



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

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

Bids Opening Date and Time: 07.07.2022 @ 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 :

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one year from the date of closing of Bids and the quoted price will be firm and not subject to adjustment not can it be withdrawn after closing of the bids.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, Fingerprint Machines.**

Please follow bidder Notice Published on **24.06.2022** 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 07.07.2022** 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, Fingerprint Machines.**

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 / Fingerprint Machines.

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. For the breakdown complaints to be attended within two (02) Hrs. after the breakdown call is made.
3. 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.
4. If the repair gets delay, an identical or advance loan replacement should be given within two (02) days after the breakdown call logged in until the defective one is returned after repair in working condition.
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. 1st preventive service including inside cleaning. Soon after the AMC is signed.
 - b. 2nd preventive service within 6 – 8 months after the 1st 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), UPS, Printer, Scanner	HP, Ewis, Dell, Acer, IBM, Samsung, Panora, Fujitsu, Cannon, Epson, OKI, Ricoh, Brother, Lexmark, Pantum, Jolimark, Avision	331
2	B	Photocopier	Toshiba, Cannon, Gestetner, Kyocera, Konica Minolta	18
3	C	Fax Machine	Cannon, Brother, Samsung	7
4	D	Finger Print Machine	ET Lab	5

Note:

1. Maintenance Charges must be quoted per unit, so that CMC can increase or decrease number of units.
2. 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

1. Bidder's Qualifications
2. Statement of Compliance with Tender Conditions and Specifications
3. Annual charges per unit for comprehensive maintenance of each item of equipment.
4. 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 .
- 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.20,000/- 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 At the beginning of the contract / each contract year, 60% of the yearly full payment. Balance 40% of the relevant year, at the beginning of each quarter in 10% equal portions and same payment process will be applied to the entire contract period..

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, Fingerprint Machines.**” 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, Fingerprint Machines.

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.

.....

.....

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.....

.....

- 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, Fingerprint Machines. 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, Fingerprint Machines.

SPECIMEN TENDER FORM

Colombo Municipal Council
Town Hall
Colombo 07.

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

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, Fingerprint Machines.

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	331				
2	B	18				
3	C	7				
4	D	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, Fingerprint Machines.

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	Usage Period	Department/ Division	Location
1.	1.	HP Pro 3330 MT	SGH311Q37	9 Years	ME'S- Finance	Finance Branch
2.	2.	HP Compaq Pro 6300 SF F	AUD4150LZP	5 Year	ME'S- Finance	Finance Branch
3.	3.	HPC5:R48 Pro desk 600	SGH651QJQG	5 Years	ME'S-Administration	Deputy Secretary's Room
4.	4.	HP Compaq Pro 6300 MT	SGH251T07X	8 Years	ME'S-Administration	Administration Branch
5.	5.	HP Pro desk 400 G4 i5 MT Business PC	SGH746s9W8	4 Years	ME'S-Administration	Administration Branch
6.	6.	HP Pro desk 400 G4 i5 MT Business PC	SGH7469X9	4 Years	ME'S-Administration	Administration Branch
7.	7.	HP Pro desk 400 G4 i5 MT Business PC	SGH746S9X7	4 Years	ME'S-Administration	Administration Branch
8.	8.	HP Pro 280 i3	SGH634T485	5 Years	ME'S-Administration	Administration Branch
9.	9.	HP Pro 280 G2 MT	SGH634T4C9	Over 5 Years	ME'S-Administration	Administration Branch
10.	10.	HP Pro desk 400 G4 i5 MT Business PC	SGH746S9WN	4 Years	ME'S- Establishment	Establishment Branch
11.	11.	HP	MFPM 177RW	x	Land division	Director Engineer room
12.	12.	HP	SCH217Q800Q	8 Years	Land division	Director Engineer room
13.	13.	HP	SGH720PP70		Land division	Land division
14.	14.	HP	BCYRU0ACAB3H NN	4 Years	Land division	Land division
15.	15.	HP	SGH-616QYH181	6 Years	Land division	Land division

No	Sub Sr. No.	Brand/Model	Serial No	Usage Period	Department/ Division	Location
16.	16.	HP	SGH748TXGR	5 Years	Land division	Land division
17.	17.	HP	SGH720PP70	4 Years	Land division	Land division
18.	18.	HP Pro DESK 400G3	SGH611R9SX	1 year	Engineer's Department/ Institutional Development Centre	ID Center (204)
19.	19.	HP Pro DESK 400G3	SGH611R9YF	1 year	Engineer's Department/ Institutional Development Centre	Single Window Counter
20.	20.	HP Pro DESK 600	SGH506QNWS	1 year	Engineer's Department/ Institutional Development Centre	ID Center (204)
21.	21.	HP Pro DESK 600	SGH506QNWQ	1 year	Engineer's Department/ Institutional Development Centre	ID Center (204)
22.	22.	HP Compaq Pro 6300 MT PC	SGH3509JHR	1 year	Engineer's Department/ Institutional Development Centre	GIS Unit (206)
23.	23.	HP Compaq Pro 6300 MT PC	SGH324QN7P	1 year	Engineer's Department/ Institutional Development Centre	GIS Unit (206)
24.	24.	HP Pro DESK 600G2	SGH720PP6T1	1 year	Engineer's Department/ Institutional Development Centre	GIS Unit (206)

