



# **National Audit Office**

## **BIDDING DOCUMENT National Competitive Bidding (NCB)**

**Procurement of Supply, Installation, Commissioning and  
Maintenance of a Colour Printing Machine for the National  
Audit Office.**

**IFB No: S2/A15/2021/02**

National Audit Office,  
No. 306/72,  
Polduwa Road,  
Battaramulla.

**October 2021**

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## National Audit Office

### Invitation for Bids (IFB)

### Procurement of Supply, Installation, Commissioning and Maintenance of a Colour Printing Machine for the National Audit Office

**IFB No: S2/A15/2021/02**

1. The **Chairman, Procurement Committee** on behalf of the **National Audit Office** now invites sealed bids from eligible and qualified bidders for the **Procurement of Supply, Installation, Commissioning and Maintenance of a Colour Printing Machine for the National Audit Office** as specified in the Bidding Document.

Delivery & Installation period: Within **02 months** from the Date of Signing the Contract.

2. Bidders must meet the following minimum qualification criteria:
  - Participation as a Supplier, in at least One (1) Colour Printing Machine which valued at least LKR 20 million that have been successfully completed within the last Five ( 5) years,
  - Minimum average annual turnover of LKR 60 million calculated as total certified payments received for the contracts in progress or completed, within the last 3 years.
3. Bidding will be conducted through the **National Competitive Bidding (NCB)** procedures specified in the **National Procurement Guidelines**, and are opened to all eligible bidders as defined in the Guidelines.
4. Interested eligible bidders could obtain further information from **Assistant Auditor General(ITE)**, Tel : **+94 112 878575**, Electronic mail address: [vjauditsl@gmail.com](mailto:vjauditsl@gmail.com) from 0900 to 1500hrs in working days, Commencing from **11<sup>th</sup> October, 2021**. Bidding document is also available on NAO Website (<http://www.auditorgeneral.gov.lk>) only for inspection purposes.
5. A complete set of Bidding Documents in English can be purchased by interested Bidders on the submission of a written application on a business letterhead, and upon payment of a non-refundable fee of **LKR 7,000.00**, the method of payment will be cash.
6. Bids must be delivered to the address below at or before **14.00 hrs. on 02<sup>nd</sup> November 2021**. Late bids will be rejected. Bids will be opened soon after the bid closing in the presence of the bidders' representatives, who choose to attend at **14.00 hrs. on 02<sup>nd</sup> November 2021**. All bids must be accompanied by a Bid Security of not less than **Sri Lankan Rupees Four Hundred Thousand (LKR 300,000.00)**.

## **Section II. Bidding Data Sheet (BDS)**

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7. A pre-bid meeting which potential Bidders may attend will be conducted On-Line via. Zoom - at 1100 a.m. on **25<sup>th</sup> October, 2021.**

**Chairman,  
Procurement Committee,  
National Audit Office (NAO),  
No.306/72, Polduwa Road ,  
Battaramulla**

## Section II. Bidding Data Sheet (BDS)

The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

ITB Clause Reference	A. General
ITB 1.1	The Purchaser is: <b>National Audit Office</b>
ITB 1.1	The name and identification number of this procurement are: <b>Procurement of Supply, Installation, Commissioning and Maintenance of a Colour Printing Machine</b> <b>IFB No: S2/A15/2021/02</b>
ITB 2.1	The source of funding is: <b>Government of Sri Lanka</b>
ITB 4.4	Foreign bidders are <b>not allowed</b> to participate in this bidding.
	B. Contents of Bidding Documents
ITB 7.1	For <u>Clarification of bid purposes</u> only, the Purchaser's address is:  Attention: <b>Auditor General</b> Address : <b>National Audit Office</b> <b>No.306/72, Polduwa Road ,</b> <b>Battaramulla</b>  Telephone: <b>0112 887028-34</b> Electronic mail address: <b>ags@auditorgeneral.gov.lk</b> pre-bid conference will be held on: 25 <sup>th</sup> October, 2021.  A pre-bid meeting which potential Bidders may attend will be conducted On-Line via. Zoom at 1100 a.m. on 25 <sup>th</sup> October, 2021
	C. Preparation of Bids
ITB 11.1 (e)	The Bidder shall submit the following additional documents: (i) written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with ITB Clause 21; (ii) Documentary evidence in accordance with ITB Clause 16 establishing the Bidder's eligibility to bid; (iii) The bidder should furnish documentary evidence on all past supplies of comparable value as the bid, over the last five years, together with evidence of satisfactory performance, such as

