

The Manager,

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Dear Sir,

**Quotation Request - Supplying and Fixing File Rack System for Planning Division-NTC**

National Transport Commission is a semi government institute calling quotations for the above procurement.

If you are interested to forward a bid on this procurement please collect the Bid document at Procurement section of the National Transport Commission from 10.00 am to 03.00pm (Week days) till **29<sup>th</sup> January 2025** at free of charges or visit NTC web site [www.ntc.gov.lk](http://www.ntc.gov.lk) (Tenders) to download the relevant bidding document.

Quotations should be deposited in the Tender Box at the procurement section or sent by registered post on or before **02.00pm on 30<sup>th</sup> January 2025**. Late quotations will be rejected. Quotations will be opened soon after closing the tender in the presence of the bidders or their representatives who attend to the opening.

The top left-hand corner of the envelop should be marked as **“Quotation for Supplying and Fixing File Rack System for Planning Division-NTC**

Your prompt response is highly appreciated.

If you require any further clarification please contact Ms.Maditha Fonseka on 011 2503969

Thank you,

Yours Faithfully,

Assistant Director (Procurement)  
National Transport Commission

ITV Clause Reference	<b>Section II. Bidding Data Sheet (BDS)</b> <b>A. General</b>
1.1	The Purchaser is: <b>National Transport Commission</b>
	<p>The name and identification number of the Contract are:  Supply of <b>Supplying and Fixing a Suitable File Rack System</b>  <b>NTC/2024/G/38</b></p> <p>The source of funding is: <b>Government of Sri Lanka</b></p> <p style="text-align: center;"><b>B. Contents of Bidding Documents</b></p> <p>For <b>Clarification of bid purposes</b> only, the Purchaser's address is:  Attention: <b>Director (Finance &amp; Procurement)</b>  Address: <b>National Transport Commission, 241, Park Road,</b>  <b>Colombo 05</b></p> <p>Telephone: <b>011 2503969</b>  Facsimile number: <b>0112503969</b>  Electronic mail address:</p> <p><b>Payments:</b> All Payment will be done after Completion fixing the requested rack System and it need 20% advance, the bidder Should Provide a valid advance Payment Guarantee obtained from a recognized commercial bank in Sri Lanka</p> <p style="text-align: center;"><b>C. Preparation of Bids</b></p>
1.2	<i>The bidders may quote for attached BOQ</i>
	<p>The amount of the <b>Bid Security</b> shall be: <b>Rs.20,000/= valid till 30<sup>th</sup> July 2025.</b></p> <p>The bids should accompany a Bid Security amount of <b>Rs.20,000/=</b> obtained from a recognized bank operates in Sri Lanka valid for 180 days from <b>30<sup>th</sup> July 2025</b> in favor of the Chairman, National Transport Commission.</p>
	The amount of <b>Performance Guarantee</b> shall be 10% of the Contract Price.

<b>D. Submission and Opening of Bids</b>	
The inner and outer envelopes shall bear the following identification marks: <b>Supply and Fixing File Rack System.</b>	
For bid submission purposes, the Purchaser's address is: Attention: <b>Chairman, National Transport Commission</b> Address: <b>241, Park Road, Colombo 05</b> The deadline for the submission of bids is Date: <b>30/01/2025</b> Time: <b>02.00pm</b>	
<b>1.3</b>	The bid opening shall take place at: Address: <b>National Transport Commission, Procurement Section 241, Park Road, Colombo 05</b> Date: <b>30/01/2025</b> Time: <b>02.00pm</b>
<b>E. Evaluation and Comparison of Bids</b>	
<b>1.4</b>	The adjustments shall be determined using the following criteria, from amongst those set out in Section III, Evaluation and Qualification Criteria:  <ul style="list-style-type: none"> <li><b>a) Company Registration</b></li> <li><b>b) Price &amp; Delivery schedule</b></li> <li><b>c) Experience of the organization in similar project within last 06 years</b></li> </ul>