No	Sub Sr. No.	Brand/Model	Serial No	Usage Period	Department/ Division	Location
25.	25.	HP Pro DESK 600G2	SGH720PP53	1 year	Engineer's Department/ Institutional Development Centre	GIS Unit (206)
26.	26.	HP Compaq	8CG92675RT	1 year	Engineer's Department/ Institutional Development Centre	Director Development Room (203)
27.	27.	HP	SGH 511 PWOS		City planning Division	Director's Room
28.	28.	HP	SGH 511 PVZ9		City planning Division	Group 6
29.	29.	HP	SGH 511 PVVJ		City planning Division	Eng. Anuja's Room
30.	30.	HP	SGH 511 PVYD		City planning Division	Administration
31.	31.	HP	SGH 511 PVYL		City planning Division	Group 2
32.	32.	HP	SGH 311 QX30		City planning Division	Group 5
33.	33.	HP	SGH 511 PVY8		City planning Division	Group 6
34.	34.	HP	SGH 511 PVZ1		City planning Division	Group 8
35.	35.	HP	SGH 720 PP5G		City planning Division	GIS Room
36.	36.	HP	SGH 511 PW12		City planning Division	Group 10
37.	37.	HP	SGH 720 PP73		City planning Division	GIS Room
38.	38.	HP	SGH 511 PVZ5		City planning Division	Group 4
39.	39.	HP	SGH 311 QX2W		City planning Division	Group 2
40.	40.	HP	SGH 511 PWOZ		City planning Division	Group 3
41.	41.	HP	SGH 511 PVYQ		City planning Division	Group 3
42.	42.	HP	SGH 511 PW19		City planning Division	Group 7

No	Sub Sr. No.	Brand/Model	Serial No	Usage Period	Department/ Division	Location
43.	43.	HP	SGH 511 PVZO		City planning Division	Group 7
44.	44.	HP	SGH 511 PVZ4		City planning Division	Group 1
45.	45.	HP	SGH 311 QX36		City planning Division	Group 3
46.	46.	HP	SGH 511 PVY4		City planning Division	Street Line
47.	47.	HP	SGH 511 PVYB		City planning Division	Group 3
48.	48.	HP	SGH 311 QXIV		City planning Division	Group 2
49.	49.	HP	SGH 511 QX24		City planning Division	Administration
50.	50.	HP	SGH 511 PVZ8		City planning Division	Passage
51.	51.	HP	SGH 311 QX39		City planning Division	Group 5
52.	52.	HP	SGH 511 PVYA		City planning Division	Administration
53.	53.	HP	SGH 311 QX31		City planning Division	Administration
54.	54.	HP	SGH 511 PWOX		City planning Division	Administration
55.	55.	HP - pro 400			HRD	Head office
56.	56.	HP - pro 400	SGH7025808		HRD	Head office
57.	57.	hp	SGH042SQ4W		Engineering Department -CRMU	M.A. Mrs. Sachitra
58.	58.	hp	SGH511PVZG		Engineering Department -CRMU	M.A. Mrs. Chandrika
59.	59.	hp	SGH329PJB2		Engineering Department -CRMU	M.A. Mrs. Senadeera

No	Sub Sr. No.	Brand/Model	Serial No	Usage Period	Department/ Division	Location
60.	60.	hp	SGHS11PUZD		Engineering Department -CRMU	M.A. Mrs. Indika (Salary)
61.	61.	hp	SGH311QX2J		Engineering Department -CRMU	Eng. Mrs. Kalpana
62.	62.	Hp	SGH 306RZWc	Over 5 Years	Assessor	Accounts Branch
63.	63.	Hp	SGH-511PWOS	Over 5 Years	Assessor	Assessment Branch
64.	64.	Hp	SGH-511PWDR	Over 5 Years	Assessor	Assessment Branch
65.	65.	Hp	SGH-511PWOD	Over 5 Years	Assessor	Assessment Branch
66.	66.	Hp	SGH-511PVY4	Over 5 Years	Assessor	Assessment Branch
67.	67.	Hp	SGH-511PVZC	Over 5 Years	Assessor	Assessment Branch
68.	68.	Hp	SGH-511PVZT	Over 5 Years	Assessor	Assessment Branch
69.	69.	Hp	SGH-511PVYS	Over 5 Years	Assessor	Assessment Branch
70.	70.	Hp	SGH-511PVXX	Over 5 Years	Assessor	Accounts Branch
71.	71.	Hp	SGH-809R35L	4 Years	Assessor	MA Room
72.	72.	Hp	SGH-809R53Q	4 Years	Assessor	MA Room