## Section II. Bidding Data Sheet (BDS)

	<p>certificate of acceptance.</p> <p>(iv) Copies of original documents defining the constitution or legal status, place of registration and principle place of business of the company, firm or partnership, etc.</p> <p>(v) Details of service centers and information on service support facilities that would be provided after the warranty period.</p> <p>(vi) Reports on financial standing of the bidder such as Profit and Loss statements, Bankers certificates, balance sheets, auditor's reports, etc. for the past three years.</p> <p>(vii) Manufactures Authorizations for the <b>Colour Printing Machine</b></p> <p>(viii) The bidder should furnish a brief write up explaining available facilities, capacity, resource personnel and experience for the manufacturing/ maintaining and supply of the equipment within the specified time.</p>
<b>ITB 14.1</b>	<p>Add the following to ITB 14.1</p> <p>The price of the goods quoted Delivered Duty Paid (DDP) at the final destination given in the Schedule of Requirements. The term DDP shall be governed by the rules prescribed in the current edition of Inco terms published by the International Chamber of Commerce, Paris</p>
<b>ITB 14.3</b>	<p>The Bidders may quote following minimum quantities:</p> <p>Bidder are requested to quote 100% of the items indicated in the price schedule</p>
<b>ITB 14.4</b>	<p>All taxes other than VAT shall be included to the bid price mentioning separately.</p>
<b>ITB 15.1</b>	<p>The bidder shall quote the total bid price <b>only in Sri Lankan Rupees.</b></p>
<b>ITB 17.3</b>	<p>Period of time the Goods are expected to be functioning <b>at least three years including warranty period.</b></p> <p>Supplier shall carry sufficient inventories to assure ex-stock supply of consumables and spares in Sri Lanka.</p>
<b>ITB 18.1 (a)</b>	<p>Bidder shall submit the Manufactures Authorizations for the <b>Colour Printing Machine</b></p>
<b>ITB 18.1 (b)</b>	<p>After sales service is: <b>required</b></p>
<b>ITB 19.1</b>	<p>The bid shall be valid until: <b>31 December, 2021</b></p>
<b>ITB 20.1</b>	<p>The Bid shall include a Bid Security (issued by a bank) included in Section IV Bidding Forms.</p> <p>The Bid Security of a Joint Venture (JV) must be in the name of the JV that submits the bid. If the JV has not been legally constituted at the time of bidding, the Bid Security shall be in the names of all future partners as</p>

## Section II. Bidding Data Sheet (BDS)

	named in the letter of intent mentioned in Section IV “Bidding Forms,” Bidder Information Form Item 7.
<b>ITB 20.2</b>	The amount of the Bid Security shall be: <b>LKR 300,000.00</b> <i>The validity period of the bid security shall be until 31 December, 2021</i>
	<b>D. Submission and Opening of Bids</b>
<b>ITB 22.2 (c)</b>	The <b>Original</b> and <b>one Copy</b> of the bid shall be submitted. Also the Name and number of the Bid : <b>Procurement of Supply, Installation, Commissioning and Maintenance of a Colour Printing Machine</b> <b>IFB No. S2/A15/2021/02</b> should be stated in the top left hand corner of the envelopes.
<b>ITB 23.1</b>	For bid submission purposes, the Purchaser’s address is: Attention: <b>Chairman, Procurement Committee</b> Address: <b>National Audit Office</b> <b>No.306/72, Polduwa Road, Battaramulla</b> The deadline for the submission of bids is: Date: <b>02<sup>nd</sup> November 2021</b> Time: <b>14.00 hrs.</b> In the Event of the specified date for the submission of bids, being declared a holiday for the Purchaser, the bids will be received up to the appointed time on the next working day.
<b>ITB 26.1</b>	The bid opening shall take place at: Address: <b>Room No . 410</b> <b>National Audit Office</b> <b>No.306/72, Polduwa Road,</b> <b>Battaramulla</b> Date: <b>02<sup>nd</sup> November 2021</b> Time: <b>14.00 hrs.</b> <b>“Telex, Cable , E-mail or facsimile bids will be rejected”</b>
	<b>E. Evaluation and Comparison of Bids</b>
<b>ITB 34.1</b>	Domestic preference <b>shall not</b> be a bid evaluation factor.
<b>ITB 35.3(d)</b>	The adjustments shall be determined using the following criteria, from amongst those set out in Section III, Evaluation and Qualification Criteria:  (a) Deviation in Delivery schedule: <b>No</b> (b) Deviation in payment schedule: <b>No</b> (c) the cost of major replacement components, mandatory spare parts, and service: <b>No</b>