**NATIONAL TRANSPORT COMMISSION**

**Supply & Placing Cupboard for Second Floor –Planning Division**

ITEM NO	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1	<p><b>Proposed file Rack System for second Floor</b></p> <p>Supply &amp; Placing steel file racks consisting of 25mm x25mm heavy duty MS Box bar and 12 mm tk. plywood sheet laminated Melamine sheet width of the cupboards 370mm Rate to be included two coats of enamel &amp; one coat of Zink Phosphate</p> <p>All sizes &amp; Specifications to be match with the attached drawing height of the cupboard is 2427mm &amp; length of the each cupboard is 900mm approximately (consist 02 doors as per detailed drawing)</p>				
1.1	10800x2427 (12*900 cupboards)	No	1		
1.2	3600x2427 (4*900 cupboards)	No	1		
1.3	2700x2427( 3*900 cupboards)	No	2		
1.4	900x2450	No	1		
	<b>Total Cost without VAT</b>				
	Contingencies 10%				
	<b>Total cost with Contingencies 10%</b>				
	VAT (If Applicable)				
	<b>Total Cost with VAT</b>				

VAT Registration No .....

Signature ..... Name.....

Address .....

*Seal*

## Bid Submission Form

*[The Bidder 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 Bid Submission]*

No.....: *[insert number of bidding process]*

To:

.....  
*[\* insert complete name of Purchaser]*

We, the undersigned, declare that:

(a) We have examined and have no reservations to the Bidding Documents, including Addenda No.:  
.....*[insert the number and issuing date of each Addenda];*

We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services

**Designing, Supplying and Fixing a File Rack System**

(b) The total price of our Bid without VAT, including any discounts offered is:.....

..... *[insert the total bid price in words and figures];*

(c) The total price of our Bid including VAT, and any discounts offered is: .....

*[insert the total bid price in words and figures];*

(d) 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;

(f) We understand that this bid, 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.

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

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

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

Name: .....*[insert complete name of person signing the Bid Submission For*

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

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*

## Bid 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: ----- [ name and address of 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 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 the supply of [insert name of Supplier] 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 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 Bidder is in breach of its obligation(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"); or
- (c) having been notified of the acceptance of its Bid by the 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) ]

## Performance Security

[The issuing agency, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]

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

\* Beneficiary:----- [Name and Address of Employer] -----

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 or before that date.

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

### Contract Agreement

THIS CONTRACT AGREEMENT is made  
the [Designing, Supplying and Fixing a File Rack System]

day of [ ..... ], [ 2024 ].

**BETWEEN**

(1) [..... insert complete name of Purchaser ], a [ insert description of type of legal entity, for example, an agency of the Ministry of ..... or corporation and having its principal place of business at [ insert address of Purchaser ] (hereinafter called “the Purchaser”), and

(2) [..... insert name of Supplier ], a corporation incorporated under the laws of [..... insert: country of Supplier ] and having its principal place of business at [..... insert: address of Supplier ] (hereinafter called “the Supplier”).

**WHEREAS** the Purchaser invited bids for certain Goods and ancillary services, viz., [.....insert brief description of Goods and Services] and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of [.....insert Contract Price in words and figures, expressed in the Contract currency(ies) ] (hereinafter called “the Contract Price”).

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract:
  - (a) This Contract Agreement
  - (b) Contract Data
  - (c) Technical Requirements (including Schedule of Requirements and Technical Specifications)
  - (d) The Supplier’s Bid and original Price Schedules
  - (e) The Purchaser’s Notification of Award
3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.
4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.
5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services 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 hereto have caused this Agreement to be executed in accordance with the laws of Democratic Socialist Republic of Sri Lanka on the day, month and year indicated above.