No	Sub Sr. No.	Brand/Model	Serial No	Usage Period	Department/ Division	Location
73.	73.	Hp	SGH-809R4Y8	4 Years	Assessor	MA Room
74.	74.	Hp	SGH-809R53Y	4 Years	Assessor	MA Room
75.	75.	Hp	SGH-746S9WZ	4 Years	Assessor	MA Room
76.	76.	HP	SGH-746S9vz	4 Years	Assessor	Admin Branch
77.	77.	HP	SGH-746S9X2	4 Years	Assessor	Accounts Branch
78.	78.	HP	SGH-746S9X8	4 Years	Assessor	Accounts Branch
79.	79.	HP	SGH-746S9XB	4 Years	Assessor	Recoard room
80.	80.	HP	SGH-746S9VH	4 Years	Assessor	MA Room
81.	81.	HP	SGH-746S9W8	4 Years	Assessor	Rent Board
82.	82.	HP	SGH-746S9WR	4 Years	Assessor	Remmission Branch
83.	83.	HP	SGH-746S9WV	4 Years	Assessor	MA Room
84.	84.	HP	SGH-746S9XD	4 Years	Assessor	Admin Branch
85.	85.	HP	SGH-746S9VV	4 Years	Assessor	Assessment Branch
86.	86.	HP	SGH746S9VW	4 Years	Assessor	MA Room
87.	87.	HP	SGH746S9WF	4 Years	Assessor	MA Room
88.	88.	HP	SGH746S9WY	4 Years	Assessor	Objection Branch
89.	89.	HP	SGH746S9X4	4 Years	Assessor	Remmission Branch
90.	90.	HP	SGH746S9VR	4 Years	Assessor	Assessment Branch

No	Sub Sr. No.	Brand/Model	Serial No	Usage Period	Department/ Division	Location
91.	91.	HP	SGH746S9VX	4 Years	Assessor	Main Counter
92.	92.	HP	SGH746S9XJ	4 Years	Assessor	MA Room
93.	93.	HP	SGH-746S9XO	4 Years	Assessor	Remission Branch
94.	94.	HP	SGH-720PP8W	Over 5 Years	Assessor	Assessment Branch
95.	95.	HP	SGH-720PP6V	Over 5 Years	Assessor	AI Branch
96.	96.	HP	8CG8473LXM	3 years	Assessor	Drawing Office
97.	97.	HP	8CG8473LY2	3 years	Assessor	MA Room
98.	98.	HP	8CG8473LY7	3 years	Assessor	MA Room
99.	99.	HP	8CG8473LY9	3 years	Assessor	MA Room
100.	100.	EWIS Pro 5700 MT	EW5719051949G012	3 Years	ME'S- Finance	Finance Branch
101.	101.	EWIS Pro 5700 MT	EW5821021949R001	3 Years	ME'S- Finance	Finance Branch
102.	102.	EWIS Pro 5700 MT	EW5719051949G016	3 Years	ME'S- Finance	Finance Branch
103.	103.	EWIS Pro 5700 MT	EW5719051949G011	3 Years	ME'S- Finance	Finance Branch
104.	104.	EWIS Pro 5700 MT	EW5719051949G013	3 Years	ME'S-Administration	Administration Branch
105.	105.	EWIS Pro 5700 MT	EW5719051949G017	3 Years	ME'S-Administration	Administration Branch
106.	106.	EWIS Pro 5700 MT	EW5719051949G014	3 Years	ME'S-Administration	Administration Branch
107.	107.	EWIS Pro 5700 MT	EW5719051949G015	3 Years	ME'S- Establishment	Establishment Branch
108.	108.	E-wis	EW	3 years	Assessor	MA Branch

No	Sub Sr. No.	Brand/Model	Serial No	Usage Period	Department/ Division	Location
			7819051947G019			
109.	109.	E-wis	EW7819051947G003	3 years	Assessor	MA Branch
110.	110.	E-wis	EW7819051947G017	3 years	Assessor	AI Branch
111.	111.	E-wis	EW7819051947G013	3 years	Assessor	AMA Branch
112.	112.	E-wis	EW7819051947G015	3 years	Assessor	AMA Branch
113.	113.	E-wis	EW7819051947G021	3 years	Assessor	AMA Branch
114.	114.	E-wis	Ew7819051947G007	3 years	Assessor	AI Branch
115.	115.	E-wis	EW7819051947G004	3 years	Assessor	AI Branch
116.	116.	E-wis	EW7819051947G009	3 years	Assessor	AI Branch
117.	117.	E-wis	EW7819051947G014	3 years	Assessor	AI Branch
118.	118.	E-wis	EW7819051947G012	3 years	Assessor	AI Branch
119.	119.	E-wis	EW7819051947G008	3 years	Assessor	AMA Branch
120.	120.	E-wis	EW7819051947G001	3 years	Assessor	AI Branch
121.	121.	E-wis	EW7819051947G016	3 years	Assessor	AI Branch
122.	122.	E-wis	EW7819051947G018	3 years	Assessor	AI Branch
123.	123.	E-wis	EW7819051947G010	3 years	Assessor	AI Branch
124.	124.	E-wis	EW7819051947G020	3 years	Assessor	Admin Branch

