

මගේ අංකය : TF/AD/11/12  
2026.06.19 දින.

**ජායා පිටපත් යන්ත්‍රයක් සඳහා මිල ගණන් කැඳවීම**

ටවර් හෝල් රහහල පදනමට අවශ්‍ය ජායා පිටපත් යන්ත්‍රයක් මිලදී ගැනීම සඳහා මිල ගණන් කැඳවීමට පාලනාධිකාරිය තීරණය කර ඇත. ඊට අදාළ ලංසු ලියවිලි හා කොන්දේසි ටවර් හෝල් රහහල පදනමේ වෙබ් අඩවියේ ([www.towerhall.lk](http://www.towerhall.lk)) පළකර ඇති අතර එම ලංසු ලියවිලි හා කොන්දේසි භාගත කර හෝ පහත සඳහන් ටවර් හෝල් රහහල පදනම ප්‍රධාන කාර්යාලයෙන් ලබාගෙන මිල ගණන් ඉදිරිපත් කල හැක.

ඒ අනුව ජායා පිටපත් යන්ත්‍රයක් මිලදී ගැනීම සඳහා මිල ගණන් නියමිත ආකෘතියෙහි සඳහන් කර මුද්‍රා තැබූ මිල ගණන් වර්ෂ 2026.07.13 දින පෙ.ව.10.30 ට පෙර “සභාපති ,ප්‍රසම්පාදන කමිටුව, ටවර් හෝල් රහහල පදනම, සවිසිරිපාය, අංක 123, විජේරාම මාවත, කොළඹ -07 ” යන ලිපිනයේ පිහිටි ටවර් හෝල් රහහල පදනම ප්‍රධාන කාර්යාලයේ තබා ඇති ටෙන්ඩර් බහාලනයට අතින් ගෙනැවිත් හෝ එදින පෙ.ව.10.30 ට පෙර ලැබෙන සේ ලියාපදිංචි තැපෑලෙන් එවන මෙන් කාරුණිකව ඉල්ලා සිටිමි. මිල ගණන් ලබාගැනීම අවසන් වූ සැනින් මිල ගණන් විවෘත කරනු ලබයි. ප්‍රමාද වී ලැබෙන මිල ගණන් ප්‍රතික්ෂේප කරනු ලබන අතර ලංසු විවෘත කරන අවස්ථාව සඳහා ලංසුකරුට හෝ ඔහුගේ බලයලත් අයෙකුට සහභාගී විය හැකිය.

මිල ගණන් බහාලන කවරයේ ඉහළ වම් කෙලවරේ “ජායා පිටපත් යන්ත්‍රයක් සඳහා මිල ගණන් ” ලෙස සඳහන් කරන ලෙස වැඩිදුරටත් කාරුණිකව දන්වා සිටිමි.

ලංසු වලංගු කාලය දින 60 යි.

නිපුණ දිසානායක  
අධ්‍යක්ෂ(පාලන හා සංවර්ධන)  
දු.ක. : 0112682324  
ෆැක්ස් අංකය : 0112678517  
විද්‍යුත් තැපෑල : towersl@slt.net.lk