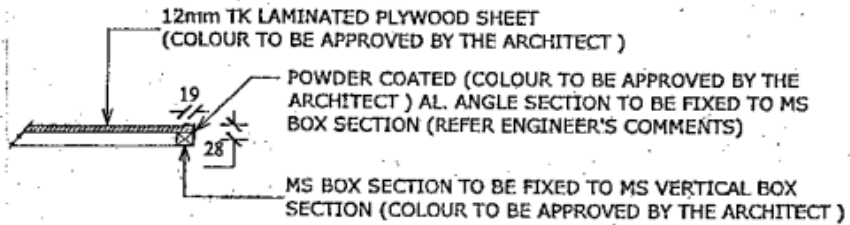
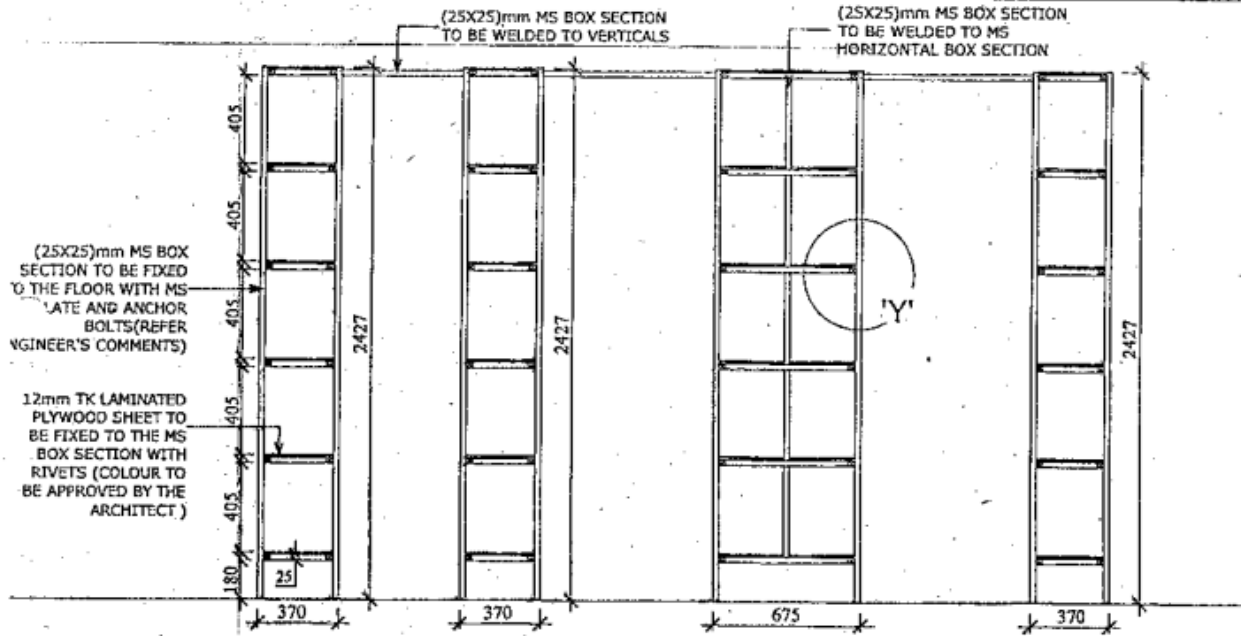
For and on behalf of the Purchaser

Signed: .....[insert signature]  
in the capacity of ..... [ insert title or other appropriate designation ]  
in the presence of [insert identification of official witness]

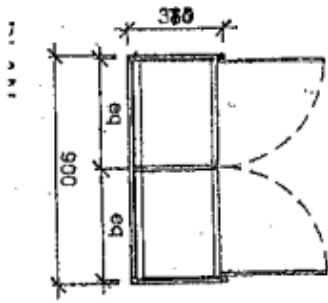
For and on behalf of the Supplier

Signed: [.....insert signature of authorized representative(s) of the Supplier]  
in the capacity of [..... insert title or other appropriate designation ]  
in the presence of [ .....insert identification of official witness





**DETAIL AT 'Y'**  
SCALE 1:10



ELEVATION - A

