

CPD 22 / 0840/  
2022

COLOMBO MUNICIPAL COUNCIL  
CENTRAL PROCUREMENT DEPARTMENT  
Tel.: 2686369 Fax: 2662329

**INVITATION OF TENDER / BID FOR SUPPLY OF 19 LITRES WATER BOTTLES AND  
DISPENSER SERVICE**

Tender / Bid Closing and Opening Date and Time: **24.03.2022 @ 10.00 am**

**PART I**  
*(For office use only)*

Name of the Firm: -

.....  
.....

Department Receipt No.: -..... MT's Receipt No.: .....

.....  
Issuing Officer

Date: -.....

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**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 / Bid Security (Bond No) :
- .....
8. Bank :
- .....
9. Tender / Bid Security (Bond No) Amount :
- .....
- 

**PART III**

**Details of the 19 Litres water bottles and dispenser service to be supplied and the Price Schedule.**

No	Description	Unit of Measures	Qty	Rate per Unit	VAT 8%	Total Amount
01	19 Litres Water Bottle	Nos	3000			
02	Water Dispenser service charges	Nos	05 units			

Important

- i. The Price Should be in Sri Lankan currency rupees.
- ii. Price should be filled up in according to the below format. Otherwise, the offer will be rejected
- iii. The price shall be valid for 2023.03.31 period from the date of commencing the award.

I agree that the price given in this tender is valid for acceptance for a period of **2023.03.31** from the date of closing of Tender and the quoted price will be firm and not subject to adjustment not can it be withdrawn after closing of the tender.

.....  
SIGNATURE OF TENDER / BIDDER,

AND SEAL OF THE FIRM.

NAME OF SIGNATORY BLOCK CAPITALS:

.....  
.....

ADDRESS:

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

WITNESSES:

(1) Signature:.....

Name in Block

Capitals:.....

Address:.....

.....  
.....

(2) Signature:.....

Name in Block

Capitals:.....

.....

Address:.....

.....  
.....

**PART IV**

**COMMON TO ALL TENDERERS / BIDDERS**

1. Tenderers / Bidders should be Registered as suppliers business / company in Democratic Socialist Republic of Sri Lanka and should satisfy the Municipal Council as regards their ability to supply requested goods and services.

Tenders/ Bidders shall authorize certificate to supply Food Items under the relevant local authorities.

2. Brochures, Catalogues have a Specification should be provided if requested with the Tenders.

***ORIGINAL TENDER DOCUMENT***

3. Tender price should be valid for 2023.03.31 from the date of tender opening.
  
  4. Tender Security Shall be (Bid Bond/Bank Guarantee) obtained in favor of the Municipal Commissioner to the value of **Rs. 15,000.00 (Rs. Fifteen thousand)** only, valid for **2023.08.21** from the closing date of tender should be provided along with the Tender. Tender Security (Bid Bond/Bank Guarantee) should be obtained only from a recognized Bank accepted by the Central Bank of Sri Lanka under Banking Act No.: 30 of 1988. Tender / Bid security shall be submitted according to the format given. Tender / Bid Security format is attached. `
  
  4. Tenders should be forwarded in Original with Duplicate. Both copies of the Tender should be signed and sealed by the Tenderer and enclose in separate envelopes and Seal, each should be marked **“ORIGINAL” and “DUPLICATE”** and the Name of the Tender Item and Closing Date and address to **the “Municipal Commissioner”, Colombo Municipal Council, Town Hall, Colombo 07.**
- Thereafter Both ORIGINAL and DUPLICATE should be enclosed in one envelope and sealed and mark the Name of The Tendered item to be supplied on top left hand corner and Closing Date and address to Municipal Commissioner, Colombo Municipal Council, Town hall, Colombo 07.
5. **Tenderer’s Name and Address should not be written on each envelop. That any words Mark or other reference on the cover or envelope. Identifying the name of the Tenderer / Bidder with change the tender to be invalid.**
  
  6. The duly perfected Tenders should be deposited in the Tender Box kept in the Municipal Secretary’s Department, Town Hall, Colombo 07, before closing as per time and date published in the Press Notice/ Colombo Municipal Council web site.
  
  7. Tenderers or their authorized representatives are allowed to be present at the time of opening of the Tenders.
  
  8. The tendered/ bided prices should be kept valid for acceptance for a period of **2023.03.31** from the date of closing Tenders. The prices quoted shall be

***ORIGINAL TENDER DOCUMENT***

firm and not subject to adjustment for any reason and no tenders can be withdrawn after the closing of Tenders.

