

CEYLON PETROLEUM CORPORATION
REFINERY DIVISION

PUBLIC TENDER 4401T
SUPPLY OF DESKTOP COMPUTERS & PERIPHERALS
(NATIONAL COMPETITIVE BIDS)

SECTION I

GENERAL CONDITIONS:

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

01.A) ISSUING OF BIDDING DOCUMENTS

Bidding Documents can be obtained up to 06-December-2021. Any Bidder calling for Bidding Documents, shall pay a non-refundable Bidding Document fee of Rs. 1,000/= per set to the Cashier, CPC Head office, No. 609, Dr. Danister de Silva Mawatha, Colombo - 09 or to the Cashier, Refinery Division, Sapugaskanda, Kelaniya.

Note: Alternative Bids / Options

Multiple bids from same manufacturer can be submitted as separate bids which should be supported by a separate bid security guarantee.

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

1.B) BID SECURITY GUARANTEE

Each Bid shall be accompanied with 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Guarantee undertaking that the offer will be held valid for the specified period and that, the offer will not be withdrawn during that period.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 Guarantee issued by a recognized commercial Bank in Sri Lanka approved by the Central Bank of Sri Lanka payable to the Ceylon Petroleum Corporation, in a sum of Sri Lankan Rupees 30,000/=.

The Bid Guarantee shall be unconditionally encashable on demand by Ceylon Petroleum Corporation and valid for Ninety (90) days from the date of closing of bid. A format of Bid Security guarantee is attached (Section IV).

Bid Guaranties received from unsuccessful Bidders will be returned to them after an award is made.

Important:

Failure to submit the Bid Guarantee at the time or before the closing of Bids and in accordance with above said requirements and in the format provided is considered as a major deviation & shall result in the Bid being rejected

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. 4401T FOR THE SUPPLY OF **DESKTOP COMPUTERS & PERIPHERALS** - CLOSING DATE 08-DECEMBER-2021" 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, Ceylon Petroleum Corporation, Refinery Division, Sapugaskanda, Kelaniya, Sri Lanka not later than 1430 hours on 08-December-2021. 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 Refinery Training Centre, Oil Refinery, Sapugaskanda, Kelaniya.*
- 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 08-December-2021 & will be opened immediately thereafter at the Auditorium of Refinery Training Centre.

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 63 days from the date of opening of the Tender.*
- 3.2 *On acceptance of the offer within the period of 63 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 63 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. Bid Security Guarantee*
- 02. Name of Manufacturer and Country of Manufacturing.*
- 03. Certificate from Manufacturer that the Items offered are of current manufacture.*
- 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 document fee.*
- 08. Valid Certificate of Registration issued by the Registrar of Public Contracts (PCA3)*

(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 **04** weeks from the date of issuing the purchase order*

07. PAYMENT

Payment will be made within about 04 weeks after receipt of Desktop Computers & Peripherals to CPC warehouse & satisfactory completion of the order.

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.

CPC reserves the right to evaluate bids on item wise price or lump sum basis & make split orders / single order considering the economic benefit to CPC provided such split orders are acceptable to the bidders (s) selected by CPC.

Bids for part supply of items may be rejected depending on the nature of the requirement.

09. ANY OTHER INFORMATION

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

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

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

SPECIFICATIONS**Items to be purchased:**

Item No.	Qty.	Unit	Description
01	09	No.	Desktop Computer (as per attached specification)
02	09	No.	Uninterrupted Power Supply Unit (as per attached specification)
03	01	No.	A3 Size Dot Matrix Printer (as per attached specification)
04	03	No.	A4 Size Dot Matrix Printer (as per attached specification)
05	03	No.	A4 Size Inkjet Printer (as per attached specification)
06	01	No.	A4 Size Multifunction Printer (as per attached specification)
07	01	No.	A4 Size Colour Scanner (as per attached specification)
08	01	No.	A4 Size Laser Jet Printer (as per attached specification)
09	01	No.	A4 Size Laser Printer (as per attached specification)

Minimum Specification:

Please refer Annex "A"

SECTION III

SCHEDULE OF PRICES - SUPPLY OF DESKTOP COMPUTERS (4401T)

Item No.	Qty Required	Unit	DESCRIPTION	Price (Rs.) without Taxes	
				Unit	Total
01	09	No.	Desktop Computer		
02	09	No.	Uninterrupted Power Supply Unit		
03	01	No.	A3 Size Dot Matrix Printer		
04	03	No.	A4 Size Dot Matrix Printer		
05	03	No.	A4 Size Inkjet Printer		
06	01	No.	A4 Size Multifunction Printer		
07	01	No.	A4 Size Colour Scanner		
08	01	No.	A4 Size Laser Jet Printer		
09	01	No.	A4 Size Laser Printer		

	Amount - Rs.
Less Discount, if any	
Total Price - Without Taxes	
Cost of Transport, if any	
VAT - If applicable	
Total Delivered-at-site Price (with all taxes)	

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

SECTION IV

FORMAT OF BID SECURITY GUARANTEE

[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 Employer/Purchaser]*

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

Tender Reference No......

BID GUARANTEE NO : *[insert (by issuing agency) number]*

We have been informed that [insert (by issuing agency) name of the Bidder; if a joint venture, list complete legal names of partners] (hereinafter called “the Bidder”) 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 Invitations for Bids No. [insert IFG number] (the “IFB”)

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

At the request of the Bidder, we [insert name of issuing agency] hereby irrevocably undertake to pay you any sum of 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 Bidder is in breach of its obligations(s) under the bid conditions, because the Bidder.