**Section II. Bidding Data Sheet (BDS)**

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<b>ITB 35.4</b>	The following factors and methodology will be used for evaluation: All criteria's are indicated in the Section III
<b>ITB 35.5</b>	<b>Not Applicable</b>



## Section III. Evaluation and Qualification Criteria

This Section complements the Instructions to Bidders. It contains the criteria that the Purchaser uses to evaluate a bid and determine whether a Bidder has the required qualifications. No other criteria shall be used.

### 1. Evaluation Criteria (ITB 35.3 (d))

The Purchaser's evaluation of a bid shall take into account, in addition to the Bid Price quoted in accordance with ITB Clause 14, one or more of the following factors as specified in ITB Sub-Clause 35.3(d), using the following criteria and methodologies.

- (a) Delivery schedule  
**Not Applicable**
- (b) Deviation in payment schedule.  
**Not Applicable**
- (c) Cost of major replacement components, mandatory spare parts, and service.  
**Applicable**

### 2. Evaluation Criteria (ITB 35.4)

Substantially responsive lowest evaluated bid

### 3. Multiple Contracts (ITB 35.5)

No additional factors and Select the substantially responsive lowest evaluated bid

### 4. Post qualification Requirements (ITB 37.2)

#### (A) Financial Capability

The Bidder shall furnish documentary evidence that it meets the following financial requirements:

- (a) Minimum average annual turnover of **LKR 60 million** calculated as total certified payments received for contracts in progress or completed, within the last 3 years. ( Bidder shall submit Audited financial statements for last 3 years)
- (b) The bidder must demonstrate access to or availability of financial resources such as liquid assets, un-encumbered real assets, line of credit and other financial means, other than any contractual advance payment to meet the cash flow requirement of not less than Sri Lanka Rupees Ten Million (LKR 10 Million) or equivalent, and net of the bidder's other commitments for this project.

**(B) Experience and Technical Capacity**

The Bidder shall furnish documentary evidence to demonstrate that it meets the following experience requirements:

- Participation as a Supplier, in at least One (1) Colour Printing Machine, which valued at least LKR 20 Million that have been successfully completed within the last Five ( 5) years.

**5. Domestic Preference (ITB 34.1)**

**Not Applicable**

## Section IV. Bidding Forms

### 4.1 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: \_\_\_\_\_

**IFB No: S2/A15/2021/02**

To: **Auditor General  
National Audit Office  
No.306/72, Polduwa Road  
Battaramulla**

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 for the **Procurement of Supply, Installation, Commissioning and Maintenance of a Colour Printing Machine for the National Audit Office.**

- (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 bid shall be valid for the period of time specified in ITB Sub-Clause 19.1, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 23.1, and it shall remain binding upon us and shall be accepted at any time before the expiration of that period;
- (e) If our bid is accepted, we commit to obtain a performance security in accordance with ITB Clause 43 and CC Clause 17 for the due performance of the Contract;
- (f) We have no conflict of interest in accordance with ITB Sub-Clause 4.2;
- (g) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared blacklisted by the Department of Public Finance;

- (k) 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.
- (l) 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 Form]*

