure to provide the net price may result in the tender being considered as a non-responsive bid. The price schedule should be submitted with the tender.
- 10.2 Tenderer must **quote annual charges for maintenance of the specific items that he is competent to maintain**. Bid must **state the Item Number and description** of the items as appearing in the Schedule given in the Specifications.
- 10.3 Prices must be quoted per unit and for the required number of units of the item. The price quoted should be written clearly in ink or typewritten and must be in figures and repeated in words. If there is a discrepancy between the prices stated in figures and words, the prices stated in words will be taken as correct.
- 10.4 Any alteration in the offers should be initialed by the tenderer. Failure to do so will result in the offer being treated as informal and it will be rejected.

## **11. PROOF OF ABILITY**

- 11.1 Tenderers should be prepared to produce documentary evidence of ability to carry out the maintenance for which tenders are invited, if called upon to do so, before tender is awarded to them.
- 11.2 Tenderers should be prepared to disclose reference sites, the contact persons and other information of their client installations, which will be kept confidential by the Council.
- 11.3 Tenderers should be prepared to produce copies or originals of Certificates and agreements pertaining to the tender, which will be kept confidential by the Council.

## **12. ELIGIBLE BID/BIDDER**

- 12.1 The invitation for Bids is open to all reputed computer system maintenance parties with at least five (5) years of experience in maintenance of computer systems including system software, client PCs, matrix printers, inkjet and laser printers, network switches, hubs and other network equipment and cabling. The experience of the bidder and his staff must be clearly stated in the bid.
- 12.2 The bidder must have stocks of and proven access to spare parts for computer systems, printers, and other equipment for which maintenance is required under this tender. Bidder must be prepared for inspection of such stocks by CMC, during evaluation of tenders.



**13. PERFORMANCE GUARANTY AND BOND**

- 13.1 A sum equivalent to ten percent (10%) of the total value of the contract in cash or by Bank Guaranty is required as a Performance Bond for the due fulfillment of the contract by the successful tenderer. If the Commissioner, Colombo Municipal Council is of opinion that the performance of the successful tenderer is unsatisfactory and that there is a breach of the stipulated conditions of the agreement, the Performance Bond is liable to be forfeited and the contract terminated.
- 13.2 The Performance Bond will be returned to the supplier at the end of the contract period if performance is satisfactory.

**14. NOTIFICATION**

- 14.1 Notice of acceptance of the tender will be sent to the selected tenderer by registered post to the address given by him/them in the tender.

**15. CONTRACT NOT TO BE SUB-LET**

- 15.1 The Contractor shall not assign or sub-let the contract or any part thereof or any benefit or interest therein to any third party without the prior written consent of the Commissioner, Colombo Municipal Council. The contractor shall not issue a power of Attorney to any person whose name is on the list of defaulting contractors for carrying on work under the contract.

**16. SIGNING OF THE CONTRACT AGREEMENT**

- 16.1 The successful tenderer should enter into a contract agreement within the stipulated time as in clause 3.5 with the Colombo Municipal Council. The successful tenderer must be prepared if so required by the on acceptance of tender to provide two good and trustworthy sureties acceptable to the Commissioner to guarantee the due fulfillment of the contract and the punctual performance of the agreement.

**17. APPLICABLE LAW**

- 17.1 The tenders and any contracts resulting there from shall be governed and abide by the laws of Democratic Socialist Republic of Sri Lanka.

**18. FORCE MAJEURE**

- 18.1 Neither party will be held responsible for failing in the execution of its contractual obligations in case their execution is delayed or hampered by force majeure events.
- 18.2 In the execution of the contract the term FORCE MAJEURE includes but is not restricted to acts of god, acts of Civil insurrection, fires, floods, epidemics, strikes, freight embargoes and explosions.
- 18.3 If the contractor notifies the Commissioner in writing of the cause of such failure within 30 days from the beginning thereof, he may grant an extension of the delivery time when, in his judgment the facts justify such an extension. His findings shall be conclusive, subject only to the contractor's right of appeal under the arbitration clause of the contract.

**19. ARBITRATION**

- 19.1 The Commissioner, Colombo Municipal Council and the contractor shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract.
- 19.2 Should a dispute arise that is not resolved within 30 days, it shall be submitted to arbitration after the approval of the authorities. Either party shall notify the other and request that the matter be referred to arbitration according to regulations governing such arbitrations.
- 19.3 The dispute shall be settled under the rules of conciliation and arbitration of Government of Sri Lanka. If during the pendency of the contract a dispute arises it is open to both parties by agreement to refer such dispute to arbitration without interference with the work under the contract. If no such agreement is possible parties should go to Court. (Treasury Circular No. 687).
- 19.4 Work shall, if reasonably possible, continue during arbitration proceedings, and no payment due or payable under the contract shall be withheld unless it is a matter under arbitration.
- 19.5 The place for arbitration shall be Colombo, Sri Lanka.

## **20. LIQUIDATED DAMAGES**

- 20.1 Maintenance services shall be provided as specified in the contract. If the contractor shall fail to provide the services as required and in the absence of force majeure, the Commissioner, Colombo Municipal Council, may, without prejudice to any other remedy he may have under the contract, deduct from the contract price as liquidated damages not as a penalty, the following.
- i. If a particular item of equipment is affected and cannot be used but other equipment of system can be used for business operations, then 0.2% of the annual maintenance charges of the affected equipment, per day production is lost, up to a maximum of 12% of the annual maintenance charges of that equipment. The number of days counted as production lost, will exclude two days permitted for diagnosis and repair.
  - ii. If use of more than one item of equipment is affected, then 0.2% of the sum of annual maintenance charges of the affected equipment, per day production is lost, up to a maximum of 12% of the annual maintenance charges of those equipment. The number of days counted as production lost, will exclude two days permitted for diagnosis and repair.
- 20.2 The Commissioner, Colombo Municipal Council may without prejudice to any other method of recovery deduct the amount of such damages from any moneys in his hand, due or which may become due to the contractor. The payment of deduction of such damages shall not relieve the contractor from his obligations and liabilities under the contract.

## **21. MAINTENANCE RESPONSE**

- 21.1 The time duration for maintenance/repair will be agreed upon by the contractor and the CMC, as stipulated in the Specifications.

## **22. MAINTENANCE TYPES**

- 22.1 Maintenance includes preventive maintenance and repair of defects and replacement of defective components and re-commissioning of equipment and system as relevant.

**23. MODE OF PAYMENT**

- 23.1 Payment will be done quarterly basis at the end of each quarter subject the certificate issued by the head of the division/ unit for the service done.