Procurement of Goods  
Under  
National Shopping Procedures

Invitation of Quotations

For

**SUPPLY, INSTALLATION, SERVICE AND MAINTANANCE OF BRAND  
NEW AND BRANDED PHOTOCOPY MACHINE**

**BID NO: TF/AD/11/12/2026**

**Tower Hall Theatre Foundation  
“sausiripaya”  
No.123,Wijerama Mawatha,Colombo-07**

**Section I. Instructions to Vendors**  
**(ITV)**

<b>A: General</b>	
1. Scope of Bid	1.1 The Purchaser named in the Data Sheet invites you to submit a quotation for the supply of Goods as specified in Section III Schedule of Requirements. Upon receipt of this invitation you are requested to acknowledge the receipt of this invitation and your intention to submit a quotation. The Purchaser may not consider you for inviting quotations in the future, if you failed to acknowledge the receipt of this invitation or not submitting a quotation after expressing the intention as above.
<b>B: Contents of Documents</b>	
2. Contents of Documents	2.1 The documents consist of the Sections indicated below. <ul style="list-style-type: none"> <li>• Section I. Instructions to Vendors (ITV)</li> <li>• Section II. Data Sheet</li> <li>• Section III. Schedule of Requirements</li> <li>• Section IV. Technical Specifications &amp; Compliance with Specifications</li> <li>• Section V. Quotation submission Form</li> </ul>
<b>C: Preparation of Quotation</b>	
Documents Comprising your Quotation	3.1 The Quotation shall comprise the following: <ul style="list-style-type: none"> <li>(a) Quotation Submission Form and the Price Schedules;</li> <li>(b) Technical Specifications &amp; Compliance with Specifications</li> </ul>
4. Quotation Submission Form and Price Schedules	4.1 The vendor shall submit the Quotation Submission Form using the form furnished in Section V. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.  4.2 <b>Alternative offers shall not be considered. The vendors are advised not to quote different options for the same item but furnish the most competitive among the options available to the bidder.</b>
5. Prices and Discounts	5.1 Unless specifically stated in Data Sheet, all items must be priced separately in the Price Schedules. 5.2 The price to be quoted in the Quotation Submission Form shall be the total price of the Quotation, including any discounts offered. 5.3 The applicable VAT shall be indicated separately. 5.4 Prices quoted by the vendor shall be fixed during the vendor's performance of the Contract and not subject to variation on any account. A Quotation submitted with an adjustable price shall be treated as non responsive and may be rejected.

6. Currency	6.1 The vendors shall quote only in Sri Lanka Rupees.
7. Documents to Establish the Conformity of the Goods	<p>7.1 The vendor shall furnish as part of its quotation the documentary evidence that the Goods conform to the technical specifications and standards specified in Section IV, “Technical Specifications &amp; Compliance with Specifications”.</p> <p>7.2 The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods, demonstrating substantial responsiveness of the Goods to the technical specifications, and if applicable, a statement of deviations and exceptions to the provisions of the Technical Specifications given.</p> <p>7.3 If stated in the Data Sheet the vendor shall submit a certificate from the manufacturer to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in Sri Lanka.</p>
8. Period of Validity of quotation	8.1 Quotations shall remain valid for the period of sixty (60) days after the quotation submission deadline date.
9. Format and Signing of Quotation	9.1 The quotation shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the vendor.

#### **D: Submission and Opening of Quotation**

10. Submission of Quotation	10.1 Vendors may submit their quotations by mail or by hand in sealed envelopes addressed to the Purchaser bear the specific identification of the contract number.
	10.2 If the quotation is not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the quotation.
11. Deadline for Submission of Quotation	11.1 Quotation must be received by the Purchaser at the address set out in Section II, “Data Sheet”, and no later than the date and time as specified in the Data Sheet.
12. Late Quotation	12.1 The Purchaser shall reject any quotation that arrives after the deadline for submission of quotations, in accordance with ITV Clause 11.1 above.
13. Opening of Quotations	<p>13.1 The Purchaser shall conduct the opening of quotation in public at the address, date and time specified in the Data Sheet.</p> <p>13.2 A representative of the bidders may be present and mark its attendance.</p>

### **E: Evaluation and Comparison of Quotation**

14. Clarifications	<p>14.1 To assist in the examination, evaluation and comparison of the quotations, the Purchaser may, at its discretion, ask any vendor for a clarification of its quotation. Any clarification submitted by a vendor in respect to its quotation which is not in response to a request by the Purchaser shall not be considered.</p> <p>14.2 The Purchaser's request for clarification and the response shall be in writing.</p>
15. Responsiveness of Quotations	<p>15.1 The Purchaser will determine the responsiveness of the quotation to the documents based on the contents of the quotation received.</p> <p>15.2 If a quotation is evaluated as not substantially responsive to the issued , it may be rejected by the Purchaser.</p>
16. Evaluation of quotation	<p>16.1 The Purchaser shall evaluate each quotation that has been determined, to be substantially responsive.</p> <p>16.2 To evaluate a quotation, the Purchaser may consider the following:</p> <ul style="list-style-type: none"><li>(a) the Price as quoted;</li><li>(b) price adjustment for correction of arithmetical errors;</li><li>(c) price adjustment due to discounts offered.</li></ul> <p>16.3 The Purchaser's evaluation of a quotation may require the consideration of other factors, in addition to the Price quoted if stated in Section II, Data Sheet. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods</p>
17. Purchaser's Right to Accept any Quotation, and to Reject any or all Quotations	<p>17.1 The Purchaser reserves the right to accept or reject any quotation, and to annul the process and reject all quotations at any time prior to acceptance, without thereby incurring any liability to bidders</p>

