



CEYLON PETROLEUM CORPORATION

SUPPLY OF PRINTERS

B/ 62 /2025

BIDDING DOCUMENT

Table of Contents

1. INSTRUCTIONS TO BIDDERS	5
1.1. Introduction	5
Evaluation Criteria	5
1.2. Basis of Bid	5
1.3. Consist of Bidding Documents	5
1.4. Documents to accompany the Bid	6
1.5. Sealing and marking of Bids	6
1.6. Period of validity of Bids	7
1.7. Format and Signing of Bids	7
1.8. Clarification of Bidding Document	7
1.9. Deadline for submission of Bids	7
1.10. Late Bids	8
1.11. Modification, Substitution & Withdrawal of Bids	8
1.12. Closing of Bids	8
1.13. Opening of Bids by CPC	9
1.14. Agent's Authority:	9
1.15. Bid Security Guarantee	9
1.16. Schedule of Prices	10
1.17. Preliminary Examination of Bids	10
1.18. Correction of Errors	10
1.19. Evaluation of Bids:	11
1.20. Procurement Committee's right to accept or reject any or all Bids	11
1.21. Award Criteria	11
2. CONDITIONS OF CONTRACT (COC)	13
2.1 Performance Security:	13
2.2 Warranty Conditions	13
2.3 Mode of Payment	13

2.4	Delivery Period	13
2.5	Defaults by Successful Bidder	13
2.6	Liquidated Damages	14
2.7	Force Majeure:	14
2.8	Arbitration.	14
2.9	Governing Law	14
3.	TECHNICAL SPECIFICATIONS.	15
4.	SCHEDULE OF PRICES	24
	BIDS FOR THE SUPPLY OF PRINTERS	24
	ANNEX-A : Form of Bid	25
	ANNEX-B: Format for Bid Security	27
	ANNEX - C :Form of Agreement	28
	ANNEX-D :Format For Performance Guarantee	30

PROCUREMENT NOTICE
MINISTRY OF ENERGY
CEYLON PETROLEUM CORPORATION
BID FOR THE “SUPPLY OF PRINTERS”
B/62/2025

The Chairman, Departmental Procurement Committee on behalf of Ceylon Petroleum Corporation (CPC) invites sealed bids from eligible suppliers for the “Supply of Printers”.

To be eligible for awarding the Contract, the successful bidder shall not have been blacklisted and shall have complied with the eligibility and qualification criteria stated in the Bidding Document.

Bidding Documents can be obtained on working days between **0900 hrs. to 1500 hrs. up to 06.01.2026** from the office of Manager (Procurement & Stores), Ceylon Petroleum Corporation, 01st Floor, No.609, Dr. Danister De Silva Mawatha, Colombo 09 after payment of non-refundable fee of Rs. 2,000.00 (Rs. 1,653.58 + 2.5% SSCL+ 18% VAT) to CPC.

All Bids should be accompanied by a Bid Security amounts to Rs. 25,000.00.

The Bid will be **closed at 1400 hrs. on 07.01.2026** and opened at the Office of Manager (Procurement & Stores), Ceylon Petroleum Corporation at the address given below, immediately after the closing time of the Bid.

Chairman,
Departmental Procurement Committee,
C/o Manager (Procurement & Stores),
Procurement & Stores Function,
Ceylon Petroleum Corporation,
1st Floor, No. 609, Dr. Danister De Silva Mawatha,
Colombo 09.
Tel. 011 7296336, Fax – 011 2106769

1. INSTRUCTIONS TO BIDDERS

1.1. Introduction

1.1.1. Chairman, Department Procurement Committee (Lower Minor), Ceylon Petroleum Corporation (CPC) is calling Bids for the Supply of Printers.

Evaluation Criteria

- Bidder should not be blacklisted.
- Bidder shall have carried out previous contracts of similar nature supplies having individual contract values of Rs. 2.0 million for past 03 years (2024,2023,2022)
- The Bidder should be an Authorized Service Provider/ Dealer/ Agent of the Original Equipment Manufacturer for Printers.

1.2. Basis of Bid

- 1.2.1. Bids are to be forwarded for the Supply of Printers to CPC, Head Office in Colombo 09.
- 1.2.2. Additional services provided by the Bidder not covered in this Invitation to Bid shall be stated clearly. If no exceptions are stated, CPC would assume that Bidder conforms to the most stringent conditions of the Bidding document.
- 1.2.3. Bids are to be forwarded for the Supply of Printers as per the Technical specifications stipulated in the Bidding Document.

1.3. Consist of Bidding Documents

Bidding Document consists of the followings;

- i. Instructions to Bidders (ITB)
- ii. Conditions of Contract (COC)
- iii. Technical Specifications
- iv. Schedule of Prices
- v. Form of Bid (Annex - A)
- vi. Form of Bid Security Guarantee (Annex - B)
- vii. Form of Agreement (Annex - C)
- viii. Form of Performance Security Guarantee (Annex - D)

1.4. Documents to accompany the Bid

1.4.1. All Bidders shall furnish adequate information in respect of the items offered. All documents shall be furnished in English language.