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

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

## 4.2 Price Schedule

		Rs.
Total price for complete (Supply, Installation, Commissioning) Digital Production Printer (colour) without Tax (with UPS)		
TAX	Value added tax (VAT) Other Tax (Specify)	
Total price for complete Digital Production Printer (colour) with Tax (with UPS)		

**Note**

*All charges with regard to the supply of spare parts, labor, travel, per diem and accommodation to supplier's staff etc; shall be borne by the supplier during the period of 3 years warranty period. The FMEP shall not pay any additional expenditure for services rendered during the 3 year warranty period.*



### 4.3 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:** Auditor General  
National Audit Office  
No. 306/72, Polduwa Road  
Battaramulla

**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. **IFB No: S2/A15/2021/02**

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)]*

## 4.4 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: \_\_\_\_\_

**IFB No: S2/A15/2021/02**

**To: Auditor General  
National Audit Office  
No. 306/72, Polduwa Road  
Battaramulla**

### 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]*



## 4.5 Bidder Information Form

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

Date: \_\_\_\_\_

**IFB No: S2/A15/2021/02**

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Bidder's Legal Name <i>[insert Bidder's legal name]</i>
2. In case of JV, legal name of each party: <i>[insert legal name of each party in JV]</i>
3. Bidder's actual or intended Country of Registration: <i>[insert actual or intended Country of Registration]</i>
4. Bidder's Year of Registration: <i>[insert Bidder's year of registration]</i>
5. Bidder's Legal Address in Country of Registration: <i>[insert Bidder's legal address in country of registration]</i>
6. Bidder's Authorized Representative Information  Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
7. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i>  <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 1, above, in accordance with ITB Sub-Clauses 4.1 and 4.2.  <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITB Sub-Clause 4.1.  <input type="checkbox"/> In case of government owned entity from the Purchaser's country, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB Sub-Clause 4.5.

## 4.6 Joint Venture Partner Information Form

*[The Bidder shall fill in this Form in accordance with the instructions indicated below].*

Date: \_\_\_\_\_

**IFB No: S2/A15/2021/02**

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Bidder's Legal Name: <i>[insert Bidder's legal name]</i>
2. JV's Party legal name: <i>[insert JV's Party legal name]</i>
3. JV's Party Country of Registration: <i>[insert JV's Party country of registration]</i>
4. JV's Party Year of Registration: <i>[insert JV's Party year of registration]</i>
5. JV's Party Legal Address in Country of Registration: <i>[insert JV's Party legal address in country of registration]</i>
6. JV's Party Authorized Representative Information Name: <i>[insert name of JV's Party authorized representative]</i> Address: <i>[insert address of JV's Party authorized representative]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers of JV's Party authorized representative]</i> Email Address: <i>[insert email address of JV's Party authorized representative]</i>
7. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i>  <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 2, above, in accordance with ITB Sub-Clauses 4.1 and 4.2.  <input type="checkbox"/> In case of government owned entity from the Purchaser's country, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB Sub-Clause 4.5.

9. Names and addresses of the Independent Inspecting Authorities in country of origin (for approval and selection by Purchaser)

1. ....
2. ....
3. ....

10. Name and address of Air Carrier proposed to be used by supplier:

.....  
.....

11. The Bidder shall affirm the following:

I hereby swear that no individual or partner or stockholder or officer or director associated with this Bid is in any way associated or interested in any other Bid being submitted for this contract to the Purchaser.

.....  
Signature of person authorized to sign

.....  
(Name and title of person authorized to sign)

List below the supplementary supporting documentary evidence attached.

.....  
.....  
.....  
.....  
.....

## **Section V. Schedule of Requirements**

## 5.1 Scope of Work

This section provides a brief overview of scope of work for selected Vendor. National Audit Office needs to procure, install and maintain a Colour Printing Machine to enable to print around ..... pages per year to meet the statutory requirement of the Auditor General as per the Constitution of the Democratic Socialist Republic of Sri Lanka.

The successful bidder of this procurement will hereafter be identified as the **Implementation Partner (IP)** throughout this document.

Implementation Partner is responsible for Supplying, Installing and maintaining the Colour Printing Machine and provide a training in relation to the operation of the machine including both software and hardware.