**24. TERMINATION OF THE CONTRACT**

- 24.1 The Commissioner, Colombo Municipal Council may without prejudice to any other remedy for breach of contract, by written notice of default sent to the contractor, terminate the contract in whole or in part:
- a) If the contractor fails to provide the services as required and within the time agreed, or any extension thereof granted by the Commissioner, Colombo Municipal Council.
  - b) If the contractor fails to perform any other obligation(s) under the contract  
and  
If the contractor in either of the above circumstances, does not respond within a period of ten (10) calendar days after receipt of the notice of default from the Commissioner, CMC, specifying the nature of the default(s).

**25. TIME EXTENSION FOR THE CONTRACTOR'S PERFORMANCE**

- 25.1 Maintenance services shall be provided by the contractor in accordance with the time durations agreed upon as stated in clause 19.
- 25.2 The contractor may claim extension of the time durations in case of Force Majeure events or, reasons related to nature of computer system, or the CMC's business operations.
- 25.3 The contractor shall not be entitled to an extension of time for completion of tasks unless the contractor at the time of such circumstances arising (immediately) has notified the Commissioner, Colombo Municipal Council, in writing, of the delay that it may claim as caused by circumstances pursuant to clause 23.2 above, and upon request of the Commissioner, Colombo Municipal Council, the contractor shall substantiate that the delay is due to the circumstances referred to by the contractor.

**26. GENERAL PROVISION**

- 26.1 The contractor shall indemnify the Democratic Socialist Republic of Sri Lanka against any claim by or in respect of any employee of the contractor under the Workmen's Compensation Ordinance, No. 19 or 1934 or any statutory amendments, modifications or extensions thereof.
- 26.2 Contractors shall acquaint themselves fully with the conditions of the contract. No plea for lack of information will be entertained at any time.
- 26.3 Commissioner, Colombo Municipal Council, notwithstanding this agreement shall be at liberty to make other arrangements for maintenance services, should it appear advisable to him to do so, and in such an event the contractor shall not be entitled to claim any damages against the Commissioner, Colombo Municipal Council.

**27. DECLARATION OF THE DIRECTORS AND FINANCIAL DETAILS**

- 27.1 Tenderers should declare in the case of Private Company the names of all Directors and Shareholders of the Company. If the company is a Public Company, the names of Directors should declared.
- 27.2 Tenderers should declare the Financial details of the Company, providing copies of audited accounts and bank references.
- 27.3 Information provided under this Clause will be maintained confidential by the Tender Board and the Technical Evaluation Committee.

**28. DETAILS TO ACCOMPANY THE TENDER**

- 28.1 The following details and documents should accompany the tender.
  - a) The Qualification Form completed and duly signed together with relevant documents - Schedule A(i)
  - b) Bid Bond vide clause 3.0 - Schedule A(ii)
  - c) Documents as proof of ability vide clause 9.0.
  - d) Customer and systems list.
  - e) Tender Form duly signed - Schedule B(i).
  - f) General Conditions of the tender duly signed.
  - g) Schedule of Prices duly signed - Schedule B(ii)
  - h) Staff details and spare parts availability. Schedule B(iii)

The above documents and any other deemed necessary, shall be enclosed in an envelope or wrapper and sealed, in duplicate, stating the name and address of the Tenderer and stating “**Tender for Maintenance of Computers & Accessories, Printers, Faxes, Photocopy Machines, Scanners.**” on top left corner of the envelope or wrapping.

**29. FURTHER INFORMATION**

- 29.1 Further information can be obtained from the Commissioner, Colombo Municipal Council, Town Hall, Colombo 3, on any working day between hours of 10.00 a.m. to 2.30 p.m. until the close of Tender.

I/We agree to abide by the above conditions of tenders.

.....  
 Signature of Tenderer  
 & Designation Company Seal

Date: .....

**Specimen Form for Qualification of Tenderer**

**Tender for Maintenance of Computers & Accessories, Printers, Faxes, Photocopy Machines, Scanners.**

**Instruction to Tenderers**

- 1. The system for which maintenance services are requested by this tender is utilized for vital business activities of the CMC. The contractor should be able to maintain the computer system for flawless operation.
- 2. The details requested in this Specimen Form should be completed with great care providing all genuine information which could be verified from other sources.

**Qualification Details**

- 1. Name of Tenderer: .....
- Name of Company: .....
- Nature of Organization: .....  
(State whether Individual, Corporation, Partnership or other)

Office Address: .....

.....

.....

Telephone: .....

Fax: .....

- 2. Name of Directors: .....
- .....
- .....
- .....

- 3. Corporate standing /relationship with equipment manufacturers/principals relevant for the services offered.

.....

.....

.....

.....

.....

- 4. Date and Number of Business Registration:.....  
(Copy of the registration should be enclosed)

- 5. What was the first client’s computer network system maintained by bidder:

Client: .....

Configuration: .....

Duration: Start date: ..... End date:  
.....

6.1 Please give a list of computer and network equipment maintenance assignments completed by the bidder and those in progress, as evidence of required experience. This information will be used to assess Bidder’s competence to maintain the specific equipment for which maintenance services are offered.

<u>Client</u>	<u>Description of Equipment/Systems</u>	<u>Dates (from-to)</u>
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

6.2 Staff in bidder’s employment for Computer Equipment/System maintenance.

.....
.....
.....
.....
.....
.....
.....

**6.3 Reference Sites**

Please give three (3) reference sites in the public sector, where computer equipment and network systems are maintained by bidder. If the number of public sector reference sites is less than three, then give reference sites in the private sector too.

<u>Client</u>	<u>Configuration</u>	<u>Duration of Maintenance</u>	<u>Contact Person</u>
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

7. Financial Standing of Bidder.

Audited Accounts for last two financial years and Bankers reference should provide.

I/We certify that the details given above (1 to 7) are true and accurate.

I/We attach hereto the following documents as part of my/our tender.

- a) Bid Bond vide clause 3.0
- b) Tender Form
- b) Documents as proof of ability vide clause 9.0.
- c) List of customers.

Address: .....  
.....  
.....

Telephone: .....

Fax: .....

Signature of Tenderer: .....

Name of Tenderer: .....

Designation of Tenderer: .....

Company Seal: .....

Date: .....

Schedule A(ii)

Tender for Maintenance of Computers & Accessories, Printers, Faxes, Photocopy Machines, Scanners.

SPECIMEN BID BOND FORM
BID BOND

WHEREAS

(The Tenderer) has submitted his Bid dated ..... in response to the above invitation to Tender.

KNOW ALL MEN BY THESE PRESENTS THAT WE ..... (The Bank) are firmly bound unto the Commissioner, Colombo Municipal Council (the CMC) in a sum of Rupees ..... (Rs.....) to be paid on demand to the CMC for which payment duly to be made we bind ourselves and our respective successors jointly and severally firmly by these presents. The conditions of this obligation are:

- 1. If the Tenderer withdraws his Bid during the period of Bid validity specified by the Tenderer on the Tender Form, or
2. If the Tenderer having been notified of the acceptance of his Bid by the CMC during the period of Bid validity-
a) fails to execute the contract when requested, or
b) fails to furnish the performance Bond,
in accordance with the Information and Instructions to Tenderers and Terms and Conditions of Tender.