	Required Documents
i.	Bidder's Company Profile, including details of experience within the last five (05) years.
ii.	Past Performance – Bidders shall submit records of similar supplies carried out during the last three (03) years. (Supporting documents shall be provided as proof.)
iii.	Manufacturer's certified authorization letter to quote for the sales and maintenance of the offered brand. The document shall appoint the Bidder as the accredited agent, authorizing them to quote, sell, and provide maintenance for the respective items.
iv.	Valid Business Registration Certificate of the company.
v.	Brand name and country of manufacture of the offered items. The manufacturer shall possess a valid ISO 9001:2015 certification.
vi.	Details of the warranty period offered for each item, specified on a time basis.
vii.	Detailed technical specifications and product literature issued by the original manufacturer (in printed form).
viii.	Schedule of Prices duly completed and signed
ix.	Form of Bid (Annex A) duly completed and signed
x.	Form of Bid Security Guarantee (Annex B)
xii.	Duly completed forms (Technical Specifications to be filled by the Bidder)

1.5. Sealing and marking of Bids

1.5.1. Bids shall be submitted in duplicates as per the conditions specified in this Bidding Document. The original and the duplicate of the Bid shall be placed in separate envelopes marked 'ORIGINAL' and 'DUPLICATE'. Both envelopes shall be enclosed in one securely sealed cover, which shall be marked "**BID FOR THE SUPPLY OF PRINTERS**" (The Invitation to Bid title) on the top left hand corner and the statement, "**DO NOT OPEN BEFORE 1400 hrs on 07.01.2026**" (to be completed with the time and date specified in the Bidding Document and shall be addressed to:

Procurement Committee,
Ceylon Petroleum Corporation,
Bid for the Supply of Printers,
Procurement & Stores Function,
1st Floor, No. 609,
Dr. Danister De Silva Mawatha,
Colombo 09.
Sri Lanka.

- 1.5.2. If the outer envelope is not sealed and marked as required above, CPC will assume no responsibility for the Bids being misplaced or premature opening. If the outer envelope discloses the Bidder's identity, the CPC will not guarantee anonymity of the Bid submission but this disclosure will not constitute grounds for Bid rejection.

1.6. Period of validity of Bids

- 1.6.1. All offers shall be valid for a minimum period of Forty-Nine (49) days (i.e. up to 24.02.2026) from the closing date of the Bid. Bidders should however, clearly indicate the maximum period that their offers would be valid. A Bid valid for a shorter period will be rejected as non-responsive.

1.7. Format and Signing of Bids

- 1.7.1. The Bidder shall prepare an Original and a Duplicate of the Bid specified above, clearly marking as, "Bid for the Supply of Printers", Original and Duplicate as appropriate. In the event of any discrepancy between the Original and Duplicate, the Original shall govern.
- 1.7.2. The Original and the Duplicate of the Bid shall be typed, or written in indelible ink, and shall be signed by the Bidder, or person(s) duly authorized to bind the Bidder to the Contract. All pages of the Bid except for un-amended printed literature shall be initialed by the person(s) signing the Bid.
- 1.7.3. Any inter lineation, erasures or over-writing shall be valid only if they are initialed by the person(s) signing the Bid.

1.8. Clarification of Bidding Document

- 1.8.1. A prospective Bidder requiring any clarification of the Bidding Document should notify CPC in writing by hand or post or facsimile at the CPC's mailing address indicated in the Bidding Document clause 1.5. Similarly if a Bidder feels that any important provision is unacceptable, such objection should be raised at this stage. CPC will respond in writing to any request for clarification or modification of the Bidding Document that is received not later than Seven (07) days prior to the deadline of submission of Bids prescribed by the CPC. Copies of the CPC's response will be sent to all prospective Bidders who have collected Bidding Documents.

1.9. Deadline for submission of Bids

- 1.9.1. Chairman, Procurement Committee, CPC must receive Bids at the address specified in ITB Clause 1.5, not later than the time and date stipulated. Chairman,

Procurement Committee, CPC may, at his discretion, extend this deadline for submission of Bids, by amending the Bidding Documents, in which case all rights and obligations of CPC and the Bidders will thereafter be subjected to the deadline as extended.

1.10. Late Bids

1.10.1. Any Bid received by the Chairman, Procurement Committee, CPC after the deadline for submission of Bids, will be rejected and returned unopened to the Bidder.

1.11. Modification, Substitution & Withdrawal of Bids

1.11.1. The Bidder may modify or withdraw his Bid after submission, provided that written notice of the modification or withdrawal is received by the CPC, prior to the deadline prescribed for Bid submission. The Bidder's modifications shall be prepared, sealed, marked and dispatched as follows:

1.11.2. The Bidders shall provide an Original and a Duplicate, as specified in the ITB clause 1.7, of any modifications to his Bid, clearly identified as such in two envelopes, duly marked "Bid for the Supply of Printers ". The envelopes shall be sealed in an outer envelope, duly marked "BID MODIFICATIONS".