No	Sub Sr. No.	Brand/Model	Serial No	Usage Period	Department/ Division	Location
125.	125.	E-wis	EW7819051947G005	3 years	Assessor	Accounts Branch
126.	126.	Dell	24494463604		ME'S- Finance	Finance Branch
127.	127.	Dell Optiplex 3020	4CCY992	Over 5 Years	ME'S-Administration	Administration Branch
128.	128.	Dell Optiplex 3020	4CV0B92	6 Years	ME'S- Establishment	Establishment Branch
129.	129.	Dell	29600439220		Land division	Land division
130.	130.	Dell	5PNB4X1	8 Years	Land division	Land division
131.	131.	Notebook Dell	IPC3S72	1 year	Engineer's Department/ Institutional Development Centre	Director Development Room (203)
132.	132.	Notebook Dell	P17F001	1 year	Engineer's Department/ Institutional Development Centre	Director Development Room (203)
133.	133.	DELL	SJGQ 42 S		City planning Division	Administration
134.	134.	DELL	3 HGQ 42 S		City planning Division	Server Room
135.	135.	DELL	BMB 0 GL2		City planning Division	Administration
136.	136.	DELL	BMFXFL2		City planning Division	Group 8
137.	137.	DELL	BPIYFL2		City planning Division	Record Room
138.	138.	DELL	69 GQ 42 S		City planning Division	Street Line
139.	139.	DELL	BMHWFL2		City planning Division	Group 5
140.	140.	DELL	4KGQ 42 S		City planning Division	Record Room
141.	141.	DELL	BLCZGL2		City planning Division	Record Room

No	Sub Sr. No.	Brand/Model	Serial No	Usage Period	Department/ Division	Location
142.	142.	DELL	BLYWFL2		City planning Division	Administration
143.	143.	DELL	BP24GL2		City planning Division	Record Room
144.	144.	DELL	BNB1GL2		City planning Division	Group 1
145.	145.	DELL	BP23GL2		City planning Division	Group 3
146.	146.	DELL	BNV3GL2		City planning Division	Administration
147.	147.	DELL	vostro 230		HRD	Head office
148.	148.	Dell	60180JZ		Engineering Department -CRMU	M.A. Mrs.Senadeera
149.	149.	Dell	5ZJ40J2		Engineering Department -CRMU	M.A. Mrs. priyadarshani
150.	150.	Dell	5ZQ50J2		Engineering Department -CRMU	M.A. Mrs. Indika
151.	151.	Dell	HFX525		Engineering Department -CRMU	M.A. Mrs. Sahibo
152.	152.	Dell	5ZR50J2		Engineering Department -CRMU	M.A. Mrs. Umani
153.	153.	Dell	SGH611RSGS		Engineering Department -CRMU	M.A. Mrs. Priyangika
154.	154.	Dell	BJXX525		Engineering Department -CRMU	M.A. Mrs. Sachira (salary)
155.	155.	Dell	CPTY42		Engineering Department -CRMU	M.A. Miss. Asoka
156.	156.	Dell	92W1232		Engineering Department -CRMU	M.A. Mr Gunathilaka

No	Sub Sr. No.	Brand/Model	Serial No	Usage Period	Department/ Division	Location
157.	157.	Dell	H7BJW22		Engineering Department -CRMU	Eng. Mr. Manoj
158.	158.	Dell	2H4L92S		Engineering Department -CRMU	Eng. Mrs. R.D.N.K. Perera
159.	159.	Dell	4TG2125		Engineering Department -CRMU	Eng. Mr. Kuruppu
160.	160.	Dell	CHGQ42S		Engineering Department -CRMU	Enginee's Office aria
161.	161.	Dell	H7GL72S	Over 5 Years	Assessor	Accounts Branch
162.	162.	Acer Veriton ES 2710	DTVQESG008738 012E59600	4 Years	ME'S- Finance	Finance Branch
163.	163.	Acer Veriton ES 2710	DTVQESG008738 012E79600	4 Years	ME'S- Finance	Finance Branch
164.	164.	Acer Veriton M275	PSVAL030310430 7EC82703	Over 5 Years	ME'S- Establishment	Establishment Branch
165.	165.	Acer Veriton	DZVEUSG003236 0767C9200	Over 5 Years	ME'S- Establishment	Establishment Branch
166.	166.	Acer	PSVD90C0032180 268B9201	10 Years	Land division	Land division
167.	167.	Acer	PSVD90C0032180 051D9201	10 Years	Land division	Land division
168.	168.	Notebook (Acer)	NXA1ESG00K109 0EC973400		Engineer's Department/ Institutional Development Centre	ID Center (205)
169.	169.	IBM Netvesta	KEDD70V		ME'S- Finance	Finance Branch
170.	170.	IBM	99 HLDWX		City planning Division	Administration