Then the Bank undertakes to pay the CMC the said amount as liquidated damages to the CMC for such default according to and upon receipt of his first written demand without the CMC having to substantiate his demand. Provided that, in such written demand, the CMC shall note that the amount claimed by him is due to the occurrence of or both of the above two stated conditions.

In witness whereof the said ..... has set their hands to these present at ..... on this ..... day of .... Two Thousand and ..

Signature of Authorized Official of Bank

Name and designation of the Authorized Official of Bank:.....

Signature of Witness: .....

Name and Address of Witness: .....

Sealed with the Common Seal of the Bank this ..... day of ..... Two Thousand and.....



Schedule B(i)

Tender for Maintenance of Computers & Accessories, Printers, Faxes, Photocopy Machines, Scanners.

SPECIMEN TENDER FORM

Colombo Municipal Council  
Town Hall  
Colombo 07.

Tender for Maintenance of Computers & Accessories, Printers, Faxes, Photocopy Machines, Scanners.

1. I/We, the undersigned, having read and fully acquainted myself / ourselves with the contents of the "Information and Instructions to Tenderers and Terms and Conditions of Tender" pertaining to the above Tender, along with Forms and Schedules thereto, do hereby undertake to provide maintenance services referred to therein, in accordance with the aforesaid Instructions. Terms and conditions, for a total Bid Price of Sri Lanka Rupees ..... (SLRs.....). The make up of the aforesaid Total Bid Price is given in the accompanying Price Schedules.
2. I/We confirm that this offer shall be open for acceptance until ..... and that it will not be withdrawn or revoked prior to that date.
3. I/We attach hereto the following documents as part of my/our Bid:
  - (a) Tender Form duly signed
  - (b) General Conditions of the Tender duly signed
  - (c) Special Conditions and Tender Specifications
  - (d) Offered Products and Services with their specifications
  - (e) Schedule of Prices duly signed
  - (f) Declaration of Directors vide clause 25.0, and Qualification Form.
  - (g) Warranty vide clause 7.0
  - (h) Test Reports and any other relevant documents or details.
4. I/We understand that The Tender Board is not bound to accept the lowest Bid and that The Tender Board has the right to reject any or all Bids or to accept any part of a Bid.
5. I/We undertake to adhere to the Delivery Schedules given in the respective Price Schedule.
6. My/Our Bank Reference is as follows:  
.....
7. My/Our address for the purpose of this Tender and the Contract, if awarded, is as follows:

Address: .....

Telephone: .....

Fax: .....

Signature of Tenderer: .....

Name of Tenderer: .....

Designation of Tenderer: .....

Company Seal: .....

Date: .....

Schedule B (ii)

Tender for Maintenance of Computers & Accessories, Printers, Faxes, Photocopy Machines, Scanners.

FORMAT OF PRICE SCHEDULE

Name of Bidder:

ANNUAL MAINTENANCE CHARGES IN SL RUPEES

Sr. No	Category	No. of Units	Charges per Unit excluding Taxes	Charges for Quantity excluding Taxes	Taxes	Charges including Taxes
1	A	335				
2	B	7				
3	C	5				

**Total Annual Charges:**

In Words (Sri Lanka Rupees): .....

.....

.....

In Figures (Sri Lanka Rupees): .....

**TOTAL CHARGES FOR THREE YEARS:**

IN WORDS (SRI LANKA RUPEES): .....

.....

.....

IN FIGURES (SRI LANKA RUPEES): .....

Signature: .....

Company Seal

Date: .....

Schedule B (iii)

**Tender for Maintenance of Computers & Accessories, Printers, Faxes, Photocopy Machines, Scanners.**

**STAFF DETAILS AND SPARE PARTS AVAILABILITY**

**1. Staff who will be assigned for maintenance work.**

Please Attach CVs of these staff.

Designation	Name	Computer System Maintenance Experience (*)	Other Relevant Experience and Training

\* Note: State client, hardware, period – start year, end year.

**2. Stocks of spare parts**

Please give in summary form the available main items and approximate quantities.

**3. Sources of spare parts for computer systems and other equipment relevant for the tender.**

Please state whether spare parts are obtained directly from manufacturer or from other sources, and lead time to obtain any spare parts not in stock when required.

**Annexure 01****Category A - (Computer and Accessories)**

No	Sub Sr. No.	Brand/Model	Serial No	Department/ Division	Location
1.	1.	HP ProDesk 400 G3 MT	SGH702SZ02	HR	Head Office
2.	2.	HP Prodesk 400 G3 MT	SGH702SZ08	HR	Head Office-Planning section
3.	3.	Dell Vostro 230	BHR3625	HR	Madampitiya
4.	4.	Acer Desktop	DTVQESG0088410381 69600	HR	Head Office-Planning section
5.	5.	Acer Desktop	DTVQESG0088410381 B9600	HR	Head Office-Planning section
6.	6.	HP Desktop	SGH345S22P	HR	Head Office-Planning section
7.	7.	HP Prodesk 600G3 MT	SGH720PP70	Land Division	Land Division
8.	8.	HP Prodesk 600G2 MT	SGH616QYHG	Land Division	Land Division
9.	9.	HP Prodesk 400G4 MT	SGH748TXGR	Land Division	Land Division
10.	10.	HP Prodesk 600G3 MT	SGH7209971	Land Division	Land Division
11.	11.	Dell Optiplex 7010	5PNB41Y1	Land Division	Land Division
12.	12.	ACER Veriton M2610	PSVD90C0032180268B 9201	Land Division	Land Division
13.	13.	ACER Veriton M2610	PSVD90C0032180051D 9201	Land Division	Land Division
14.	14.	HP Prodesk 400G4 MT	SGH748TXGS	Land Division	Land Division