1.11.3. A Bidder wishing to withdraw his Bid shall notify the CPC in writing prior to the deadline prescribed for the submission of Bids. A withdrawal notice may also be sent by Facsimile, but must be followed by the original, by post or by hand not later than the deadline for submission of Bids. The notice of withdrawal shall be addressed given in sub clause 1.5.1.

1.11.4. Bearing the Bid name and the words "BID WITHDRAWAL NOTICE". Bid Withdrawal notices received after the deadline for submission of Bids will be ignored, and the submitted Bids will deem to be valid.

1.12. Closing of Bids

1.12.1. Bids, sealed and addressed as aforesaid, shall be sent under Registered Cover to reach address given in sub-clause 1.5.1 above not later than 1400 hrs Sri Lanka local time on **07.01.2026**, If the Bidders or their representatives 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 the Manager (Procurement & Stores), Procurement & Stores Function, Ceylon Petroleum Corporation, 1st Floor, No. 609, Dr. Danister De Silva Mawatha, Colombo 09.

1.13. Opening of Bids by CPC

- 1.13.1. Bids, will be opened immediately after the closing date and time fixed for receipt of Bids, at the address indicated in the sub-clause 1.5.1.
- 1.13.2. Or such other place as arranged if the Manager (Procurement & Stores) Office is not available.
- 1.13.3. The Chairman, Procurement Committee, CPC or his nominated representative will open the Bids, in the presence of the Bidders and / or their representatives, who choose to attend at the time on the date and at the opening place specified in the Invitation to Bid. Bidders and / or their representatives shall sign a register as proof of their attendance.
- 1.13.4. The Bid prices, discounts, and Bidder's names, the presence or absence of the requisite Bid Security and other such details, which the CPC at its discretion, may consider to be appropriate, will be announced, at the opening. Late Bids will not be entertained and will be returned unopened to the Bidder.

1.14. Agent's Authority:

- 1.14.1. An Accredited Agent of the manufacture signing the Bidding Document on behalf of the Principal shall state the Principal's name and address, telephone number and fax number, (if any) and a letter of Authority empowering the agent.
- 1.14.2. Nomination of an Agent after the Bid has been submitted will not be valid.

1.15. Bid Security Guarantee

- 1.15.1. Each Bid shall be accompanied by a Bid Security Guarantee, undertaking that the offer will be held valid for the specified period, and that the offer will not be withdrawn during that period. Such security shall be in the form of a Bank Draft or a Bank Guarantee issued / confirmed by a recognized Bank in Sri Lanka, and payable to the CPC on demand in a sum of Rs. 25,000.00)
- 1.15.2. The Bid Security Guarantee should be valid for Seventy Seven (77) days (i.e. until 24.03.2026 from the date of closing of Bid. A form of Bid Security Guarantee is attached in Annex "B".
- 1.15.3. Failure to submit the Bid Security Guarantee at the time, or before the closing of Bid, and in accordance with said requirements, and in the format provided, will result in the Bid being rejected. Bid Security Guarantee from unsuccessful Bidders will be returned to them after the award is made to the successful Bidder.

The Bid Security of the successful Bidder will be returned only after receipt of the Performance Security Guarantee.

1.16. Schedule of Prices

- 1.16.1. Bidders are required to duly sign and return the “Schedule of Prices” indicating Country of Origin, Delivery Period, and Validity Period of the Offer etc.
- 1.16.2. Prospective Bidders are requested to submit their offers in Sri Lankan Rupees.
- 1.16.3. All Agent’s Commissions, if any, should also be disclosed in Sri Lanka Rupees in the appropriate column of the Schedule of Prices.
- 1.16.4. Offers not submitted on the prescribed form and in the manner required are liable for rejection.

1.17. Preliminary Examination of Bids

- 1.17.1. CPC will examine the Bids to determine whether they are complete, any computational errors have been made, whether the documents have been properly signed, and the Bids are generally in order. If not, CPC may at its discretion call clarifications from the Bidder. The request for clarification and the response shall be in writing within one week’s from the clarifications and no change in the price or substance of the Bid shall be sought, offered or permitted.

1.18. Correction of Errors

- 1.18.1. Bids determined to be substantially responsive will be checked by the Employer for any arithmetic errors. Errors will be corrected by the Employer as follows:
 - 1.18.1.1. Where there is a discrepancy between the amounts in figures and in words, the amount in words will govern; and
 - 1.18.1.2. Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern, unless there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted will govern, and the unit rate will be corrected.
 - 1.18.1.3. If the total Bid price increases due to corrections made on above procedure, the bid price shall not be adjusted to the increased price and the corrections should be readjusted within the Bid price in consultation with the Bidder.
 - 1.18.1.4. If the bid price decreases by the above procedure, the amount stated in the Form of Bid shall be adjusted with the concurrence of the Bidder and shall be considered as binding upon the Bidder.

