

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

**INVITATION OF TENDER / BID FOR SUPPLY OF 112,000 NOS QUANTITY OF EACH
RS. 2000/= VOUCHERS TO PURCHASE OF FOOD & SANITARY ITEMS.**

Tender / Bid Closing and Opening Date and Time: 26.11.2021 @ 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 / Bid Security (Bond No) :.....
-

8. Bank :

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



PART III
Price Schedule.

No	Description	Unit of Measures	Quantity	Rate per Unit	Discount	Total Amount
01	Rs. 2000/- value vouchers for purchasing food & Sanitary items (100 or 50 bundles)	Nos	112,000	2,000.00		

Important

- i. The Price Should be in Sri Lankan currency rupees.
- ii. Price should be filled up in according to the below format.
- iii. The price shall be valid for 90 Days period from the date of commencing the award.
- iv. Expected to discount from Tenderers/ Bidders as quality is huge and discount amount put in the above price schedule.

I agree that the price given in this tender is valid for acceptance for a period of 90 days from the date of closing of Tender and the quoted price will be firm and not subject to adjustment not can it be withdrawn after closing of the tender.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:.....
.....
.....

COLOMBO MUNICIPAL COUNCIL
CENTRAL PROCUREMENT DEPARTMENT

**TENDER FOR SUPPLY OF 112,000 NOS QUANTITY OF EACH RS. 2000/= VOUCHERS
TO PURCHASE OF FOOD & SANITARY ITEMS FOR COLOMBO CITY LIMIT PEOPLE**

TENDER / BID CONDITIONS

Please follow Tender / Bid Notice published on **05.11.2021** in the Dinamina & Daily News and Colombo Municipal Council Web site (www.colombo.mc.gov.lk) for details of Tender Items.

Tenders / Bids will be received up to 10.00 a.m. on **26.11.2021** and will be opened on immediately.

PART IV

COMMON TO ALL TENDERERS / BIDDERS

1. Tenderers / Bidders should be Registered as Food suppliers business / Food city company in Democratic Socialist Republic of Sri Lanka and should satisfy the Municipal Council as regards their ability to supply requested vouchers to supply food and sanitary items.
2. All Tenderers/ Bidders shall have minimum of Ten (10) numbers of food city shop in Colombo City Limit. Location of the Food city/shop list shall be attached with the Tender.
3. Vouchers shall be 100 or 50 NOS of bundle and one voucher value shall be Rs. 2,000.00.
4. Brochures, Catalogues provided with the tender/bid.
5. Bid/ Tender Bond / Security Shall be (Bid Bond/Bank Guarantee) obtained in favor of the Municipal Commissioner to the value of **Rs. 500,000.00 (Rs. Five hundred thousand)** only, valid for **90 days** (Ninety days) from the closing date of tender should be provided along with the Tender/Bid. (Bid Bond/Security) should be obtained only from a recognized Bank accepted by the Central Bank of Sri Lanka under Banking Act No.: 30 of 1988. Bid bond / security shall be submitted according to the format given. Bid Bond/ Security format is attached. `
- 6.1 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 envelops 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 envelop 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.

- 6.2 **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.**
7. 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 . (www.colombo.mc.gov.lk)
8. Tenderers or their authorized representatives are allowed to be present at the time of opening of the Tenders.
9. The tendered/ bided prices should be kept valid for acceptance for a period of **120 days** from the date of closing Tenders. The prices quoted shall be firm and not subject to adjustment for any reason and no tenders can be withdrawn after the closing of Tenders.
10. 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 the with a performance bond. Unsuccessful tenderer's Tender Security (Bid Bond/Bank Guarantee) will be released after the said award.
11. Immediately after the receipt of the Letter of Award (at least 07 days) the Tenderer should submit a guarantee from a Bank mentioned under No. 05 above for an amount equivalent to **Rs. 1,000,000.00 (Rupees One Million Only)** form of a Performance Bond or a Bank Guarantee obtained in favor of the Municipal Commissioner in the Tendered 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 should bear the cost of stamps if any that should be affixed to the Contract and the Legal Charges. Relevant Legal Charges list is attached for the reference
12. Performance Bond shall ensure the completion of all obligations under the contract and the aforesaid Performance BOND shall be valid for **90 days** payable on demand at Colombo.