No	Sub Sr. No.	Brand/Model	Serial No	Usage Period	Department/ Division	Location
171.	171.	IBM	99 HLDXF		City planning Division	Administration
172.	172.	TAB Samsung Galaxy S3	3552400838701081 355240083870520		Engineer's Department/ Institutional Development Centre	GIS Unit (206)
173.	173.	Samsung Galaxy	R 52 JBH DGCK		City planning Division	Deputy Director
174.	174.	Samsung Galaxy	R 52 JB1 HDLWN		City planning Division	Deputy Director
175.	175.	Samsung Galaxy	R 52 JB1 HDARM		City planning Division	Administration
176.	176.	Samsung Galaxy	355 2400 83 290 637		City planning Division	Administration
177.	177.	Samsung Galaxy	355 2400 83 290 554		City planning Division	Administration
178.	178.	Samsung Galaxy	355 2400 83 290 893		City planning Division	E.M.C.H. Ekanayaka
179.	179.	Samsung Galaxy	355 2400 83 290 638		City planning Division	M.A.C. Wijekumari
180.	180.	Samsung Galaxy	355 2400 83 290 778		City planning Division	Group 10
181.	181.	Samsung Galaxy	355 2400 83 290 877		City planning Division	Group 5
182.	182.	Samsung Galaxy	355 2400 83 290 612		City planning Division	Street Line
183.	183.	Samsung Galaxy	355 2400 83 290 869		City planning Division	D.R. Palakatiya
184.	184.	Samsung Galaxy	355 2400 83 290 694		City planning Division	Administration
185.	185.	Samsung Galaxy	R52 JB1 HDLZV		City planning Division	Administration
186.	186.	Samsung Galaxy	R52 JB1 HDFVK		City planning Division	Administration

No	Sub Sr. No.	Brand/Model	Serial No	Usage Period	Department/ Division	Location
187.	187.	Panora	00 180 45 11 35 278		City planning Division	Administration
188.	188.	Panora	00 180 451 614 260		City planning Division	Group 4
189.	189.	Fujitsu	YLP-Q049737	Over 5 Years	Assessor	MA Branch
190.	190.	Fujitsu	YLP-Q049767	Over 5 Years	Assessor	Admin Branch
191.	191.	Fujitsu	YLP-Q049771	Over 5 Years	Assessor	Accounts Branch
192.	192.	Fujitsu	YLP-Q049778	Over 5 Years	Assessor	Assessment Branch
193.	193.	Fujitsu	YLP-Q049779	Over 5 Years	Assessor	Admin Branch

Category A - Lap Top

No	Sub Sr. No.	Brand/Model	Serial No	Usage Period	Department/ Division	Location
194.	194.	Hp Probook450 G3	5CD627IBT1	5Years	ME'S- Administration	DMC(ES) Room
195.	195.	Hp Probook440 G3	5CD738CD2	4Years	ME'S- Finance	Chief Accountant Room
196.	196.	HP	CND 5104QTC		Land division	Director Engineering room
197.	197.	hp probook 470G1	CL63390001		HRD	Head Office
198.	198.	hp probook 450 I7			HRD	Head Office
199.	199.	HP	CND 52944 ML	Over 5 Years	Assessor	Accounts Branch

No	Sub Sr. No.	Brand/Model	Serial No	Usage Period	Department/ Division	Location
200.	200.	Acer - Aspire 515	NXA1ESG00K109 0EBC93400		City planning Division	Director's Room
201.	201.	Acer - Aspire 515	NXAIESG00K109 0F7BD3400		City planning Division	Deputy Director's Room
202.	202.	Acer - Aspire 515	MICD 212 12 1111 BAE 01 AZ		City planning Division	Eng. Anuja's Room
203.	203.	Acer v3-571G	NXRIT5V001		HRD	Head Office

Category A - Printer - Colour

No	Sub Sr. No.	Brand/Model	Serial No	Usage Period	Department/ Division	Location
204.	204.	Canon LBP 7200 DN Colour	MCDA502744	5Years	ME'S- Administration	DMC(ES) Room
205.	205.	HP CP 1025 Colour	CNCH102967	10 Years	ME'S-Administration	Administration Branch
206.	206.	hp pro 553n			HRD	Head Office
207.	207.	hp	VNCSY04337		Engineering Department -CRMU	Eng. Mr. Manoj
208.	208.	hp	MG84002782		Engineering Department -CRMU	Eng. Mrs. R.D.N.K. Perera
209.	209.	Epson C 1600 Colour	MP7Z123041	10 Years	ME'S- Finance	Finance Branch
210.	210.	OKI	AK4B016167		Land division	Land division
211.	211.	HP Laser Jet pro 200 color	CNF1Q01915		Engineer's Department/ Institutional Development Centre	Director Development Room (203)
212.	212.	Ricoh sp-C250DN	086P900416	Over 5 Years	Assessor	MA Room

Category A - Printer

No	Sub Sr. No.	Brand/Model	Serial No	Usage Period	Department/ Division	Location
213.	213.	Canon Image Class LBP 253X	NEAA010131	4 Years	ME'S-Administration	Administration Branch
214.	214.	Canon Laser Printer LBP 253X	NEAA012320		Engineer's Department/ Institutional Development Centre	ID Centre (205)
215.	215.	Canon	MKSA 512 019		City planning Division	Administration
216.	216.	Canon	NAPA 00 4300		City planning Division	Group 8
217.	217.	Canon	NAPA 00 4339		City planning Division	Street Line
218.	218.	Canon	NAPA 00 4340		City planning Division	Scanning Room
219.	219.	Canon	MKSA 512 024		City planning Division	Director's Room
220.	220.	Canon	MKSA 517 853		City planning Division	Eng. Anuja's Room
221.	221.	Canon	MKSA 517852		City planning Division	Group 2
222.	222.	Canon	MKSA 517855		City planning Division	Group 5
223.	223.	Canon	MKSA 517 856		City planning Division	Administration
224.	224.	Canon	MKSA 517848		City planning Division	Online Counter
225.	225.	Canon	MKSA 517847		City planning Division	Group 4
226.	226.	Cannon LBP6680X	MKSA517736		HRD	Head Office
227.	227.	Canon	MKSA512056		Engineering Department -CRMU	M.A. Mrs. Chandrika
228.	228.	Canon	NEAA015619		Engineering Department -CRMU	M.A. Mrs. Indika