9. Tender Securities (Bid Bond/Bank Guarantee) will be returned as promptly as possible after the letter of award is given and enter into an agreement together with a performance bond. Unsuccessful tenderer's Tender Security (Bid Bond/Bank Guarantee) will be released after the said award.
10. Immediately after the receipt of the Letter of award, (at least 07 days) the Bidder should submit a guarantee from a Bank recognized and accepted by the Central Bank of Sri Lanka under Banking Act No:30 of 1988 for an amount equivalent to **10% of the total value of the offer** obtained in favour of the Municipal Commissioner in the Tendering /Bidding Currency, with a letter of acceptance and enter into an agreement with the Colombo Municipal Council for the due and satisfactory performance of the contract. The Tenderer/Bidder should bear the cost of stamps if any that should be affixed to the contract and the legal charges.
11. Performance Bond shall ensure the completion of all obligations under the contract and the aforesaid Performance BOND shall be valid for **2023.04.30** payable on demand at Colombo.
12. Failure to provide the Performance Bond within the specified time shall be a cause for cancellation of the award and forfeiture of the Tender Security (Bid Bond).
13. The Tenderer should supply the Items strictly in accordance with the specification and/or samples.
14. **The Council shall have the right and authority not to order all the items at one time but to place orders partly from time to time as and when necessary and payment will be made accordingly. The tenderer is not entitled to increase or revise the rate or rates quoted at time of tendering, for four months from the date of the letter of award.**
15. Under the Extraordinary Gazette No. 1530/13 dated 01.01.2008 all payments of Rs.25,000/- and above will be subjected to a Stamp Duty of Rs. 25/-.
16. Alternative offers are not to be allowed.
17. Tender's compliance column of the specification form should be filled by the tenderer. Additionally, the Tenderer should submit printed literature/catalogues to support the specifications as offered in the Tender.

18. Tender opening shall Take place at Colombo Municipal Council Municipal Secretary Department on **24.03.2022 at 10.00 A.M.**
19. If samples were called for the Goods, the supplies should be in accordance with the samples, if not specified otherwise or agreed on accepted reasons.
20. The Colombo Municipal Council reserves the right to accept or reject any Tender or part thereof without giving any reason whatsoever.

#### **PART V**

##### **Delivery & Payment Condition**

1. No advance payment shall be made for any purpose unless otherwise specified or agreed.
2. Water bottles and water dispenser ordered should be supplied according to the delivery Schedule with good & healthy manner.
3. Water bottles and water dispenser ordered should be supplied to **Colombo Municipal, Town Hall, Colombo 07** and handed over to the Secretary Department at the Supplier's expenses with healthy & good manner.
4. Payments will be made only after receiving the "Quality Report" from the Municipal Secretary or any other for the quantities and certificate for quality from the technical person, or any officer Colombo Municipal Council.

#### **PART VI**

##### **Required other documents Power of at-ony to the signature by the authorized person of the respective company / Institution**

1. Business/ Company registration (Authorized documents for supply)
2. If registered for vat copy of the vat registration
3. Any other documents  
Eg – ISO/SLS/ Agent ship Requirement

**PART VII**

**Tender/ Bid Submission Form**

Municipal Commissioner,  
Colombo Municipal Council,  
Town Hall,  
Colombo 07.

**TENDER FOR SUPPLY OF 19 LITRES WATER BOTTLES AND DISPENSER SERVICE**

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 the Tender” pertaining to the above Tender, along with Schedules attached. Thereto, do hereby undertake to supply Food Items referred to therein, in accordance with the aforesaid Instructions, Terms and Conditions. The makeup of the aforesaid total Tender Price is given in the accompanying Price Schedules.

2. I/We confirm that this offer shall be open for acceptance until **2023.03.31** from the date of closing tender / bid it will not be withdrawn or revoked prior to that date.
  
3. I/We attach hereto the following documents as part of my/our Tender / Bid.
  - i. Price Schedules.
  - ii. registration document of company/ Business
  - iii. Copy of vat registered if registered
  - iv. Tender security (Bid Bond).

**ORIGINAL TENDER DOCUMENT**

v. Any other documents Shall be submitted according to the condition & requirements of the Tender document.

4. I/We understand that the Council is not bound to accept the lowest Tender and that the Council reserves the right to reject any or all tenders or to accept any part of a Tender without assigning any reasons therefore.

5. We undertake to adhere to the Delivery Schedule attached.

6. My/Our Bank Reference is as follows;

.....  
.....

Name of Tenderer : .....  
Address : .....  
Telephone : .....  
Fax : .....  
E-mail : .....  
VAT Reg. No. : .....

Date: .....

.....  
**Signature of the Tenderer & Seal of  
the Firm**

By Order,

**MUNICIPAL COMMISSIONER**

Colombo Municipal Council  
Town Hall  
Colombo 07.



