

CEYLON PETROLEUM CORPORATION **REFINERY DIVISION**

PUBLIC TENDER 4231 T **SUPPLY OF A0 SIZE COPYING MACHINE**

SECTION I

GENERAL CONDITIONS:

Bids shall be in conformity with all the conditions stipulated in the Bidding Document.

01. BID DEPOSIT & ISSUING OF BIDDING DOCUMENTS

Bidding Documents can be obtained up to 19-October-2018. Any Bidder calling for Bidding Documents, shall pay a non-refundable Bidding Document fee of Rs. 1,000/= and refundable deposit of Rs. 20,000/= per set to the Cashier, CPC Head Office, No. 609, Dr. Danister de Silva Mawatha, Colombo - 09.

Deposits of the unsuccessful Bidders will be refunded only after the tender was awarded to the successful Bidder & the successful bidder's deposit will be released after completion of the order.

Note: Alternative Bids / Options

Multiple bids from same manufacturer can be submitted on separate refundable deposits made for each bid.

Alternative bids & higher value bids will be rejected respectively unless such bids have been covered by a separate bid deposit.

02. BIDS

- 2.1 *Bids shall be submitted in Duplicate as per annexed schedule of Prices. The original & duplicate copy of the Bid shall be placed in separate envelopes marked "ORIGINAL" & "DUPLICATE". Envelopes shall be enclosed in one securely sealed cover, which shall be marked "TENDER NO. 4231 T FOR THE SUPPLY OF **A0 SIZE COPYING MACHINE**- CLOSING DATE 23-OCTOBER-2018" on the top left-hand corner & the Bidder's name & address on the bottom left-hand corner.*
- 2.2 *Bids sealed, enclosed, marked and addressed as aforesaid, shall be sent under Registered Cover to reach the Chairman, DPC, C/O Secretary to the Refinery Manager, Ceylon Petroleum Corporation, Refinery Division, Sapugaskanda, Kelaniya, Sri Lanka not later than 1430 hours on 23-October-2018. If, the Bidders choose not to send their Bids under Registered Cover, they could deposit such Bids in the Tender Box provided for this purpose at the office of Refinery Manager, Oil Refinery, Sapugaskanda, Kelaniya, Sri Lanka.*
- 2.3 *Department Procurement Committee reserves the right to reject any or all offers without assigning any reason.*

2.4 **CLOSING & OPENING OF BIDS**

Bids will be closed at 1430 hours on 23-October-2018 & will be opened immediately thereafter at the Refinery Conference Room.

Bidder/s or their duly authorized representative/s may be present at the opening of bids. The officer who opens the Bids will read out the total price, as indicated in the schedule of prices / Pro-forma to those who are present. Technical Data, Specifications or similar particulars will not be divulged.

2.5 **LATE BIDS**

Any Bid received after the deadline for submission of Bid will be rejected and returned unopened to the Bidder.

03. **VALIDITY**

3.1 *The offer should be valid for acceptance for a minimum period of 60 days from the date of opening of the Tender.*

3.2 *On acceptance of the offer within the period of 60 days if necessary the validity of offer should be extended for purpose of placing the official purchase order and other required documentation.*

3.3 *On acceptance of the offer within the period of 60 days if necessary the validity of offer should be extended for purpose of placing the official purchase order and other required documentation.*

Bids that do not comply with the above requirements will be rejected.

04. **DOCUMENTS & DETAILS TO ACCOMPANY BID**

All Bids shall contain adequate particulars in respect of the items offered. Failure to furnish the following documents and details along with the tender may result in the Bid being rejected. All documents shall be in English Language.

01. *Name of Manufacturer and Country of origin.*
02. *Certificate from Manufacturer that the goods offered are in good condition & conforming to the specifications. (Not applicable if the item available on ex-stock basis with the bidder & CPC is willing to buy from the stock).*
03. *Product Catalogues / Literature in English Language*
04. *Variations and/or deviations from Specifications, if any, should be indicated.*
05. *Schedule of Prices – **Section III** duly completed and **signed**.*
06. *A list of past & current supply records.*
07. *A copy of the receipt obtained for payment of Rs. 21,000.00.*
08. *Valid Certificate of Registration issued by the Registrar of Public Contracts (PCA3)(if applicable)*

(Every Bidder will be required to initial and submit each page of the Tender Document including drawings/specifications, relevant catalogues and other details along with the quotation)

05. PRICE

5.1 Bidders are required to duly sign and return the Schedule of prices, marked **Annex "B"** indicating their offers in detail together with the Pro-forma Invoice.