No	Sub Sr. No.	Brand/Model	Serial No	Usage Period	Department/ Division	Location
229.	229.	Canon	NEAA15615		Engineering Department -CRMU	M.A. Mrs. Priyangika
230.	230.	Canon	NEAAO15621		Engineering Department -CRMU	M.A. Miss. Asoka
231.	231.	Canon	NEAAO15617		Engineering Department -CRMU	M.A. Mr Gunathilaka
232.	232.	Canan LBP253x	NEAA015624	4 Years	Assessor	Rent Board
233.	233.	Canan LBP253x	NEAA015627	4 Years	Assessor	Admin Branch
234.	234.	Canan LBP253x	NEAA015630	4 Years	Assessor	Remission Branch
235.	235.	Canan LBP253x	NEAA015625	4 Years	Assessor	Assessment Branch
236.	236.	Canan LBP253x	NEAA015632	4 Years	Assessor	Administrative Officer
237.	237.	Canan LBP253x	NEAA015614	4 Years	Assessor	Assessment Branch
238.	238.	Canan LBP253x	NEAA015618	4 Years	Assessor	Accounts Branch
239.	239.	Canan LBP253x	NEAA015620	4 Years	Assessor	Assessment Branch
240.	240.	Canan LBP253x	NEAA015622	4 Years	Assessor	Admin Branch
241.	241.	Canan LBP253x	NEAA015627	4 Years	Assessor	Admin Branch
242.	242.	Canan LBP253x	NEAA015624	4 Years	Assessor	Objection Branch
243.	243.	Canan LBP253x	NEAA015628	4 Years	Assessor	Admin Branch
244.	244.	Canan LBP253x	NEAA015629	4 Years	Assessor	Assessment Branch
245.	245.	Canan LBP253x	NEAA015633	4 Years	Assessor	MA Branch
246.	246.	Canan LBP253x	NEAA15631	4 Years	Assessor	Record room
247.	247.	Canan LBP6680X	MKSA512028	4 Years	Assessor	Assessment Branch

No	Sub Sr. No.	Brand/Model	Serial No	Usage Period	Department/ Division	Location
248.	248.	Canan LBP6680X	MKSA512977	4 Years	Assessor	Assessment Branch
249.	249.	Canan LBP6680X	MKSA512031	4 Years	Assessor	Assessment Branch
250.	250.	Canan LBP6680X	MKSA512027	4 Years	Assessor	Assessment Branch
251.	251.	Canan LBP6680X	MKSA512030	4 Years	Assessor	Assessment Branch
252.	252.	Canan LBP6680X	MKSA512032	4 Years	Assessor	Assessment Branch
253.	253.	Canan LBP6680X	MKSA512036	4 Years	Assessor	Accounts Branch
254.	254.	Canan LBP6680X	MKSA512026	4 Years	Assessor	Assessment Branch
255.	255.	Brother HL 5450 DN	E71077L5N306845	4 Years	ME'S-Administration	Administration Branch
256.	256.	Brother HL 5450 DN	E71077L5N306775	4 Years	ME'S-Administration	Administration Branch
257.	257.	Brother	HL-L-6200DW	3 Years	Land division	Land division
258.	258.	Brother	HL-L-6200DW	4 Years	Land division	Land division
259.	259.	Lexmark MS 312 DN	5148PLM4W13D	3 Years	ME'S-Administration	Administration Branch
260.	260.	Lexmark MS 312 DN	45148PLM4WG87	3 Years	ME'S-Administration	Administration Branch
261.	261.	Lexmark MS 310 DN	451432LM0NB53	9 Years	ME'S-Administration	Administration Branch
262.	262.	Lexmark B 2236 dw	(S) CAG1914904AB	1 Year	ME'S- Establishment	Establishment Branch
263.	263.	Lexmark E260 D	72LLVGR	11 Years	ME's - Finance	Finance Branch
264.	264.	Lexmark MS 312DN	45148PLM4WF2L	3 Years	ME's - Finance	Finance Branch
265.	265.	Lexmark MS 312DN	45148PLM4W9XF	3 Years	ME's - Finance	Finance Branch
266.	266.	Lexmark MS 312DN	45148PLM4X0B9	3 Years	ME's - Finance	Finance Branch