- 1.18.1.5. If the bidder does not accept the corrected amount of bid, its bid shall be rejected and the bid security may be forfeited.

1.19. Evaluation of Bids:

- 1.19.1. CPC will carry out a detailed evaluation of the Bids, to determine whether the Technical aspects are properly addressed, and the Bids are substantially responsive. Followings will be considered for evaluation.

1.19.1.1. Technical Evaluation:

All details requested in item No. 1.4 of “Instruction to Bidders” and specification and other technical information requested in this document shall be considered.

1.19.1.2. Commercial Evaluation of Bids

The comparison is done for the total price for Supply of Printers considering 5 years of lifetime. Local agency commission (if any) will also be added for evaluation

1.20. Procurement Committee’s right to accept or reject any or all Bids

- 1.20.1. The CPC Procurement Committee will not be bound to make the award to the Bidder submitting the lowest offer.
- 1.20.2. The CPC Procurement Committee reserves the right to reject any or all Bids or any part thereof, without assigning any reasons. The CPC Procurement Committee may accept any or all items of an offer, and reserves the right to increase or decrease the number of units to be contracted for, at prices indicated in the Schedule of Prices.
- 1.20.3. The notice of acceptance of Bid will be sent by facsimile, followed by post to the successful Bidder, to the address given by him in the Bidding Document, soon after the decision of CPC Procurement Committee.

1.21. Award Criteria

- 1.21.1. Subject to ITB Clause 1.19 and 1.20 the CPC Procurement Committee will award the contract to the successful Bidder, whose Bid has been determined to be substantially responsive, lowest evaluated Bid, provided that the Bidder is determined to be qualified to perform the contract satisfactorily.
- 1.21.2. The successful Bidder will be called upon to Supply of Printers or part there off conforming to Technical Specifications, and strictly by the agreed delivery date which should be within **one month** as per clause 2.4 of COC .

1.21.3. The Successful bidder will be called upon to enter in to an Agreement with CPC.
A Specimen Form of Agreement is attached as Annexure – C.

2. CONDITIONS OF CONTRACT (COC)

2.1 Performance Security:

- 2.1.1 The successful Bidder, on being notified by CPC of the acceptance of his Bid, shall furnish at his own expense a Performance Security, within fourteen (14) days of such notification through / confirmed by a reputed Commercial Bank in operation in Sri Lanka, for a sum equivalent to 10% of the total Bid value of the accepted Bid. The Performance Security shall be substantially in the format given in Annex D. The period of validity of this performance security shall be four months from the date of submission of the Guarantee.
- 2.1.2 If the successful Bidder fails to furnish the Performance Security aforesaid, his name will be placed in the list of defaulting Contractors. CPC shall therefore, be entitled in its absolute discretion to make suitable arrangements required for the performance of such Bid, as the case may be, at the risk and expense of the successful Bidder.
- 2.1.3 The successful Bidder, in the event of his failure to furnish the Performance Security as required, shall be liable for any losses, costs expenses and damages, which the CPC may sustain in consequence of such failure, and the Bid security shall be forfeited.

2.2 Warranty Conditions

- 2.2.1 Warranty conditions may apply as mentioned in the specifications. (Section 03)

2.3 Mode of Payment

- 2.3.1 Payment will only be made within 30 days after acceptance of Printers by CPC.

2.4 Delivery Period

- 2.4.1 Printers shall be delivered to CPC within period of one (01) month from the date of confirmation of the order.

2.5 Defaults by Successful Bidder

- 2.5.1 If the successful Bidder, defaults in the supply or otherwise commit a breach of any of the provisions in the Contract with CPC for the Supply of Printers according to the Technical Specifications, he shall be liable to pay to CPC, all losses, damages and expenses incurred by CPC, in consequence of such default or breach. Bidders should declare that they had read the Bid conditions, and that they make the offer in compliance with, and subject to all the conditions thereof, and agree to perform the services in accordance with the said conditions in the manner therein set out, and in terms of this offer. A Form of Bid, as Annex- 'A' is attached.

2.6 Liquidated Damages

- 2.6.1 Liquidated Damages amounts to 1/2000 of the contract value will be levied per each day delayed on delivery up to the maximum of 10% of the contract value.

2.7 Force Majeure:

- 2.7.1 Except as regards an act of God, War, Strike, Invasion, Civil war, Rebellion Revolution, Insurrection, Earthquake or Plagues, the Bidder shall undertake all risks and liabilities of whatsoever kind arising out of incidentals connected with the sale.

2.8 Arbitration.

- 2.8.1 If during the continuance of this Contract or at any time after the termination thereof, any disputes or differences of opinion touching the interpretation of this contract were to arise between the parties hereto or their respective representatives, such differences or disputes shall be referred for Arbitration.
- 2.8.2 Arbitration shall be conducted under the rules of ICLP (Institute of the Development of Commercial Law & Practice), Arbitration Centre and in accordance with the arbitration Act No. 11 of 1995 of Sri Lanka. The place of Arbitration shall be Colombo, Sri Lanka.