No	Sub Sr. No.	Brand/Model	Serial No	Department/ Division	Location
15.	15.	HP Prodesk 400G4 MT	8CG852B5GF	Land Division	Land Division
16.	16.	HP Desktop	SGH21706WQ	Land Division	Land Division
17.	17.	HP Desktop	SGH511PVZG	CRMU	DO- Mrs.Lollegoda
18.	18.	HP Desktop	SGH511PUZD	CRMU	MA- Mrs.Indika (Salary)
19.	19.	Dell Desktop	60180JZ	CRMU	MA – Mrs.Chandrika
20.	20.	Dell Desktop	5ZJ40J2	CRMU	MA- Mrs. Priyadarshani
21.	21.	Dell Desktop	5ZQ50J2	CRMU	MA- Mrs. Indika
22.	22.	Dell Desktop	HFXX525	CRMU	MA – Mrs. Sahibo
23.	23.	Dell Desktop	5ZR50J2	CRMU	MA – Mrs.Nishanthi
24.	24.	Dell Desktop	BJXX525	CRMU	MA- Mrs. Sachithra (Salary)
25.	25.	Dell Desktop	CPTY42	CRMU	MA- Mrs. Sachithra
26.	26.	Dell Desktop	92W1232	CRMU	MA – Mr. Gunathilaka
27.	27.	Dell Desktop	SGH329PJB2	CRMU	MA – Mrs. Sachithra
28.	28.	HP Desktop	SGH511PV2F	CRMU	Dir.Eng.Works- Mr. Rohana
29.	29.	HP Desktop	SGH311QX2J	CRMU	Engineer's Office Aria
30.	30.	Dell Desktop	H7BJW22	CRMU	Eng. Mr. Manoj
31.	31.	Dell Desktop	2H4L92S	CRMU	Eng.R.D.N.K Perera
32.	32.	Dell Desktop	4TG2125	CRMU	Mr.Kuruppu
33.	33.	Dell Desktop	CHGQ42S	CRMU	Engineer's Office Aria

No	Sub Sr. No.	Brand/Model	Serial No	Department/ Division	Location
34.	34.	HP Probook 600 G1	SGH511PWOS	City Planning	City Planning
35.	35.	HP Desktop	SGH511PVYD	City Planning	City Planning
36.	36.	HP Probook 600 G1	SGH511PVYL	City Planning	City Planning
37.	37.	HP Prodesk 600 G1	SGH511PVY8	City Planning	City Planning
38.	38.	HP Prodesk 600 G1	SGH511PVZ1	City Planning	City Planning
39.	39.	HP Prodesk 600	SGH720PP5G	City Planning	City Planning
40.	40.	HP Prodesk 600	SGH511PW12	City Planning	City Planning
41.	41.	HP Desktop	SGH511PVZ5	City Planning	City Planning
42.	42.	HP Pro 3330 MT	SGH311QX2W	City Planning	City Planning
43.	43.	HP Desktop	SGH511PWOZ	City Planning	City Planning
44.	44.	HP Prodesk 600 G1	SGH511PVYQ	City Planning	City Planning
45.	45.	HP Prodesk 600 G1	SGH511PVYJ	City Planning	City Planning
46.	46.	HP Prodesk 600 G1	SGH511PVZ4	City Planning	City Planning
47.	47.	HP Pro 3330 MT	SGH311QX36	City Planning	City Planning
48.	48.	HP Prodesk 600 G1	SGH511PVYB	City Planning	City Planning
49.	49.	HP Pro 3300 MT	SGH311QXIV	City Planning	City Planning
50.	50.	HP Prodesk 600	SGH511PVZ8	City Planning	City Planning
51.	51.	HP Pro 3330 MT	SGH311QX39	City Planning	City Planning
52.	52.	HP Prodesk 600 G1	SGH511PVYA	City Planning	City Planning
53.	53.	HP Prodesk 600 G1	SGH511PWOX	City Planning	City Planning
54.	54.	Dell Optiplex 380	3HGQ42S	City Planning	City Planning

No	Sub Sr. No.	Brand/Model	Serial No	Department/ Division	Location
55.	55.	Dell Desktop	BMBOGL2	City Planning	City Planning
56.	56.	Dell Vostro 3668	BMFXFL2	City Planning	City Planning
57.	57.	Dell Desktop	BPIYFL2	City Planning	City Planning
58.	58.	Dell Optiplex 380 E	69GQ42S	City Planning	City Planning
59.	59.	Dell Vostro	BLCZGL2	City Planning	City Planning
60.	60.	Dell Vostro	BLYWEL2	City Planning	City Planning
61.	61.	Dell Vostro	BP24GL2	City Planning	City Planning
62.	62.	Dell Vostro	BNB1GL2	City Planning	City Planning
63.	63.	Dell Desktop	BP23GL2	City Planning	City Planning
64.	64.	IBM Pentiyam	99HLDWX	City Planning	City Planning
65.	65.	Ewis Pro 2500 MT	EW25840929900006	City Planning	City Planning
66.	66.	LG Panora	208A01544	City Planning	City Planning
67.	67.	Dell Optiplex 380	CGGQ425	City Planning	City Planning

No	Sub Sr. No.	Brand/Model	Serial No	Department/ Division	Location
68.	68.	LG Panora	FQC04725	City Planning	City Planning
69.	69.	Panora 3rd Party PC	NA	City Planning	City Planning
70.	70.	Dell Optiplex 380	4KGQ42S	City Planning	City Planning
71.	71.	Dell Vostro 3Q10	31SOQT3	City Planning	City Planning
72.	72.	Dell Vostro 3Q10	1H6DKT3	City Planning	City Planning
73.	73.	Dell Vostro 3Q10	135QSS3	City Planning	City Planning
74.	74.	Dell Vostro 3Q10	3TSDKT3	City Planning	City Planning
75.	75.	Dell Vostro 3Q10	8017YOY3	City Planning	City Planning
76.	76.	Dell Vostro 3Q10	5T5DKT3	City Planning	City Planning
77.	77.	HP Prodesk 400 G2 M7	SGH440SGX8	Legal Department	Legal Department
78.	78.	HP Prodesk 400 G2 M7	SGH440SGY4	Legal Department	Legal Department
79.	79.	Dell Optiplex 3020	JHHYY42	Legal Department	Legal Department
80.	80.	Dell Optiplex 380	39GQ42S	Legal Department	Legal Department
81.	81.	HP Pro 3330 MT	SGH311QXIQ	Legal Department	Legal Department
82.	82.	HP LV 1911	J69LVIS	Legal Department	Legal Department
83.	83.	Dell Optiplex 760	5QS922S	Legal Department	Legal Department
84.	84.	Dell Vostro 260	ILVVD2S	Legal Department	Legal Department



No	Sub Sr. No.	Brand/Model	Serial No	Department/ Division	Location
85.	85.	Dell Desktop	SGH138PMBC	Legal Department	Legal Department
86.	86.	HP Prodesk 400 G3	SGH611R9SX	ID Center	ID Center (204)
87.	87.	HP Prodesk 400 G3	SGH611R9YF	ID Center	Single Window Counter
88.	88.	HP Prodesk 600	SGH506QNWS	ID Center	ID Center (204)
89.	89.	HP Prodesk 600	SGH506QNWQ	ID Center	ID Center (204)
90.	90.	HP Compaq Pro 6300 MT PC	SGH3509JHR	ID Center	GIS Unit (206)
91.	91.	HP Compaq Pro 6300 MT PC	SGH324QN7P	ID Center	GIS Unit (206)
92.	92.	HP Prodesk 600 G2	SGH720PP6T	ID Center	GIS Unit (206)
93.	93.	HP Prodesk 600 G2	SGH720PP53	ID Center	GIS Unit (206)
94.	94.	HP Desktop	8CG92675RF	ID Center	Director Development Room
95.	95.	HP Desktop	8CG92675R7	ID Center	ID Center (204)
96.	96.	Dell Vostro	CP6YOV3	Project Division	Deputy Director Eng. Contracts Room
97.	97.	Dell OptiPlex 380	787X625	Project Division	Members Allocation Room
98.	98.	Asus	EP N2 035883	Project Division	Members Allocation Room
99.	99.	HP 280 G3 MT Business Pc	4CE7233K37	Project Division	Members Allocation Room
100.	100.	Del OptiPlex 7010	2XNB4Y1	Project Division	Members Allocation Room
101.	101.	Dell OptiPlex 380	49GQ42S	Project Division	Members Allocation Room
102.	102.	Dell OptiPlex 390	48N5C2S	Project Division	Members Allocation Room
103.	103.	Dell Vostro	F1PCHY1	Project Division	Members Allocation Room