No	Sub Sr. No.	Brand/Model	Serial No	Usage Period	Department/ Division	Location
267.	267.	Lexmark	MS 312dn	6 Years	Land division	Land division
268.	268.	Lexmark	72B7BDP		City planning Division	Group 5
269.	269.	Lexmark	72183 MN		City planning Division	S.P.O. Room
270.	270.	Lexmark	72B7BDF		City planning Division	Group 5
271.	271.	Lexmark	(E232 - N) - 72BLB10		City planning Division	Administration
272.	272.	Lexmark	72183MH		City planning Division	Record Room
273.	273.	Lexmark	C925 - 5041 4132 510 X K		City planning Division	D/D Room
274.	274.	Lexmark	C740 - 5026 4394 25 H9D		City planning Division	Scanning Room
275.	275.	Lexmark	C740 - 5026 219 420 84N		City planning Division	D/D Room
276.	276.	Lexmark	C740 - 5026 4394 25 H6X		City planning Division	Scanning Room
277.	277.	Lexmark	C740 - 5026 4394 25 H8V		City planning Division	Group 5
278.	278.	Lexmark	72B7BD3		City planning Division	Group 4
279.	279.	Lexmark	72LBGZL		City planning Division	Group 5
280.	280.	Lexmark	72B7BDX		City planning Division	Group 3
281.	281.	Lexmark	72BLB14		City planning Division	Administration
282.	282.	Lexmark	72B79NB		City planning Division	Group 5
283.	283.	Lexmark B2236DW	140090010444X		HRD	Head office
284.	284.	Lexmark	140090010444Z	2022	do	A.O. CRMU
285.	285.	Lexmark	72NCYWL		do	M.A. Mrs. Chandrika
286.	286.	Lexmark	IYL4513-630B		Engineering Department -CRMU	Eng. Mrs. R.D.N.K. Perera
287.	287.	Lexmark	4514-330		Engineering Department -CRMU	Eng. Mr. Kuruppu
288.	288.	Samsung 2851 ND	4F67BKFC200193	9 Years	ME's - Finance	Finance Branch

No	Sub Sr. No.	Brand/Model	Serial No	Usage Period	Department/ Division	Location
			M			
289.	289.	Samsung XpressM2826ND	ZD4XBJCG30035 T		Engineer's Department/ Institutional Development Centre	ID Centre (204)
290.	290.	Samsung	4F67BKFC100007 8H		Engineering Department -CRMU	M.A. Mrs. Rasangi
291.	291.	Samsung	4F67DKFC100100 Y		Engineering Department -CRMU	Eng. Mr. Manoj
292.	292.	Samsung	ZD4XBJCG300026 L		Engineering Department -CRMU	Eng. Mrs. Kalpana
293.	293.	Samsung	4F6713KF2900918		Engineering Department -CRMU	Engineer's Office aria
294.	294.	HP	VNC3GH425	10 Years	Land division	Land division
295.	295.	HP	CNCJ706247	10 Years	Land division	Land division
296.	296.	HP Laser Jet 1300	SGBB031846		Engineer's Department/ Institutional Development Centre	Director Development Room (203)
297.	297.	HP Laser Jet P2035	CNC0415699		Engineer's Department/ Institutional Development Centre	ID Center (204)
298.	298.	HP Laser Jet P1500	VNC3F04376 / VNC3F04355		Engineer's Department/ Institutional Development Centre	ID Centre (205)

No	Sub Sr. No.	Brand/Model	Serial No	Usage Period	Department/ Division	Location
299.	299.	HP Laser Jet1215			Engineer's Department/ Institutional Development Centre	GIS Unit (206)
300.	300.	HP	VNC 3H04563		City Planning Division	Group 4
301.	301.	pro 400 hp			HRD	Head office
302.	302.	Pantum	P2500	5 Years	Land division	Land division
303.	303.	Pantum	P2500	5 Years	Land division	Land division
304.	304.	Pantum	P2500	5Years	Land division	Land division

Category A - Dot Matrix Printer

No	Sub Sr. No.	Brand/Model	Serial No	Usage Period	Department/ Division	Location
305.	305.	Epson 2090	FT8Y048590*	12 Years	ME'S- Finance	Finance Branch
306.	306.	Epson LQ 2090	*FT8Y067062*	10 Years	ME'S- Finance	Finance Branch
307.	307.	Epson 2190	MK3Y067193	4 Years	ME'S- Finance	Finance Branch
308.	308.	Epson	FT8Y067063		Engineering Department -CRMU	M.A. Mrs. Sachira (salary)
309.	309.	Epson	FT8Y074459		Engineering Department -CRMU	M.A. Mrs. Indika (Salary)
310.	310.	Epson	FT8Y067059		Engineering Department -CRMU	M.A. Mrs. Indika (Salary)
311.	311.	EPSON- LQ-2090	FT8Y079063	3 years	Assessor	Remission Branch
312.	312.	EPSON- LQ-2090	FT8Y078988	3 years	Assessor	Assessment Branch
313.	313.	EPSON- LQ-2090	FT8Y079060	3 years	Assessor	Accounts Branch
314.	314.	EPSON- LQ-2090	FT8Y074532	Over 5 Years	Assessor	Remission Branch

No	Sub Sr. No.	Brand/Model	Serial No	Usage Period	Department/ Division	Location
315.	315.	EPSON- LQ-2090	FT8Y074588	Over 5 Years	Assessor	Assessment Branch
316.	316.	EPSON- LQ-2090	FT8Y069832	Over 5 Years	Assessor	Accounts Branch
317.	317.	Jolimark	16010022KA	Over 5 Years	Assessor	Accounts Branch