5.2 Should indicate the prices in rupees with taxes separately.

If any taxes are not mentioned separately such taxes will be considered as not relevant for the bid.

5.3 The prices should indicate the charges for delivery (if any)

Bids not on the prescribed form and not in the manner required may be rejected.

06. DELIVERY TIME

Within **06** months from the date of issuing the purchase order

07. PAYMENT

Payment will be made within about 04 weeks after successful commissioning of A0 Size Copying Machine at the CPC Refinery.

08. BASIS OF EVALUATION

Bids will be evaluated on the basis of lowest price meeting the CPC tender specifications & other commercial conditions.

Arithmetical error in the Bidding Document will be corrected.

PRICE PREFERENCE FOR THE ADDITIONAL PERIOD OF WARRANTY

Additional period of Comprehensive Warranty offered by bidders (if any) in the original bid will entitle for a price preference of 2% per year up to a ceiling of 4% preference. In such case, the price taken for bid evaluation will be the quoted Price multiplied by (100-2)% for additional 1 year warranty & (100-4)% for additional 2 years or more warranty.

09. ANY OTHER INFORMATION

Any other information required could be obtained from the Materials Manager, Ceylon Petroleum Corporation, Refinery Division, Sapugaskanda, Kelaniya, Sri Lanka.

Telephone : 011-2400110
Fax : 011-2400434 / 2400436 / 5528919
E-mail : refmaterials@sltnet.lk

MANAGER (MATERIALS)
CEYLON PETROLEUM CORPORATION,
REFINERY DIVISION,
SAPUGASKANDA, KELANIYA,
SRI LANKA

SPECIFICATIONS**Item to be purchased:**

Qty.	Unit	Description
01	No.	A0 Size, Toner Type, Gray Scale Copying Machine

Specifications:

- | | | |
|---------------------------|---|----------------------------------|
| 1. Facilities | - | Gray scale copy |
| 2. Reduction | - | 25% - 400% |
| 3. Paper types | - | Plain paper, tracing Paper.Films |
| 4. Paper width | - | up to 914 mm |
| 5. Minimum Paper width | - | 275 mm |
| 6. First Copy | - | 35 seconds |
| 7. Available power supply | - | 230V, 50 Hz 1 ph |
| 8. Additional facilities | - | To be listed in the bid |

Other Conditions:

1. Product literature/catalogues in English language to be sent along with the bid.
2. Minimum one year warranty required from successful commissioning at the CPC Refinery.
3. Machine shall be from reputed make with a minimum of 5 years sales record in Sri Lanka. A list of customer references in Sri Lanka of the machine shall be provided along with the bid.
4. Supplier shall delivery the machine to CPC Refinery at Sapugaskanda and provides training on operation to CPC staff.
5. The accredited local agent shall be capable of providing after sale service to the machine. Details of Technical staff and workshop facility available shall be indicated in the offer.
6. The consumables for the machine shall be available ex-stock with the bidder. The cost of the consumable and the yield shall be indicated in the bid. If the machine is installed with demonstrative type cartridges on delivery, it shall be indicated in the bid.

SCHEDULE OF PRICES
SUPPLY OF A0 SIZE COPYING MACHINE (4231T)

Qty Required	Unit	DESCRIPTION	Price (Rs.) without Taxes
01	No.	A0 Size, Toner Type Copying Machine Make: Model:	

	<i>Amount - Rs.</i>
<i>Less Discount, if any</i>	
<i>Total Price - Without Taxes</i>	
<i>Transport Charges, if any</i>	
<i>NBT - If applicable</i>	
<i>VAT - If applicable</i>	
<i>Total Delivered-at-site Price (with all taxes)</i>	

Validity

Name of Manufacturer

Country of Manufacturing

Agreed to abide by all General Conditions in Section I & the Specifications in Section II of the tender

Company Address

Name

Date

.....

Signature of Bidder

.....