No	Sub Sr. No.	Brand/Model	Serial No	Department/ Division	Location
104.	104.	HP Pro	SG- 11311QX28	Project Division	Project Division
105.	105.	Dell OptiPlex 7010	BQNB4Y1	Project Division	Project Division
106.	106.	Dell Vostro	9DROQT3	Project Division	Project Division
107.	107.	HP Prodesk 600 G1 TWR	SGH534RZQL	Project Division	Project Division
108.	108.	Dell Vostro	4MYD525	Project Division	Project Division
109.	109.	Dell OptiPlex 390	G9N5C25	Project Division	Project Division
110.	110.	HP	8CG92675Q1	Project Division	Project Division
111.	111.	Dell Vostro	9JYD52S	Project Division	Project Division
112.	112.	HP 280 G3 MT Business Pc	4CE7233K32	Project Division	Project Division
113.	113.	Dell Desktop	H7GL72S/00186715889 130	Assessor's Department	Accounts Branch
114.	114.	HP Desktop	SGH-511PWO5	Assessor's Department	Assessment Branch
115.	115.	HP Desktop	SGH-511PWDR	Assessor's Department	Assessment Branch
116.	116.	HP Desktop	SGH-511PWOD	Assessor's Department	Accounts Branch
117.	117.	HP Desktop	SGH-511PVY3	Assessor's Department	Assessment Branch
118.	118.	HP Desktop	SGH-511PVZC	Assessor's Department	Assessment Branch
119.	119.	HP Desktop	SGH-511PVYS	Assessor's Department	Assessment Branch
120.	120.	HP Desktop	SGH-511PVXX	Assessor's Department	Accounts Branch
121.	121.	HP Desktop	SGH-511PVZT	Assessor's Department	Assessment Branch
122.	122.	HP Desktop	SGH-809R35L	Assessor's Department	Objection Branch
123.	123.	HP Desktop	SGH-809R53Q	Assessor's Department	AI

No	Sub Sr. No.	Brand/Model	Serial No	Department/ Division	Location
124.	124.	HP Desktop	SGH-809R4Y7	Assessor's Department	Draftsman Office
125.	125.	HP Desktop	SGH-809R53Y	Assessor's Department	Draftsman Office
126.	126.	HP Desktop	SGH-746S9WZ	Assessor's Department	Assessment Branch
127.	127.	HP Desktop	SGH-746S9vz	Assessor's Department	Admin Branch
128.	128.	HP Desktop	SGH-746S9X2	Assessor's Department	Assessment Branch
129.	129.	HP Desktop	SGH-746S9X8	Assessor's Department	Accounts Branch
130.	130.	HP Desktop	SGH-746S9XB	Assessor's Department	Record Room
131.	131.	HP Desktop	SGH-746S9VH	Assessor's Department	AI
132.	132.	HP Desktop	SGH-746S9W7	Assessor's Department	Rent Board
133.	133.	HP Desktop	SGH-746S9WR	Assessor's Department	Remmission Branch
134.	134.	HP Desktop	SGH-746S9WV	Assessor's Department	Rent Branch
135.	135.	HP Desktop	SGH-746S9XD	Assessor's Department	Admin Branch
136.	136.	HP Desktop	SGH-746S9VV	Assessor's Department	Assessment Branch
137.	137.	HP Desktop	SGH746S9VW	Assessor's Department	Assessment Branch
138.	138.	HP Desktop	SGH746S9WF	Assessor's Department	Assessment Branch
139.	139.	HP Desktop	SGH746S9WY	Assessor's Department	AI
140.	140.	HP Desktop	SGH746S9X3	Assessor's Department	Remmission Branch

No	Sub Sr. No.	Brand/Model	Serial No	Department/ Division	Location
141.	141.	HP Desktop	SGH746S9VR	Assessor's Department	Assessment Branch
142.	142.	HP Desktop	SGH746S9VX	Assessor's Department	Assessment Branch
143.	143.	HP Desktop	SGH746S9XJ	Assessor's Department	AMA Room
144.	144.	HP Desktop	SGH-746S9XO	Assessor's Department	Remision Branch
145.	145.	HP Desktop	SGH-720PP6W	Assessor's Department	Assessment Branch
146.	146.	HP Desktop	SGH-720PP6V	Assessor's Department	AMA Room
147.	147.	Fujitsu Desktop	YLP-Q049737	Assessor's Department	Ma Room
148.	148.	Fujitsu Desktop	YLP-Q049767	Assessor's Department	Admin Branch
149.	149.	Fujitsu Desktop	YLP-Q049771	Assessor's Department	Accounts Branch
150.	150.	Fujitsu Desktop	YLP-Q049778	Assessor's Department	Assessment Branch
151.	151.	Fujitsu Desktop	YLP-Q049779	Assessor's Department	Assistant Secretary
152.	152.	E-wis Desktop	EW 7819051947G019	Assessor's Department	Objection Branch
153.	153.	E-wis Desktop	EW7819051947G003	Assessor's Department	AI
154.	154.	E-wis Desktop	EW7819051947G017	Assessor's Department	AI
155.	155.	E-wis Desktop	EW 7819051947G013	Assessor's Department	Jayathissa

No	Sub Sr. No.	Brand/Model	Serial No	Department/ Division	Location
156.	156.	E-wis Desktop	EW7819051947G015	Assessor's Department	MA Room
157.	157.	E-wis Desktop	EW7819051947G021	Assessor's Department	AMA Room
158.	158.	E-wis Desktop	Ew7819051947G007	Assessor's Department	AI
159.	159.	E-wis Desktop	EW7819051947G004	Assessor's Department	AI
160.	160.	E-wis Desktop	EW7819051947G003	Assessor's Department	AI
161.	161.	E-wis Desktop	EW7819051947G014	Assessor's Department	AI
162.	162.	E-wis Desktop	EW7819051947G012	Assessor's Department	Accounts Branch
163.	163.	E-wis Desktop	EW7819051947G008	Assessor's Department	AMA Room
164.	164.	E-wis Desktop	EW7819051947G001	Assessor's Department	AI
165.	165.	E-wis Desktop	EW7819051947G016	Assessor's Department	AI
166.	166.	E-wis Desktop	EW7819051947G018	Assessor's Department	AI
167.	167.	E-wis Desktop	EW7819051947G010	Assessor's Department	AI
168.	168.	E-wis Desktop	EW7819051947G020	Assessor's Department	Admin Branch
169.	169.	E-wis Desktop	EW7819051947G005	Assessor's Department	Accounts Branch
170.	170.	HP Desktop	8CG8473LXM	Assessor's Department	Draftsman Office