Category A - Scanner

No	Sub Sr. No.	Brand/Model	Serial No	Usage Period	Department/ Division	Location
318.	318.	Epson ND 1630		Under Warranty Period	ME'S- Establishment	Establishment Branch
319.	319.	Epson	1640 XL - CKC 0001941		City Planning Division	Administration
320.	320.	HP Scan jet G 2410	CN224E20D1 L2694A-301	9 Years	ME'S-Administration	Administration Branch
321.	321.	HP Scanjet G3110	CN4ALCA1DD		Engineer's Department/ Institutional Development Centre	ID Centre (204)
322.	322.	HP	DK 0710B003		City Planning Division	GIS Room
323.	323.	Canon	91		City Planning Division	Group 6
324.	324.	Canon	FL 414005		City Planning Division	Group 4
325.	325.	Canon	FL 414201		City Planning Division	Group 2
326.	326.	Canon	FT 462944		city Planning Division	Administration
327.	327.	Canon	FL 414298		City Planning Division	Group 3
328.	328.	Canon	FL414303		City Planning Division	Group 2

No	Sub Sr. No.	Brand/Model	Serial No	Usage Period	Department/ Division	Location
329.	329.	Canon	KL JU48136		Engineering Department -CRMU	M.A. Mrs. Umani
330.	330.	AVISION FB 5000	AO87137268500062	Over 5 Years	Assessor	Admin Branch
331.	331.	AVISION FB 5000	AO8031544A920056	Over 5 Years	Assessor	MA Room

Category B - Photocopy Machine

No	Sub Sr. No.	Brand/Model	Serial No	Usage Period	Department/ Division	Location
332.	1.	Toshiba eStudio 4518 A	CZFL25020*	Under Warranty Period	ME'S-Administration	DMC(ES) Room
333.	2.	Toshiba eStudio 4518 A	CZFL25104*	Under Warranty Period	ME'S-Administration	DMC(ES) Room
334.	3.	Canon IR 2525	(21)RMW036975	6 Years	ME'S-Administration	DMC(ES) Room
335.	4.	Canon	F190800		Engineering Department -CRMU	Eng. Mr. Manoj
336.	5.	Canon IR 2520	S/No. FQU 88183-ID no.25807	5 Years	Municipal Engineers-TDRS	Design section
337.	6.	Cannon	33565	4 Years	Land division	Director Engineering room
338.	7.	Cannon	33566	x	Land division	Land division

No	Sub Sr. No.	Brand/Model	Serial No	Usage Period	Department/ Division	Location
339.	8.	Canon 2420L	HWI 12239		Engineer's Department/ Institutional Development Centre	ID Centre (204)
340.	9.	Canan 1R 2520W	WMK 06018	Over 5 Years	Assessor	MA Room
341.	10.	Canan 1R 2520W	WMK 05813	Over 5 Years	Assessor	Record room
342.	11.	Gestetner MP 2501 SP	E335M350015	6 Years	ME'S- Establishment	Establishment Branch
343.	12.	Gestetner MP 2501 SP	E335M350084	6 Years	ME'S- Finance	Finance Branch
344.	13.	Kyocera Taskalfa 180	QLZ1306703	11 Years	ME'S- Establishment	Establishment Branch
345.	14.	Kyosera TAsKalfa TA180	QLZ1306503		HRD	Head Office
346.	15.	Konica Minolta	A3R2041100217	9 Years	Land division	Land division
347.	16.	Konica Minolta Bizhub - 554E	A 61 D 04100/028		city Planning Division	Director's Room
348.	17.	Konica minoltabizhub 554 e	A61D041000791		HRD	Head Office
349.	18.	Konika Minolta	AIue 041113600	Over 5 Years	Assessor	MA Room

Category C - Fax Machine

No	Sub Sr. No.	Brand/Model	Serial No	Usage Period	Department/ Division	Location
350.	1.	Samsung SCX-4521 FS	Z8SUB8KDBD00L LY	8 Years	ME'S-Administration	DMC(ES) Room
351.	2.	cannonL170	KYG-13379		HRD	Head Office
352.	3.	Canon	G10427		Engineering Department -CRMU	Eng. Mr. Manoj
353.	4.	Canon Fax	KYG18686	Over 5 Years	Assessor	MA Room

Category C - Fax Machine with Scanner & Printer

No	Sub Sr. No.	Brand/Model	Serial No	Usage Period	Department/ Division	Location
354.	5.	Canon MF 235	WQZ26676	2 Years	ME'S-Administration	Deputy Secretary Room
355.	6.	Canon MF 235	WQZ26673	2 Years	ME'S-Administration	A/O - Room
356.	7.	Brother	MFC -L2715DW		Land division	Land division

Category D - Finger Print Machine

No	Sub Sr. No.	Brand/Model	Serial No	Usage Period	Department/ Division	Location
357.	1.	ET LAB	2560		Engineering Department -CRMU	M.A. Mrs. Chandrika
358.	2.	E T Lab	2015/1378	5 Years	Municipal Engineers- TDRS	Madampitiya Depot and
359.	3.	E T Lab	2015/1387	5 Years	Municipal Engineers- TDRS	Campbel park Depot
360.	4.	E.T. Lab		7 Years	HRD	Head Office
361.	5.	ET Lab		Over 5 Years	Assessor	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.