Overview of the key milestones and activities to be adhered by the Implementation Partner is given below.

Key areas of scope of work	Summary of Scope of Work
1. Supply	
2. Installation	
3. Maintenance	
4. Training of staff	

Software requirement	Hardware requirement
	Bidder need to quote relevant hardware need for the Colour Printing Machine and <b>High Availability</b> .



## 5.2 Delivery Schedule

<b>Line Item N°</b>	<b>Description of Goods</b>	<b>Quantity</b>	<b>Delivery Period</b>
			Within Two month's form the Date of signing the Contract.

### **5.3 Related Services**

IP need to perform the following key activities for finalization of requirements:

- a. IP need to analysis the all the location given for all devices implemented in NAO. Bidder need to conduct the initial requirement gathering of the location devices.
- b. IP need to prepare a comprehensive plan for total implementation.

IP need to follow the proper handover mechanism.

1. Prepare the Delivery note. IP need to support the government process such as inventoried and sign in the delivery note.
2. NAO will inform the IP any delay or changes to the procurement in advance.
3. IP need to deploy proper skilled resources to the commissioning of Colour Printing Machine
4. The bidder need to analysis the all the current locations. In the Pre-bid and site visit need to clarify all the issues and need to design the proper solution.



## 5.5 User Acceptance Testing

1. National Audit Office shall perform the solution and infrastructure compliance review to verify the conformity of the infrastructure supplied by IP against the requirements and specifications provided in the RFP and/or as proposed in the proposal submitted by IP. Compliance review shall not absolve IP from ensuring that proposed infrastructure meets the SLA requirements.
2. IP need to submit the following documents before User Acceptance. IP need to conduct comprehensive internal testing before submitting the document to the National Audit Office.
  - Test Cases and Test results for Colour Printing Machine.
  - IP need to submit the physical verification document, delivery note and each end user working condition certification for all Hardware.
  - Manufacture Certification need to submit for all Software and Hardware.

## 5.6 Warranty

The bidders shall warrant that the systems and Infrastructure supplied to NAO by IP shall have no defects arising from design or workman IP or any act or omission of the IP. The warranty shall remain valid throughout the contract period till completion of three years of operations and maintenance.

The IP shall provide the comprehensive warranty for on all items (Software & hardware) supplied to NAO and warranty shall be valid throughout the contract period till completion of three years of operations and maintenance. The IP shall replace any Software updates/parts/components of the IT Solution/Infrastructure supplied for NAO if the components are defective and during the entire warranty period IP shall apply all the latest upgrades/patches/releases for the solution after appropriate testing. NAO shall not pay any additional costs separately for Warranty and the overall solution cost quoted by IP shall include the same.

IP need to submit the all manufacture warranty certification for three years from the vender for relevant software and hardware.

## 5.7 Technical Specifications

Bidders are required to mark their response/compliance against detailed technical requirements below. Failure or negative mark compliancy will be treated as non-compliance.

It is essential that bidder provides information responses when and where the details requested in “Bidders offer” column (Use the following exact format when submitting compliance)

Item Nom	Description of items	Minimum Requirement	Bidders offer
01	Make	Specify	
02	Model	Specify	
03	Country of Origin	Specify	
04	Country of manufacture	Specify	
05	Year of manufacture	Specify	
06	Printing Machine	Toner Based Digital Colour Production Printing System	
		Should be branded machine and certificate of genuineness Issued by the manufacture shall be given.	
		Should be complied with the internationalStandards or equivalent	
07	Printing Technology	Electrophotography with Laser Technology (Specify the technology)	
08	Fixing Unit	fusing System	
09	Printing speed	Minimum 80 ppm (at 80gsm A4 ) for colour& Monochrome	
	Print speed with other media size and weight 60-350gsm	Specify	
10	Printing Resolution	2,400dpi x 2,400dpi (256 gradation) or more	
11	Maximum monthly Duty cycle	Should not be less than 500,000A4 per month (A letter from manufacturer confirming this should beattached)	
12	Processor Speed	1.5GHz or more	
13	Memory	4GB or more	
14	Hard Disk	2TB or more	
15	Warm up time	Less than 420 second	
16	First copy time	Less than 08 second for colour and black & white	
17	Toner Technology	Toner should have low melting temperature and should be translucent toner	
18	Operating panel	10 inch or above touch screen panel	