No	Sub Sr. No.	Brand/Model	Serial No	Department/ Division	Location
171.	171.	HP Desktop	8CG8473LY2	Assessor's Department	Ma Room
172.	172.	HP Desktop	SCG8473LY7	Assessor's Department	Assessment Branch
173.	173.	HP Desktop	8CG8473LY9	Assessor's Department	Ma Room
174.	174.	Acer Desktop	DTVS2SSGo3484704F5 99600	Assessor's Department	Record Room
175.	175.	Acer Desktop	DTVS2SGo348470470F 539600	Assessor's Department	Deepal
176.	176.	Acer Desktop	DTVS2SGo3484704F6 B9602	Assessor's Department	Objection Branch
177.	177.	Acer Desktop	DTVS2SGo348470470F 6B9603	Assessor's Department	Assessor's Department
178.	178.	Acer Desktop	DTVS2SGo348470470F 6B9604	Assessor's Department	Assessor's Department
179.	179.	Acer Desktop	DTVS2SGo348470470F 6B9605	Assessor's Department	Assessor's Department
180.	180.	Acer Desktop	DTVS2SGO28846054D 09600	Assessor's Department	Draftsman Office
181.	181.	Acer Veriton ES	DTVQESG008738012E 59600	Eng - Finance	Mrs. M.M.F. Fazna
182.	182.	Ewis Pro 5700 MT	EW5719051949G016	Eng - Finance	Mrs. B.T.N. Perera
183.	183.	Ewis Pro 5700 MT	EW5719051949G011	Eng - Finance	Mrs. A.K.G.Darshani
184.	184.	HP Compaq Pro 6300 SF F	AUD4150LZP	Eng - Finance	Mrs.A.A. Renuka
185.	185.	IBM Netvesta	KEDD70V	Eng - Finance	Mrs.M.M.F. Fazna
186.	186.	HP Pro 3330 MT	SGH311Q37	Eng - Finance	Mrs.M.M.F. Fazna

No	Sub Sr. No.	Brand/Model	Serial No	Department/ Division	Location
187.	187.	Dell Desktop	24494463604	Eng - Finance	Mrs. N. Samaramanne
188.	188.	Acer Veriton ES 2710	DTVQESG008738012E 79600	Eng - Finance	Mrs. T. Mallawaarachchi
189.	189.	Ewis Pro 5700 MT	EW5719051949G012	Eng - Finance	Mrs.A.M.D.C.A Amarathunga
190.	190.	Ewis Pro 5800 MT	EW5821021949R001	Eng - Finance	Miss. W.C.N Pieris
191.	191.	HP Compaq dx2100 MT	SGH628019BF	Eng - Finance	Mrs.B.T.N.Perera
192.	192.	Dell Vostro	6G6DKT3	Eng - Finance	Mrs.F. Roomiya

**Category A - Lap Top**

No	Sub Sr. No.	Brand/Model	Serial No	Department/ Division	Location
193.	193.	HP Probook 470 G2	6DEMV09BB7D28T	HR	Millennium center
194.	194.	HP Probook 450 G4	5CD738BHTC	HR	Head Office
195.	195.	HP Prodesk 450G2		Land Division	Land Division
196.	196.	Acer Aspire	NXAIESG00K1090F7B D3400	City Planning	City Planning
197.	197.	Acer Laptop	NSAIESG00K1090EBC 93400	City Planning	City Planning
198.	198.	Asus Expert book B1500c	M6NXCV129179247	Legal Department	Legal Department
199.	199.	Asus Expert book	M6NXCV12918324F	Legal Department	Legal Department

No	Sub Sr. No.	Brand/Model	Serial No	Department/ Division	Location
200.	200.	Acer aspire - S	NXA1ESG00K1090EA 403400	Legal Department	Legal Department
201.	201.	Dell Laptop	9TZOZJ3	Legal Department	Legal Department
202.	202.	Acer Laptop	NXA1ESG00K1090EC9 73400	ID Center	ID Center (205)
203.	203.	Dell Laptop	IPC3S72	ID Center	Director Development Room (203)
204.	204.	Dell Laptop	8X25GR	ID Center	Director Development Room (203)
205.	205.	HP Probook		Project Division	Project Division
206.	206.	Acer Laptop	NXA1ESGOOK1090EA SD3400	Project Division	Project Division
207.	207.	HP Laptop	CND 52944 ML	Assessor's Department	Assessment Branch
208.	208.	HP Probook 440 G3	5CD738CD2	Eng - Finance	Mrs.N.Samaramanne

**Category A - Printer - Colour**

No	Sub Sr. No.	Brand/Model	Serial No	Department/ Division	Location
209.	209.	HP Laser Jet Pro 400 M401 dn	VNH3K06973	HR	Head Office
210.	210.	HP Laser Jet Enterprise M553	JPCKL2R0M0	HR	Head Office
211.	211.	Lexmark B2236DW	140090010444X	HR	Madampitiya
212.	212.	Cannon LBP 6680x	MKSA517736	HR	Madampitiya
213.	213.	Lexmark Ms312dn	45148PLM4VGR6	HR	Head Office-Planning section
214.	214.	Samsung ML 2851ND	4F67BKFC10000GR	HR	Head Office-Planning



No	Sub Sr. No.	Brand/Model	Serial No	Department/ Division	Location
					section
215.	215.	OKI C321 dn Color Printer	AK4D016167	Land Division	Land Division
216.	216.	Brother HL-L 6200 dw	E78114G9N928352	Land Division	Land Division
217.	217.	Brother HL-L 6200 dw	E75667K8N298033	Land Division	Land Division
218.	218.	Brother HL-L 6200 dw	E75667K8W298067	Land Division	Land Division
219.	219.	HP Laser Jet 2055D	VNC3GH425	Land Division	Land Division
220.	220.	HP Laser Jet 2055D	CNCJ706247	Land Division	Land Division
221.	221.	Pentium P2500	CA4N000607	Land Division	Land Division
222.	222.	Pentium P2500	CA4N000608	Land Division	Land Division
223.	223.	Pentium P2500	CA4N000611	Land Division	Land Division
224.	224.	Canon Image	MKSAS12056	CRMU	MA- Mrs. Priyadarshani
225.	225.	Canon Image	NEAAO15619	CRMU	MA – Mrs.Indika
226.	226.	Canon Image	NEAA015615	CRMU	MA – Mrs.Priyangika
227.	227.	Canon Image	NEAA015621	CRMU	MA – Mis Nishanthi
228.	228.	Canon Image	NEAAO15617	CRMU	MA – Mr.Gunathilaka
229.	229.	Lexmark B2236dw	CAG1914903F3	CRMU	MA – Mrs. Sahibo
230.	230.	HP Colour Printer	MFPM1177FW	CRMU	Dir.Eng.Works – Mr.Rohana
231.	231.	HP Colour Printer	CNDJ96Q02G	CRMU	DO –M.N.G Hettiarachchi