## **F: Award of Contract**

18. Acceptance of the Quotation	18.1 The Purchaser will accept the quotation of the vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued.
19. Notification of acceptance	19.1 Prior to the expiration of the period of validity of quotation, the Purchaser will notify the successful vendor, in writing, that its quotation has been accepted.
<b>G. Corrections to Documents</b>	
20. Acceptance of the Quotation	20.1 Erroneous figures must be struck off by a single line and the Correct figure must be Written and Clearly initialed. All alternations and adjustments must be authenticated. Correction ink shall not be used. Otherwise, the quotations are liable to be treated as invalid and therefore rejected.
<b>H. Qualification Criteria</b>	
21. Required Qualifications for Vendor (written verifications should be Attached)	21.1 Vendor should be registered under business names ordinance, partnership act or under company act of Sri Lanka. 21.2 Vendor Should have a recent five (05) year experience in supplying similar equipment for minimum three (03) government organizations or/and reputed private companies. 21.3 Vendor should be an authorized Sri Lanka agent / dealer of the said equipment manufacturer or manufacturer himself.

## Section II : Bidding Data

### Photo Copy Machine at the Tower Hall Theatre Foundation

ITV Clause Reference	
1.1	<b>The Purchaser is : Director General Tower Hall Theatre Foundation</b> Address : "Sausiripaya" No.123, Wijerama Mawatha, <b>Colombo-07</b>
5.1	If the bidder is allowed to quote for less than the all items specified, indicate the details.  Bidder should quote for <b>Photocopy Machines</b>
7.3	Manufacture's Authorization is required.
11.1	Address for submission of Quotation is: <b>Chairman, Procurement Committee, Tower Hall Theatre Foundation</b> "Sausiripaya" No.123, Wijerama Mawatha, <b>Colombo-07</b>  Deadline for submission of quotations is <b>13.07.2026 on 10.30 a.m</b>
13	The quotations shall be opened at the following address: <b>Chairman, Procurement Committee, Tower Hall Theatre Foundation</b> "Sausiripaya" No.123, Wijerama Mawatha, <b>Colombo-07</b>
15.1	The method and condition of payment to be made to the supplier under this contract shall be as follows;  A. Payment shall be made in Sri Lankan Rupees(SLR) within thirty (30) days of presentation of claim supported by a certificate from the Purchaser (THTF) declaring that the goods have been delivered. Successfully installed, functioning properly and that all other contracted Services have been performed.
16	Other factors that will be considered for evaluation are :  ➤ Strictly Qualified as per the Qualification Criteria  ➤ Compliances with the Specifications  ➤ After Sales Services / Maintenance  ➤ Life Cycle Cost(initial cost, running cost, maintenance cost and disposal Cost)  ➤ Delivery, Installation, Commissioning, Testing and Training

**Section III:**  
**Schedule of Requirements**

Type Item no	Product Description	Unit	Finally, the place of delivery	Transportation and other services	Date of delivery	
					Last date for delivery of goods	Date of Submission of Notice by Bidder (To be filled by Bidder)
1	<b>Photocopy Machine</b>	01	<b>Tower Hall Theatre Foundation,,Colombo-07.</b>			

Name of Bidder: .....

Signature of Bidder .....

Name of Signatory : ..... \ Date .....


(Company Seal)

## Section IV.

### **Technical Specifications & Compliance with Specification** **Specification for A3 Multifunctional Printer (Photocopier + Printer + Scanner)**