2.9 Governing Law

- 2.9.1 The law of the Democratic Socialist Republic of Sri Lanka is applicable.

3. TECHNICAL SPECIFICATIONS.

3.1 Technical Specification for Dot matrix printer

Specifications	CPC - Requirement	Bidders Respond
Make	Specify	
Model	Specify	
Country of Origin	Specify	
Country of Manufac.	Specify	
Manufac. Year	Specify	
Technology	24 Pins impact Dot-Matrix	
Print Direction	Bi-directional	
High speed draft mode	Minimum 347 cpi @ 10cpi	
Draft Mode	Minimum 260 cpi @ 10cpi	
Letter Quality Mode	Minimum 86 cpi @ 10cpi	
Printer Emulator	Should Support Epson Emulator and others	
Printable Columns	80 Columns @ 10cpi	
Paper path	Rear Tractor feeding (Rear in, Top Out)	
Copies (80 GSM paper)	Original + 03 copies	
Paper Width	10 Inch	
Buffer	Minimum 128 KB	
Connectivity	Parallel, USB	
Printer head Life	Not less than 400 millionstrokes	
Printer Life	Life time approximately 2.5 million characters	
Supporting OS	Windows Vista/7/8/10	
Power supply	220-240 V	
Warranty	Two years On site comprehensive warranty(<i>clearly specify</i>)	
Unit Price (Rs.)		
Ribbon Price (Black)		
Any Other consumable (Please Specify-)		
Authorization	Bidder should provide Manufacturer authorization letter, of an internationally Reputed Brand. (If above letter not attached, CPC treat offer as non-responsive.)	

ISO Certification	Bidder Should provide manufactures' ISO certification. (If manufacturer ISO Certification not attached CPC treat offer as non-responsive & If Bidder provide ISO certification, CPC Concern it's an added qualification to Bid)	
Selling Experience	Provide proof of at least 05 years of experience in supplying printer and computer hardware accessories to government or private institutions in Sri Lanka.	
Workshop Facilities	Bidder should have well established w.shop with tec. staff. And Vendor should have the direct access to manufacturer spare part depot resolution time	
Response & Resolving Time	To be responded with in 4 Hrs. & To be resolved within 24 hrs. If not solved with in 24 hrs. Similar equipment to be provided on loan. (If Bidder does not provide their service according to the agreement, it can effect feature evaluations/Decisions of CPC.)	

3.2 Technical Specification for Monochrome Laser Printer

Specifications	Technical Requirement	Bidders Respond
Make	Specify	
Model	Specify	
Manufacturing Year	Specify	
Country of Origin	Specify	
Print Technology	Laser	
Print Resolution	Up to 1200 x 600 dpi	
Print speed	Up to 20 ppm black	
First Page Out	with in 10 sec from ready mode	
Duty Cycle	Monthly(A4) Minimum 20,000 pages	
Paper Handling	input tray : 150-sheets output bin: 100-sheets	
Memory	Min 256MB	
Duplex Printing	Yes	
Connectivity	USB 2.0 port 10/100/1000 NIC	
Power supply	AC 220/240 Volts and 50 Hz	
Warranty	Manufactures on site Warranty for Min. Two (2) year.	
Manuals	Driver CD(s) for Printer	
OS Compatibility	Windows 7/8/10 and Mac.	
Unit Price Rs.		
Toner Price (Black)	Specify	
Print Outs per Toner (A4) Print Outs per Doner (A4)	Specify	
Cost Per Page (Bidder Should Fill the Cost per Page, if is it not fill CPC treat as non-responsive)	Specify	
Any Other consumable (Please Specify-Cost, Life Cycle, no of Papers per unit etc...)	Specify	
Per page cost	Specify	
Authorization	Bidder should provide Manufacturer authorization letter, of an internationally Reputed Brand. (If above letter not attached, CPC treat offer as non-responsive.)	

ISO Certification	Bidder Should provide manufactures' ISO certification. (If manufacturer ISO Certification not attached CPC treat offer as non-responsive & If Bidder provide ISO certification, CPC Concern it's an added qualification to Bid)	
Selling Experience	Provide proof of at least 05 years of experience in supplying printer and computer hardware accessories to government or private institutions in Sri Lanka.	
Workshop Facilities	Bidder should have well established w.shop with tec. staff. And Vendor should have the direct access to manufacturer spare part depot resolution time	
Response & Resolving Time	To be responded with in 4 Hrs. & To be resolved within 24 hrs. If not solved with in 24 hrs. Similar equipment to be provided on loan. (If Bidder does not provide their service according to the agreement, it can effect feature evaluations/Decisions of CPC.)	