No	Sub Sr. No.	Brand/Model	Serial No	Department/ Division	Location
232.	232.	Canon Image	MMTA010720	CRMU	DO –M.N.G Hettiarachchi
233.	233.	HP Laser Printer	VNC3Y04337	CRMU	Eng.Mr.Manoj
234.	234.	Lexmark E360dn	72N - 92VP	CRMU	Eng.R.D.N.K Perera
235.	235.	Samsung	4F67BKFC100100Y	CRMU	Eng.Mr.Manoj
236.	236.	Lexmark MS312dn	45148PLM4X056	CRMU	Mr.Kuruppu
237.	237.	Lexmark E332 N	72183 MN	City Planning	City Planning
238.	238.	Lexmark E332 N	72B7BDF	City Planning	City Planning
239.	239.	Lexmark E332 N	(E232- N) - 72BLB10	City Planning	City Planning
240.	240.	Lexmark E332 N	C740- 5026 4394 25 H9D	City Planning	City Planning
241.	241.	Lexmark E332 N	C740- 5026 219 420 84N	City Planning	City Planning
242.	242.	Lexmark E332 N	C740- 5026 4394 25 H6X	City Planning	City Planning
243.	243.	Lexmark E332 N	C740- 5026 4394 25 H8V	City Planning	City Planning
244.	244.	Lexmark E332 N	72B7BDP	City Planning	City Planning
245.	245.	Lexmark E332 N	72LBGZL	City Planning	City Planning
246.	246.	Lexmark E332 N	72B7BDX	City Planning	City Planning
247.	247.	Lexmark E332 N	72BLB14	City Planning	City Planning
248.	248.	HP LaserJet P2055DN	VNC3H04563	City Planning	City Planning
249.	249.	HP LaserJet Pro 200 Colour	VNC3J01581	Legal Department	Legal Department

No	Sub Sr. No.	Brand/Model	Serial No	Department/ Division	Location
250.	250.	HP LaserJet Pro M 4002 dn	PHCNB12733	Legal Department	Legal Department
251.	251.	HP LaserJet Pro 200 Colour M251n	CNFIQ00174	Legal Department	Legal Department
252.	252.	HP LaserJet Pro 200 Colour	VNC3J02281	Legal Department	Legal Department
253.	253.	Brother HL - 2360 DN	M4N499046	Legal Department	Legal Department
254.	254.	HP LaserJet P2015d	CNCJF72229	Legal Department	Legal Department
255.	255.	Samsung ML 2850nd	4E54BAO5600356R	Legal Department	Legal Department
256.	256.	HP LaserJet Pro 200 Colour	CNF1Q01915	ID Center	Director Development Room (203)
257.	257.	HP Laser Jet 1300	SGBB031846	ID Center	Director Development Room (203)
258.	258.	HP Laser Jet P2035	CNC0415699	ID Center	ID Center (204)
259.	259.	HP Laser Jet P1500	VNC3F04355	ID Center	ID Center (205)
260.	260.	HP Colour Laser Jet 1215	CND9B7ZH35	ID Center	GIS Unit (206)
261.	261.	Canon Laser Printer LBP 253x	NEAA012320	ID Center	ID Center (205)
262.	262.	Samsung XpressM2826ND	ZD4XBJCG30035T	ID Center	ID Center (204)
263.	263.	HP LaserJet 1536 dnf MFP	CMG8FDTJP2	Project Division	Deputy Director Eng. Contracts room
264.	264.	Monochrome Laser Printer -Pentium (Pentium PC- 310 P 3500 series)	BAOH000041	Project Division	Members Allocation Room
265.	265.	Monochrome Laser Printer -Pentium (Pentium PC- 310 P 3500 series)	BAOH000046	Project Division	Members Allocation Room
266.	266.	Monochrome Laser Printer -Pentium (Pentium PC- 310 P 3500 series)	BAOH000073	Project Division	Members Allocation Room
267.	267.	Monochrome Laser Printer -Pentium (Pentium PC- 310 P 3500 series)	BAOH000058	Project Division	Members Allocation Room

No	Sub Sr. No.	Brand/Model	Serial No	Department/ Division	Location
268.	268.	HP LaserJet Pro 400	VNC5801341	Project Division	Members Allocation Room
269.	269.	Lexmark MS 312dn - MS310 series (50F3H0E)	45148PLM/4WG8C	Project Division	Members Allocation Room
270.	270.	HP LaserJet P2015	CNC1G13226	Project Division	Project Division
271.	271.	Samsung CLP 680 ND	27Y4BJEFA00005L	Project Division	Project Division
272.	272.	Lexmark Ms310dn	451432LHONBGL	Project Division	Project Division
273.	273.	Canon E 560	KKMT20943	Project Division	Project Division
274.	274.	Canon E 560	KKMT20927	Project Division	Project Division
275.	275.	HP laser Jet Pro 400	VNHSC08461	Project Division	Project Division
276.	276.	AK5BO36490	OKI B412	Project Division	Project Division
277.	277.	Brother	E75667A9N413551	Project Division	Project Division
278.	278.	HP laser Jet Pro 400	VNH3X03366	Project Division	Project Division
279.	279.	Canon- E560	KKMT21003	Assessor's Department	MA Room
280.	280.	Ricoh sp-C250DN	086P900416	Assessor's Department	Accounts Branch
281.	281.	Canon LBP253x	NEAA015623	Assessor's Department	Rent Board
282.	282.	Canon LBP253x	NEAA015626	Assessor's Department	Admin Branch
283.	283.	Canon LBP253x	NEAA015630	Assessor's Department	Remission Branch
284.	284.	Canon LBP253x	NEAA015625	Assessor's Department	Assessment Branch
285.	285.	Canon LBP253x	NEAA015632	Assessor's Department	Assistant Secretary