## List of Goods and Delivery Schedule

(The purchaser shall fill in this table, with the exception of the column "Bidder's offered Delivery date" to be filled by the Bidder)

Item No	Description of Goods	Qty	Final delivery Location Designation as specified in TDS	Delivery date		
				Earliest Delivery Date	Latest Delivery date	Bidder's offered delivery date (To be provided by the bidder)
01	19 Litres Water Bottle	3000		Within 24 hours after issuing Purchase order/ Request through email/ fax/ WhatsApp within the purchase order quantity.	Within 24 hours after issuing Purchase order/ Request through email/ fax/ WhatsApp within the purchase order quantity.	Within ..... days after issuing Purchase order/ Request through email/ fax/ WhatsApp within the purchase order quantity.
02	Water Dispenser Service Charges	05 Units		Within 24 hours after issuing Purchase order/ Request through email/ fax/ WhatsApp within the purchase order quantity.	Within 24 hours after issuing Purchase order/ Request through email/ fax/ WhatsApp within the purchase order quantity.	Within ..... days after issuing Purchase order/ Request through email/ fax/ WhatsApp within the purchase order quantity.

.....  
Signature of the Tenderer & Seal of the Firm

**Very Important**

**According to the Standard By-Laws of Colombo Municipal Council of the  
Extraordinary Gazette Notification No.2245/30 dated 17.09.2021  
(Local Authorities (Standard By-Laws) Act no 6 of 1952 -Extraordinary Gazette  
Notification No.541/17 dated 20.01.1989)**

**Following details shall be read carefully as per the Part V of the by law.**

**TENDERER'S Name and Address should not be  
written on each envelope. That any  
words Mark or other reference on the cover or envelop,  
identifying the name of the Tenderer with change the tender to  
be invalid. (Please see I.T.T. 22.2 (C) of Tender data sheet II**

# 1. Bid Bond/Bid Security

[Note: the purchaser is required to fill the information marked as "\*" and delete this note prior to selling of the tender document]

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

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

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

**Date:** ----- [insert (by issuing agency) date]

**TENDER/BID GUARANTEE No.:** ----- [insert (by issuing agency) number]

We have been informed that ----- [insert (by issuing agency) name of the Tenderer; if a joint venture, list complete legal names of partners] (hereinafter called "the Tenderer/Bidder ") has submitted to you its bid dated ----- [insert (by issuing agency) date](hereinafter called

"the Tender/Bid") for the supply of [insert name of Supplier] under Invitation for Tenders/Bids No. ----- [insert IFT number] ("the IFT").

Furthermore, we understand that, according to your conditions, Tenders/Bids must be supported by a Tender/Bid Guarantee.

At the request of the Tenderer/Bidder, we ----- [insert name of issuing agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- [insert amount in figures] ----- [insert amount in words]) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Tenderer/Bidder is in breach of its obligation(s) under the tender conditions, because the Tenderer/Bidder:

- (a) has withdrawn its Tender/Bid during the period of tender validity specified; or
- (b) does not accept the correction of errors in accordance with the Instructions to Tenderers/Bidders (hereinafter "the ITT/ITB"); or
- (c) having been notified of the acceptance of its Tender/Bid by the Purchaser during the period of tender validity, (i) fails or refuses to execute the Contract Form, if required, or (ii) fails or refuses to furnish the Performance Security, in accordance with the ITT/ITB.

This Guarantee shall expire: (a) if the Tenderer/Bidder is the successful Tenderer/Bidder, upon our receipt of copies of the Contract signed by the Tenderer/Bidder and of the Performance Security issued to you by the Tenderer; or (b) if the Tenderer/Bidder is not the successful Tenderer/Bidder, upon the earlier of (i) our receipt of a copy of your notification to the Tenderer/Bidder that the Tenderer/Bidder was unsuccessful, otherwise it will remain in force up to ----- (insert date)

Consequently, any demand for payment under this Guarantee must be received by us at the office on or before that date. \_\_\_\_\_

[signature(s) of authorized representative(s) ]

## 2. Performance Security

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

----- \* **Beneficiary:** Municipal Commissioner, Colombo Municipal Council

**Date:** -----

**PERFORMANCE GUARANTEE No.:** -----

We have been informed that ----- [name of Supplier] (hereinafter called "the Supplier") has entered into Contract No. ----- [reference number of the contract] dated ----- with you, for the ----- Supply of ----- [name of contract and brief description] (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a performance guarantee is required.

At the request of the Supplier, we ----- [name of Agency] hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of ----- [amount in figures] (-----) [amount in words], such sum being payable in the types and proportions of currencies in which the Contract Price is payable, upon receipt by us of your first demand in writing accompanied by a written statement stating that the Contractor is in breach of its obligation(s) under the Contract, without your needing to prove or to show grounds for your demand or the sum specified therein.

This guarantee shall expire, no later than the .... day of ....., 20.. [insert date, 28 days beyond the scheduled completion date including the warranty period] and any demand for payment under it must be received by us at this office on or before that date.

\_\_\_\_\_  
[signature(s)]

**Bank Details**

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

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

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

.....  
Authorized Signature  
Director/ Partners/ proprietor