3.3 Technical Specification for Inkjet Colour Printer

Specifications	Technical Requirement	Bidders Respond
Brand	Specify	
Model	Specify	
Country Of Origin	Specify	
Manufacturing Year	Specify	
Printer Type:	Print, Scan, Copy	
Print Method:	On-demand inkjet (Piezoelectric)	
Printer Language:	ESC/P-R, ESC/P Raster	
Nozzle Configuration:	180 x 1 nozzle Black, 59 x 1 nozzle per Colour (Cyan, Magenta, Yellow)	
Maximum Resolution:	5760 x 1440 dpi	
Draft, A4 (Black / Colour):	Up to 33.0 ppm / 15.0 ppm	
A4 Simplex (Black / Colour):	Up to 10.0 ipm / 5.0 ipm	
First Page Out Time from Ready Mode (Black / Colour)	Approx. 10 sec / 16 sec*2	
Maximum Copies from Standalone	Min 20 copies	
Maximum Copy Resolution:	600 x 600 dpi	
Maximum Copy Size:	A4, Letter	
ISO 29183, A4 Simplex (Black / Colour):	Up to 7.0 ipm / 1.7 ipm	
Scanner Type:	Flatbed colour image scanner	
Sensor Type:	CIS	
Optical Resolution:	600 x 1200 dpi	
Maximum Scan Area:	216 x 297 mm	
Scanner Bit Depth (Colour):	48-bit input, 24-bit output	
Scanner Bit Depth (Grayscale):	16-bit input, 8-bit output	
Scanner Bit Depth (Black & White):	16-bit input, 1-bit output	
Scan Speed: Flatbed (Black / Colour):	200dpi: Up to 11 sec / Up to 32 sec	
Standard Paper Input Capacity:	Up to 100 sheets of Plain Paper (80 g/m ²)	
Output Capacity:	Up to 30 sheets of Plain Paper (80 g/m ²)	
Maximum Paper Size:	215.9 x 1200 mm	
Paper Sizes:	Legal (8.5 x 14"), Indian-Legal (215 x 345 mm), 8.5 x 13", Letter, A4, 16K (195 x 270 mm), B5, A5, B6, A6, Hagaki (100 x 148 mm), 5 x 7", 5 x 8", 4 x 6", Envelopes: #10, DL, C6	
Print Margin:	0 mm top, left, right, bottom via custom settings in printer driver	

Operating System Compatibility:	Windows 10 / 11	
Connectivity	USB 2.0	
Dimensions (W x D x H)	Specify	
Weight:	Specify (Less Than 5 Kg)	
Inkl Bottle Yield B & C	Specify	
Inkl Bottle Price B & C	Specify	
Per Page Cost	Specify	
Unit Price	Specify	
Warranty	Min 1 Year	
Authorization	Bidder should provide Manufacturer authorization letter, of an internationally Reputed Brand. (If above letter not attached, CPC treat offer as non-responsive.)	
ISO Certification	Bidder Should provide manufactures' ISO certification. (If manufacturer ISO Certification not attached CPC treat offer as non-responsive & If Bidder provide ISO certification, CPC Concern it's an added qualification to Bid)	
Selling Experience	Provide proof of at least 05 years of experience in supplying printer and computer hardware accessories to government or private institutions in Sri Lanka.	
Workshop Facilities	Bidder should have well established w.shop with tec. staff. And Vendor should have the direct access to manufacturer spare part depot resolution time	
Response & Resolving Time	To be responded with in 4 Hrs. & To be resolved within 24 hrs. If not solved with in 24 hrs. Similar equipment to be provided on loan. (If Bidder does not provide their service according to the agreement, it can effect feature evaluations/Decisions of CPC.)	

3.4 Technical Specification for the PVC ID Card Printer

Specifications	Technical Requirement	Bidders Respond
Brand	Specify	
Model	Specify	
Manufacturing Year	Specify	
Country of Origin	Specify	
Print Method	Dye sublimation / resin thermal transfer	
Resolution	300 dpi (11.8 dots/mm) continuous tone	
Colours	Up to 16.7 million / 256 shades per pixel	
Print Ribbon	High-capacity, eco-friendly print ribbons , laminate patch options ,half panel polyester over laminates to off-the-shelf , a Available print ribbons include:	
	<ul style="list-style-type: none"> • Full-colour with resin black and overlay panel, YMCKO*, 500 prints 	
	<ul style="list-style-type: none"> • Full-colour with two resin black panels and overlay panel, YMCKOK*, 500 prints 	
	<ul style="list-style-type: none"> • Full-colour with two resin black panels, YMCKK*, 500 prints 	
	<ul style="list-style-type: none"> • Resin black, K*, 3000 prints 	
	<ul style="list-style-type: none"> • Resin white, W*, 2000 prints 	
Print Speed	Minimum 8 seconds per card (K*); 20 seconds per card (YMCKO*); 30 seconds per card (YMCKOK*)	
Accepted Standard Card Sizes	CR-80 (3.375"L x 2.125"W / 85.6 mm L x 54 mm W); CR-79 (3.313" L x 2.063" W / 84.1 mm L x 52.4 mm W)	
Print Area	CR-80 edge-to-edge (3.36"L x 2.11"W / 85.3 mm L x 53.7 mm W); CR-79 (3.3" L x 2.04" W / 83.8 mm L x 51.8 mm W)	
Accepted Card Thickness	.009" - .040" / 9 mil - 40 mil / .229 mm - 1.016 mm	
Accepted Card Types	PVC or polyester cards with polished PVC finish; 100% polyester cards (monochrome resin required); rewrite	
Input Hopper Card Capacity	100 cards (.030" / .762 mm)	
Output Hopper Card Capacity	Up to 100 cards. (.030" / .762 mm)	
Card Cleaning	Card cleaning roller integrated into ribbon cartridge; cleaning roller is automatically replaced with each ribbon change	