- (a) has withdrawn its Bid during the period of bid validity specified; or*
- (b) does not accept the correction of errors in accordance with the Instructions to Bidders (hereinafter “the ITB”) of the IFB; or*
- (c) having been notified of the acceptance of its Bid by the Employer/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 Bidder is the successful bidder, upon our receipt of copies of the Contract signed by the Bidder and of the Performance Security issued to you by the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder that the 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)]

INVITATION FOR NATIONAL COMPETITIVE BIDS

CEYLON PETROLEUM CORPORATION
REFINERY DIVISION

PUBLIC TENDER 4401T

SUPPLY OF DESKTOP COMPUTERS & PERIPHERALS

The Chairman, Department Procurement Committee, Ceylon Petroleum Corporation, Refinery Division, Sapugaskanda, Kelaniya, Sri Lanka will receive sealed Bids from local suppliers for the Purchase of above mentioned items.

Any Bidder submitting a bid, shall pay a nonrefundable document fee of Rs. 1,000.00 on a request letter 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 06-December-2021 & also payments can be made in cash to the Ceylon Petroleum Corporation's People's Bank Account No. 004100110208633 referring tender number & bidders name in short.

Bidding document, which comprises the conditions of the Tender and the specification is available on websites www.ceypetco.gov.lk & www.dgmarket.com.

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 08-December-2021 and will be opened immediately thereafter at the Refinery Training Centre Auditorium.

Due to prevailing crisis situation, representatives are discouraged to attend the bid opening & bidders may be allowed to participate / witness the bid opening through internet video conferencing. Only one representative from a company could be allowed if attendance is really essential. However, a summary of the bid opening can be obtained from the under mentioned after the bid opening.

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 - 4401T

පරිගණක සහ උපාංග (DESKTOP COMPUTERS & PERIPHERALS) 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 ඉහත සඳහන් දෑ සැපයීම සඳහා මුද්‍රා තබන ලද මිල ගණන් කැඳවනු ලැබේ.

කිසියම් ලන්සු තබන්නෙකු, මිල ගණන් ඉදිරිපත් කරන්නේ නම්, අයදුම්පත් සඳහා ආපසු නොගෙවන රු.1,000.00 ක මුදලක් 2021-දෙසැම්බර්-06 දින 1500 වන පැය දක්වා කාර්යාල දිනවලදී අංක 609, වෛද්‍ය ඩැනියෙල් ද සිල්වා මාවත, කොළඹ 09, ස්ථානයෙහි පිහිටි ලංකා ඛනිජ තෙල් නීතිගත සංස්ථාවෙහි ප්‍රධාන කාර්යාලයෙහි 05වන මහලෙහි මුදල් අයකැමිට හෝ පිරිපහදු කාර්යාංශය, සපුගස්කන්ද, කැලණියහි මුදල් අයකැමිට ලිපියක් ඉදිරිපත්කිරීමෙන් මුදලින් කල යුතු අතර සියළු ගෙවීම් ලංකා ඛනිජ තෙල් නීතිගත සංස්ථාවේ 004100110208633 දරණ මහජන බැංකුවේ ගිණුම හරහා ටෙන්ඩර් අංකය සහ ලන්සුකරුගේ නම කෙටියෙන් සඳහන් කරමින් මුදලින් කල හැකිය.

මිල ගණන් කැඳවීමේ පත්‍රයේ කොන්දේසි සහ පිරිවිතර www.ceypetco.gov.lk සහ www.dgmarket.com යන වෙබ් අඩවියන්හි අන්තර්ගත වේ.

තවද ටෙන්ඩර් පත්‍ර පහත සඳහන් අයගෙන්ද ලබා ගත හැකිය.

මිල ගණන්, දෙපාර්තමේන්තු ප්‍රසම්පාදන කමිටුවේ සභාපති විසින් 2021-දෙසැම්බර්-08 දින 1430 පැය දක්වා බාරගන්නා අතර එම මොහොතේම පිරිපහදු පුහුණු ශ්‍රවණාගාරයේදී විවෘත කරනු ලැබේ.

වර්තමාන වසංගත තත්වය මත මිල ගණන් විවෘත කිරීම සඳහා නියෝජිතයන්ගේ පැමිණීම අවමවීම අපේක්ෂා කරන අතර අන්තර්ජාල විධියේ සාකච්ඡා ක්‍රම මාර්ගයෙන් මිල ගණන් විවෘත කිරීමට සම්බන්ධ වියහැක. පැමිණීම අත්‍යවශ්‍යනම් එක් ආයතනයකින් එක් නියෝජිතයෙකුට පමණක් සහභාගී වීමට අවස්ථාව ලබාදිය හැකි නමුත් පහත සඳහන් අයගෙන් විවෘත කරනු ලැබූ මිල ගණන්වල සාරාංශයක් මිල ගණන් විවෘත කිරීමෙන් පසුව ලබාගත හැකිය.

කළමනාකාර (උව්‍ය)
ලංකා ඛනිජ තෙල් නීතිගත සංස්ථාව
පිරිපහදු කාර්යාංශය,
සපුගස්කන්ද, කැලණිය

දු.ක. 011 2 400 110