Description	Required minimum specifications	Yes/No		Remarks
Make & Country of Origin	Please Specify			
Technology	Digital laser A3 printing			
Control Panel	Color smart panel			
Copy & Print Speed	35 CPM /PPM or better			
Features	Print/Scan/Copy			
Continues copy & print	1 – 550 or better			
Auto Duplex copy & print	Should be in-built from both cassettes & Bypass Required up to 55 - 220gsm			
DADF/RADF	Required			
Standard Memory (RAM)	Minimum 2 GB			
Paper Supply	550 sheets x 2 trays (80gsm)			
Paper Weight (GSM)	55 – 220 GSM should be supported			
By pass Tray	100 sheets or better with Auto paper Size recognition			
Support OS	Windows 7/ 8 / 10 / 11 / macOS			
Private Printing (Confidential print)	Should be standard with pass word protection when printing through network			
User passwords	Minimum 30 User passwords with restrictions Copy Print scan			
Printing Interface	Ethernet 10 Base-T /100 Base TX/1000BaseT  Wireless LAN standard  WIFI Direct facility (Should be able to connect with devices when network is down)			
Direct Printing	Should be able to print directly from USB pen drive and should support formats such as PDF, XPS			
Dual network Access	Should be able to connect through Ethernet line (RJ45) and Wi-Fi at the same time. (Ability to use two IP address simultaneously)			
Color Scan Destination	Internet, PC (SMB, FTP), FTP Server, Scan to Cloud			

Scan File Format	Compact PDF Searchable PDF			
Scan Feature	E-mail, OCR			
Power Consumption – Sleep Mode	Less than 1w			
Black Toner	Capacity: Min.35,000 copies (A4 @ 5% Coverage)			
Remaining toner Display	Should show Toner Level % wise			
Starter Toner	Original Full capacity Toner			
Current Market Toner Price	Please Specify			
Toner Save Facility	Should be available			
Black Developer	Capacity: Min.100,000 copies			
Drum	Capacity: Min.100,000 copies			
Current Market Drum Price	Please Specify			
User Videos Inbuilt in Machine	Should be available			
Photocopier Stand	Should Be available (FOC)			
Warranty	Three (03) year Onsite Comprehensive warranty or better Including replacement of all defective parts. All repairs should be completed within 72 hours. All defective parts should be replaced by brand new parts during the warranty.			
Manufacture Experience	Manufacturer should have minimum of ten years' experience in manufacturing of the same brand. (Proof document should be attached)			
Bidders Experience	The bidder should have successfully sold same similar Product for last 5years. Bidder or its parent company or its subsidiary should have Island wide owned branch network. Documentary evidence to be Provided.			

 **Cost for one copy (Black & White) to be submitted along with the cost of the consumable's parts**

### **Terms and Conditions**

1. Annual service charges should be minimal and service contracts should be provided for at least 05 consecutive years at the same service charge.
2. The spare parts and accessories must be in the market for at least 5 years and you must be able to supply them.

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3. If the printer needs to be taken out of the factory for maintenance or if it takes more than 7 days for spare parts to be supplied, a temporary machine should be provided until repairs are made and delivered.

## **A. Quotation Submission Form**

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

**Date:** ..... 2026

**To: Director General, Tower Hall Theatre Foundation, No.123, Wijerama Mawatha, Colombo-07.**

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the document issued;
- (b) We offer to supply in conformity with the documents issued and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods  
.....  
.....
- (c) The total price of our quotation including any discounts offered is  
Rupees  
.....  
.....
- (d) Our quotation shall be valid for the period of time specified in ITV Sub-Clause 8.1, from the date fixed for the quotation submission deadline in accordance with ITV Sub-Clause 11.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (e) We understand that this quotation, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us.
- (f) We understand that you are not bound to accept the lowest evaluated quotation or any other quotation that you may receive.

Signed: .....

Capacity : .....

Name: .....

[insert complete name of person signing the Bid Submission Form]

Dated:.....

Company Seal

## Manufacturer's Authorization

[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid, if so indicated in the BDS.]

Date:

No.:

To:

WHEREAS

We [insert complete name of Manufacturer], who are official manufacturers of [insert type of goods manufactured], having factories at [insert full address of Manufacturer's factories], do hereby authorize [insert complete name of Bidder] to submit a bid the purpose of which is to provide the following Goods, manufactured by us [insert name and or brief description of the Goods], and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 27 of the Conditions of Contract,

with respect to the Goods offered by the above firm.

Signed: [insert signature(s) of authorized representative(s) of the Manufacturer]

Name: [insert complete name(s) of authorized representative(s) of the Manufacturer]

Title: [insert title]

Duly authorized to sign this Authorization on behalf of: [insert complete name of Bidder]

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