Company Stamp

INVITATION FOR NATIONAL COMPETITIVE BIDS

CEYLON PETROLEUM CORPORATION
REFINERY DIVISION

PUBLIC TENDER 4231 T

SUPPLY OF A0 SIZE COPYING MACHINE

Sealed Bids are invited from Local Suppliers for the Supply of A0 Size Copying Machine conforming to the Terms & Conditions given under the Bidding Document.

Any Bidder submitting a bid, shall pay a refundable deposit of Rs. 20,000.00 and a nonrefundable document fee of Rs. 1,000.00 to the Cashier, 5th Floor, CPC Head Office, No. 609, Dr. Danister de Silva Mawatha, Colombo - 09 or to the Cashier, Refinery Division, Sapugaskanda, Kelaniya before 1500 hours on any working day up to 19-October-2018.

Bidding document is available on CPC web site www.ceypetco.gov.lk.

Alternatively, Bidding documents could also be obtained from the under mentioned.

Bids will be received by the Chairman, Department Procurement Committee until 1430 hours on 23-October-2018 and will be opened immediately thereafter at the Refinery Conference Room.

MANAGER (MATERIALS)
CEYLON PETROLEUM CORPORATION
REFINERY DIVISION,
SAPUGASKANDA,
KELANIYA

TEL. 011-2400110

දේශීය තරගකාරී මිල ගණන් කැඳවීම

ලංකා ඛනිජ තෙල් නීතිගත සංස්ථාව (පිරිපහදු කාර්යාංශය)

ප්‍රසිද්ධ ටෙන්ඩර් - 4231T

A0 ජායා පිටපත් යන්ත්‍රයක් (A0 SIZE COPYING MACHINE) සැපයීම

ලංකා ඛනිජ තෙල් නීතිගත සංස්ථාව, පිරිපහදු කාර්යාංශය, සපුගස්කන්ද, කැලණිය, ශ්‍රී ලංකාව හි දෙපාර්තමේන්තු ප්‍රසම්පාදන කමිටුවෙහි සභාපති විසින් දේශීය සැපයුම් කරුවන්ගෙන් මිල ගණන් කැඳවීමේ පත්‍රයේ සඳහන් පිරිවිතර හා කොන්දේසි වලට සම්පූර්ණයෙන් අනුකූල වූ A0 ජායා පිටපත් යන්ත්‍රයක් සැපයීම සඳහා මුද්‍රා තබන ලද මිල ගණන් කැඳවනු ලැබේ.

කිසියම් ලක්ෂ තබන්නෙකු, මිල ගණන් ඉදිරිපත් කරන්නේ නම්, රු. 20,000.00 ආපසු ගෙවනු ලබන තැම්පතු මුදලක්ද අයදුම්පත් සඳහා ආපසු නොගෙවන රු.1,000.00 ක මුදලක්ද 2018-ඔක්තෝබර්-19 වන දින 1500 වන පැය දක්වා කාර්යාල දිනවලදී අංක 609, වෙදු, ඩැනියස්ටර් ද සිල්වා මාවත, කොළඹ 09, ස්ථානයෙහි පිහිටි ලංකා ඛනිජ තෙල් නීතිගත සංස්ථාවෙහි ප්‍රධාන කාර්යාලයෙහි 05 වන මහලෙහි මුදල් අයකැමිට හෝ පිරිපහදු කාර්යාංශය, සපුගස්කන්ද, කැලණියහි මුදල් අයකැමිට මුදලින් කල යුතුය.

මිල ගණන් කැඳවීමේ පත්‍ර www.ceypetco.gov.lk යන වෙබ් අඩවියෙහි අන්තර්ගත වේ.

තවද ටෙන්ඩර් පත්‍ර පහත සඳහන් අයගෙන්ද ලබා ගත හැකිය.

මිල ගණන්, දෙපාර්තමේන්තු ප්‍රසම්පාදන කමිටුවේ සභාපති විසින් 2018-ඔක්තෝබර්-23 දින 1430 පැය දක්වා බාරගන්නා අතර එම මොහොතේම පිරිපහදු සම්මන්ත්‍රණ ශාලාවේදී විවෘත කරනු ලැබේ.

කළමනාකාර (ද්‍රව්‍ය)
ලංකා ඛනිජ තෙල් නීතිගත සංස්ථාව
පිරිපහදු කාර්යාංශය,
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කැලණිය, ශ්‍රී ලංකාව

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