No	Sub Sr. No.	Brand/Model	Serial No	Department/ Division	Location
286.	286.	Canon LBP253x	NEAA015614	Assessor's Department	Assessment Branch
287.	287.	Canon LBP253x	NEAA015618	Assessor's Department	Accounts Branch
288.	288.	Canon LBP253x	NEAA015620	Assessor's Department	Remmision Branch
289.	289.	Canon LBP253x	NEAA015622	Assessor's Department	Accounts Branch
290.	290.	Canon LBP253x	NEAA015627	Assessor's Department	Admin Branch
291.	291.	Canon LBP253x	NEAA015624	Assessor's Department	Objection Branch
292.	292.	Canon LBP253x	NEAA015628	Assessor's Department	Admin Branch
293.	293.	Canon LBP253x	NEAA015629	Assessor's Department	Assessment Branch
294.	294.	Canon LBP253x	NEAA015633	Assessor's Department	Assessment Branch
295.	295.	Canon LBP253x	NEAA015631	Assessor's Department	Record Room
296.	296.	Canon LBP6680X	MKSA512028	Assessor's Department	Assessment Branch
297.	297.	Canon LBP6680X	MKSA511977	Assessor's Department	Accounts Branch
298.	298.	Canon LBP6680X	MKSA512031	Assessor's Department	Assessment Branch
299.	299.	Canon LBP6680X	MKSA512027	Assessor's Department	Assessment Branch
300.	300.	Canon LBP6680X	MKSA512030	Assessor's Department	Assessment Branch
301.	301.	Canon LBP6680X	MKSA512032	Assessor's Department	Assessment Branch
302.	302.	Canon LBP6680X	MKSA512036	Assessor's	Accounts Branch

No	Sub Sr. No.	Brand/Model	Serial No	Department/ Division	Location
				Department	/Maradana
303.	303.	Canon LBP6680X	MKSA512026	Assessor's Department	Assessment Branch
304.	304.	Lexmark	14009001043K5	Assessor's Department	Accounts Branch
305.	305.	Lexmark	14009001043KB	Assessor's Department	AMA Room
306.	306.	Lexmark	14009001043KI	Assessor's Department	Assessment Branch
307.	307.	Lexmark	14009001043HG	Assessor's Department	AMA Room
308.	308.	Lexmark	14009001043HW	Assessor's Department	Assessment Branch
309.	309.	Lexmark MS 312 DN	45148PLM4WF2L	Eng - Finance	Miss. W.C.N.Peiris
310.	310.	Samsung 2851 MD	4F67BKFC200193M	Eng - Finance	Mrs.M.M.F. Fazna
311.	311.	Lexmark MS 312 DN	45148PLM4W9XF	Eng - Finance	Mrs. B.T.N Perera
312.	312.	Lexmark	B2236dw	Eng - Finance	Mrs.F. Roomiya

**Category A - Dot Matrix Printer**

No	Sub Sr. No.	Brand/Model	Serial No	Department/ Division	Location
313.	313.	Epson LQ 20290	FT8Y067063	CRMU	MA – Mrs. Sachithra (Salary)
314.	314.	Epson LQ 20290	FT8YO74459	CRMU	MA – Mrs.Indika (Salary)
315.	315.	Epson LQ 20290	FT8Y067059	CRMU	MA – Mrs.Indika (Salary)
316.	316.	Epson	F8D0276579E5	CRMU	MA – U.W. Patabadige

No	Sub Sr. No.	Brand/Model	Serial No	Department/ Division	Location
317.	317.	Epson	MG84002782	CRMU	Eng. R.D.N.K Perera
318.	318.	Epson LQ 2090	X4SC001554	Legal Department	Legal Department
319.	319.	Epson LQ 2090	FT8YO52864	Legal Department	Legal Department
320.	320.	Epson LQ 2090	FT8YO67052	Legal Department	Legal Department
321.	321.	EPSON-LQ-2090	FT8Yo79062	Assessor's Department	Remission Branch
322.	322.	EPSON-LQ-2090	FT8Y078988	Assessor's Department	Assessment Branch
323.	323.	EPSON-LQ-2090	FT8Y079060	Assessor's Department	Accounts Branch
324.	324.	EPSON-LQ-2090	FT8Y074532	Assessor's Department	Remission Branch
325.	325.	EPSON-LQ-2090	FT8Y074588	Assessor's Department	Assessment Branch
326.	326.	EPSON-LQ-2090	FT8Y069832	Assessor's Department	Accounts Branch
327.	327.	Epson 2190	MK3Y067193	Eng - Finance	Mrs.M.M.F.Fazan
328.	328.	Epson LQ 2090	FT8Y067062	Eng - Finance	Miss. W.C.N Periris

**Category A - Scanner**

No	Sub Sr. No.	Brand/Model	Serial No	Department/ Division	Location
329.	329.	Canon Scanner	KLJU48136	CRMU	MA – Mrs.Priyangika
330.	330.	Canon Scanner	KLJU48130	CRMU	MA – Mrs. Sahibo

No	Sub Sr. No.	Brand/Model	Serial No	Department/ Division	Location
331.	331.	HP Design jet HD Scanner	DK0710B003	City Planning	
332.	332.	Canon Lide 120	KKDKQ5280	Legal Department	Legal Department
333.	333.	HP Scanjet G3110	CN4ALCA1DD	ID Center	ID Center (204)
334.	334.	AVISION FB 5000	AO87137268500062	Assessor's Department	Admin Branch
335.	335.	AVISION FB 5000	AO8031544A920056	Assessor's Department	Draftsman Office

**Category B - Photocopy Machine**

No	Sub Sr. No.	Brand/Model	Serial No	Department/ Division	Location
336.	1.	Canon IR 2520	FQU 98302	HR	Madampitiya
337.	2.	Canon ID 32305	WMK05278	CRMU	Office Aria
338.	3.	Canon ID 32305	RMM40000	CRMU	Office Aria
339.	4.	Toshiba Studio 255	CNH173723	Project Division	Project Division
340.	5.	Canon Image Class	25T04291 (F176402)	Project Division	Project Division
341.	6.	Canon Image Class	MF543X	Project Division	Project Division
342.	7.	Konica Minolta	A61F041001136	Project Division	Project Division



**Category C - Fax Machine**

No	Sub Sr. No.	Brand/Model	Serial No	Department/ Division	Location
343.	1.	Samsung SF 760 P	Z765B8KJAB0015W	HRM	HRM
344.	2.	Canon L 170	KYG28497	CRMU	CRMU
345.	3.	Canon F168802	UVQ03087	Project Division	Project Division
346.	4.	Samsung SF - 651P	Z4BQBFZB00122X	Project Division	Project Division
347.	5.	Canon Fax	KYG18685	Assessor's Department	MA Room

**Annexure 02**

1. Name of the Company :
2. Bank Details
  - 2.1. Name in the account :
  - 2.2. Bank name :
  - 2.3. Bank Code :
  - 2.4. Branch Name :
  - 2.5. Branch code :
  - 2.6. Bank Account number:
3. Telephone Number :
4. Mobile Number :
5. Email address :

**Certified Bank Statement (Photocopy which is mentioned Name & Account Number) shall be Submit along with this document.**