Memory	32 MB RAM	
Software Drivers	Windows® 11 / Server 2012 / Server 2016 / Server 2019 / Server 2022	
Interface	USB 2.0, Standard Ethernet with internal print server (Ethernet is optional on BIS-certified units)	
Operating Temperature	65° to 80° F / 18° to 27° C	
Humidity	20-80% non-condensing	
Dimensions	Specify	
Weight	Specify	
Supply Voltage	100-240Vac, 50-60Hz, 1.6 Amps max	
Supply Frequency	50 Hz / 60 Hz	
Environmental Features	Energy-efficient card printer (base models only without encoders), refillable supply cartridges (ECO), and rewrite technology - no ribbon required	
Warranty	Printer: Three years; print head: Three years	
Encoding Options (HID Encoders)	Supported smart card and magnetic stripe technologies: 125 kHz (HID Prox) reader; 13.56 MHz (iCLASS Standard / SE / SR / Seos, MIFARE Classic, MIFARE Plus, MIFARE DESFire, MIFARE DESFire EV1/EV2, ISO 14443 A/B, ISO 15693) read/write encoder; contact smart card encoder reads from and writes to all ISO7816 1/2/3/4 memory and microprocessor smart cards (T=0, T=1) as well as synchronous cards; ISO magnetic stripe encoding, dual high- and low-coercively, tracks 1, 2 and 3	
Options	USB 2.0 interface for inline printing and encoding; single- or dual-sided printing module; single-sided lamination module; smart card encoding modules (contact/contactless); magnetic stripe encoding module; printer cleaning kit; secure proprietary consumables, system	
Display	Color-changing status buttons	
Software	Specify	
Unit price	Specify	
Taxes If Any	Specify	
Ribbon price	Specify	
Any Other Consumable Price	Specify	

Authorization	Bidder should provide Manufacturer authorization letter, of an internationally Reputed Brand. (If above letter not attached, CPC treat offer as non-responsive.)	
ISO Certification	Bidder Should provide manufactures' ISO certification. (If manufacturer ISO Certification not attached CPC treat offer as non-responsive & If Bidder provide ISO certification, CPC Concern it's an added qualification to Bid)	
Selling Experience	Provide proof of at least 05 years of experience in supplying printer and computer hardware accessories to government or private institutions in Sri Lanka.	
Workshop Facilities	Bidder should have well established w.shop with tec. staff. And Vendor should have the direct access to manufacturer spare part depot resolution time	
Response & Resolving Time	To be responded with in 4 Hrs. & To be resolved within 24 hrs. If not solved with in 24 hrs. Similar equipment to be provided on loan. (If Bidder does not provide their service according to the agreement, it can effect feature evaluations/Decisions of CPC.)	

4. SCHEDULE OF PRICES

BIDS FOR THE SUPPLY OF PRINTERS

No.	Qty.	Unit	Item	Unit Price (Rs.)	Total Price (Rs.)
01	11	Nos.	Laser Printers - Black		
02.	02	Nos.	Dot Matrix Printer		
03.	02	Nos.	Inject Printer Colour		
04.	01	No.	Printer PVC ID Card		
Sub Total (1)					
Less : Discount					
Sub Total (2)					
Add SSCL					
Sun Total (3)					
Add VAT					
Grand Total					

Grand Total in Words :

.....

VAT Registration No :

Name of Bidder

Address :

.....

Tel. /Fax E mail :

Signature of Bidder :

ANNEX-A : Form of Bid

To: The Chairman
Procurement Committee,
Ceylon Petroleum Corporation
1st Floor,
No. 609, Dr. Danister De Silva Mawatha,
Colombo 09.
SRI LANKA.

From:

.....

.....

Sir,

A-1 Having familiarized ourselves with the formal request for Instruction to Bidders and Conditions of contract, Technical Specification for Supply of Printers we offer to complete the whole of said supply conformity with the said document.

A-2 Unless and until a formal agreement is prepared and executed this Bid together with your written Letter of Acceptance thereof shall constitute a binding contract with us.

A-3 We understand you are not bound to accept the lowest or any Bid you may receive.