13. Failure to provide the Performance Bond within the specified time shall be a cause for cancellation of the award and forfeiture the Bid Bond/ Security.
- 14.1 The Tenderer should supply the vouchers strictly in accordance with the Conditions.
- 14.2 After delivered vouchers to the Colombo Municipal Council, Charity Commissioner, Baddegama Wimalawansa Himi Mawatha, Maradana, Colombo 10, should be stamped using official stamp on reverse side of the voucher.
- 14.3 All selected Tenderer/Bidder shall be supply only food & sanitary items to the vouchers when presenting the vouchers by the Beneficiaries.
15. The Council shall have the right and authority not to order all the vouchers 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.
16. 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/-
17. Alternative offers are not to be allowed
18. 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.
19. Tender opening shall Take place at Colombo Municipal Council Municipal Secretary Department on **26.11.2021 at 10.00 A.M.**
20. Food city/ Shops Location will be checked by the Technical persons of in Colombo Municipal Council.
21. The Colombo Municipal Council reserves the right to accept or reject any Tender or part thereof without giving any reason whatsoever.

PART V

Payment Condition

1. Voucher ordered should be supplied according to the delivery Schedule.
2. Ordered vouchers should be supplied to **the Charity Commissioner's Department, Baddegama Wimalawansa Himi Mawatha, Maradana, Colombo 10** and handed over to the Supplier's expenses.
3. Payments will be made only when delivering the vouchers to the Charity Commissioners Department.

PART VI

Required other documents

1. Power of attorney to the signature for the bid/tender document by the authorized person of the respective company / Institution
2. Business/ Company registration (Authorized documents for food supply)
3. If registered for VAT copy of the VAT registration

PART VII

Tender Submission Form

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

**TENDER / BID FOR SUPPLY OF 112,000 NOS QUANTITY OF EACH RS. 2000/=
VOUCHERS TO PURCHASE OF FOOD & SANITARY ITEMS.**

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 vouchers to purchase food items & sanitary 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 **90 days** 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. Bid Bond / security
- v. Location list of the Food cities/ shop in Colombo City Limit.
- vi. 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 Delivery Schedule of Vouchers Rs. 2000/-

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

Line Item No	Description of Vouchers	Quantity	Unit	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)
	Rs. 2000/- value vouchers for purchasing food & Sanitary items (100 or 50 bundles)	112,000Nos			Within 03 to 05 day after issuing Purchase order/ Request through email within the purchase order quantity.	Within 07 days after issuing Purchase order/ Request through email within the purchase order quantity.	Within days after issuing Purchase order/ Request through email 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

Tender Submission Form

[The Tenderer shall fill in this Form in accordance with the instructions indicated No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: *[insert date (as day, month and year) of Tender Submission]*

No.: CPD/18/2670/2021

To: Municipal Commissioner, Colombo Municipal Council.

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Tender Documents, including Addenda No.: *[insert the number and issuing date of each Addenda]*;
.....
.....
- (b) We offer to supply in conformity with the Tender Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods
- (c) The prices of the tender for Supply of Tile & Ceramic fittings without VAT, including any discounts offered is mentioned in the price schedule. (Page 30-35) Rs.
.....
- (d) If the tender will be offered I/We accepted to supply of Tile & Ceramic fittings under required quantity under mention in purchase order will be given by Colombo Municipal Council.
- (e) Our tender shall be with ITT Sub-Clause 23.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period; **180 days** from submission of Tender :-**(Accepted/ Not Accepted)**
- (f) If our tender is accepted, we commit to obtain a performance security in accordance with ITT Clause 43 and CC Clause 17 for the due performance of the Contract:-
..... **(Accepted/ Not Accepted)**
- (g) We have no conflict of interest in accordance with ITT Sub-Clause 4.3;
..... **(Accepted/ Not Accepted)**
- (h) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared blacklisted by the National Procurement Agency;
- (k) We understand that this tender, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.

ORIGINAL

- (l) We understand that you are not bound to accept the lowest evaluated tender or any other tender that you may receive.

- (m) We understand that Colombo Municipal Council reserves the right to accept or reject any tender or part their of without giving any reason what so ever:

.....
Signed: *[insert signature of person whose name and capacity are shown]*

.....
In the capacity of *[insert legal capacity of person signing the Tender Submission Form]*

.....
Name: *[insert complete name of person signing the Tender Submission Form]*

.....
Duly authorized to sign the tender for and on behalf of: *[insert complete name of Tenderer]*

Dated on _____ **day of** _____, _____ *[insert date of signing]*

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)]

ORIGINAL

Annexure – B

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