A-4 The Bid we are offering is complete and fulfils the requirements discussed in the Technical specifications of the Bidding Document.

A-5 We agree to abide by this Bid for the period of **Forty Nine (49) days** from the date of opening of the same Bid. Conditions and prices quoted shall remain binding upon us and may be accepted at any time before the expiration of the period.

A-6 We agree to be bound by the Bid, Conditions of Contract, Technical specifications and Performance security.

A-7 We affirm that the said items will be delivered **one (01) month** after we receive notice of acceptance of our Bid from the CPC.

A-8 We offer the lump sum fixed price of (foreign cost in figures)inwords).....
..... and Sri Lanka Rupees (local cost in figures) (in words..... for Supply of Printers as detailed out in this Bidding Document and details of the lump sum price is as given in the schedule of prices. We agree that it is open to the Procurement Committee to reject this offer or to accept.

Dated this day of2026.

Signature.....in the capacity of

.....duly authorized to sign Bids for and on behalf of :

Name

Address
.....
.....

Witnesses:

1.Signature

Name :

Address :

.....

.....

2. Signature :

Name :

Address :

.....

.....

ANNEX-B: Format for Bid Security

[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:..... [Insert (by PE) name and address of CPC/ Purchaser]

Date : [Insert (by issuing agency) date]

BID GUARANTEE NO. : [Insert (by issuing agency) number]

We have been informed that [Insert (by issuing agency) name of the Bid; if a joint venture, list complete legal names of partners] (Hereinafter called "the Bid") has submitted to you its bid dated [Insert (by issuing agency) date] (Hereinafter called "the Bid") for execution/ supply [select appropriately] of [insert name of Contract] under Invitation for Bids No. [Insert IFB number] ("The IFB")

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

At the request of the Bid, 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 Bid is in breach of its obligation(s) under the bid conditions, because the Bid.

has withdrawn its Bid during the period of bid validity specified; or

does not accept the correction of errors in accordance with the Instructions to Bids (hereinafter "the ITB") of the IFB; or

having been notified of the acceptance of its Bid by the CPC/ Purchaser during the period of bid 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 ITB.

This Guarantee shall expire: (a) if the Bid is the successful Bid, upon our receipt of copies of the Contract signed by the Bid and of the Performance Security issued to you by the Bid; or (b) if the Bid is not the successful Bid, upon the earlier of (i) our receipt of a copy of your notification to the Bid that the Bid 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)]

ANNEX – C :Form of Agreement

This agreement made this _____ day of _____ 2026, by and between CPC established by an Act of Parliament namely Act No. 28 of 1961 & having its registered Office at 609, Dr. Danister De Silva Mwt., Colombo 09 in the Government of the Democratic Socialist Republic of Sri Lanka (hereinafter called and referred to as the “CPC” which terms of expression as herein used shall where this context so requires and admits mean & include the CPC & its Successors & assigns) of the one part and _____ of _____ a Company duly incorporated & having its registered Office at _____ (hereinafter called the “Supplier” which terms of expression as herein used shall where this context so requires and admits mean & include the _____ & its successors & assigns) of the other part

Whereas the CPC is desirous that the Works known as the should be supplied by the supplier, and has accepted a Bid by the supplier for the supply of such equipment, and the remedying of any defects therein.

The CPC and the supplier agree, as follows: -

1. In the agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract and Contractor’s scope of work hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as a part of this Agreement.
 - Letter of Acceptance dated _____
 - The Technical specifications
 - The Bid dated-----
 - The Conditions of Contract
 - The Completed schedules and

In consideration of the payments to be made by the CPC to the Supplier as hereinafter mentioned, the supplier hereby covenants with the CPC to supply and remedy any

defects therein, fit for purpose in conformity in all respect according to the provisions of the Contract.

The CPC hereby covenants to pay the Supplier in consideration of the Supply and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

In Witness whereof the parties have hereunto caused this Agreement to be executed the day, month & year afore written.

Authorized Signature of the CPC		Authorized Signature of the Supplier	
In the presence of		In the presence of	
Name		Name	
Signature		Signature	
Address		Address	

ANNEX-D :Format For Performance Guarantee

..... [Issuing Agency's Name and Address of issuing Branch or Office].....

Beneficiary: [Name and Address of CPC]

Date :

PERFORMANCE GUARANTEE NO :

We have been informed that[name of Contractor/ Supplier] (hereinafter called "the Contractor") has entered into Contract No.[reference number of the contract] datedwith you, for the [Insert "construction" / "Supply"] of[name of contract and brief description of Works] (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 Contractor, 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 theday of, 2026 [Insert date, 28 days beyond the scheduled contract completion date] and any demand for payment under it must be received by us at this office on or before that date.

This guarantee shall be governed by the laws of Sri Lanka and shall be subject to the Uniform Rules for Demand Guarantees, published as number 758 by the International Chamber of Commerce, except as stated above.

.....

[Signature(s)]