## Section V. Schedule of Requirements

19	Magnification(Zooming)	Minimum 25%-400%(step 1 by 1)	
20	Paper weight	Main trays:	Specify
		Paper deck:	
		Bypass: 60 - 350gsm (Coated 70 to 350gsm)	
21	Duplex Printing	Facilitated Auto duplexing printing up to 13" x 30" Paper weight – 60-350gsm	
22	Front to Back Registration	Shall be less than $\pm 1$ mm	
23	Duplex Automatic Feeder with scanning facility.	600x600 dpi or more scanning resolution	
		Scanning speed : 220ipm (single side BW/Colour A4 at 300x300dpi) or more	
		Paper capacity: 300 sheets (80gsm)	
		Paper thickness : 60 – 200gsm or more	
		Paper size: Up to 430 - 300mm (W x L)	
		Please specify speed with Other media size and weight	
24	Registration	Automatic and Real time monitoring and adjustment of front and back registration with scanners and sensors.	
25	Gloss/Matte Optimization	Should have selectable level for gloss or matte optimization	
26	Input file format	should be compatible with PDF and specify other formats	
27	Calibration	Specify if Auto or manual	
28	Paper Tray capacity (Input)	Total paper capacity should be 5000 (80gsm) and specify each Cassettes, bypass tray and paper deck capacity separately	
		By pass paper size: up to 330 -1,020mm(13"x36") long	
29	Paper Feeding Mechanism	Specify (Air separation, Vacuum or pick up rollers)	
30	Supported Media Types	Plain, Coated, Cardstock, Recycled, Transparency, Pre-Punched, Labels, Carbonless Paper, Postcard, Vellum, Envelopes and Textured (artwork and sample papers will be provided to the bidders to evaluate the colour production printer. This sample prints should be attached with the bid document and the provided machine of the successful bidder will be tested after installation for these prints quality before the completion of the procurement).	
31	Textured Paper Printing	Ability to print textured paper with no white groves visible, should be slandered feature in the machine Sample print to be done on the provided textured paper.	

## Section V. Schedule of Requirements

32	Paper jam clearing	The machine display should pin point the location of the jam and automatically update the user interface.	
33	Document Inserter	200 sheets (60gsm up to 350gsm)	
34	Finishing features	Booklet finisher	
		Booklet stapler paper size up to :330 x 487mm	
		Booklet stapler capacity: 100 sheets (A4 at 80gsm)	
		Stapler positions : Corner, Double & saddle	
		Paper stacking capacity: Min5000 sheets (A4 at 80gsm)	
		Folding (V folding)	
		Folding paper size – 330x487mm	
		Folding paper weight – 60-350gsm	
		Folding capacity – 100 sheets (80gsm)	
35	Booklet trimmer	Trim width : 2 - 25mm	
		Paper weight: 60 - 350gsm	
		Trim thickness : Up to 100 pagesincluding cover(80gsm)	
		Waste Tray Capacity – 1500 or more	
		Stacking Capacity – specify	
36	Document Imposition and Compose ability	Ability to Compose and imposition PDF document from the printer command workstation	
37	Print Server	Embedded Fiery based server or compatible	
		1TB SATA or more	
		Memory 1GB or more	
38	Supported operating system	Windows 7 /8/10	
39	Network Protocols	TCP /I P, AppleTalk	
		Bonjour, SNMP, IPP, FTP, SMB, IPv6,WSD	
		(minimum support to achieve WHQL certification)	
40	Network Interfaces	10/100/1000Mbps Ethernet	
		USB, Ethernet 10/100/1000Mbps (cables should be provided)	
41	Power Requirement and Power Consumption	Specify	
42	UPS	Suitable UPS for the entire Printer – Specify make and Model Capacity - Specify Warranty – Specify	
43	Qualification & Eligibility Criteria	1. Manufacturer should have over ten years of machine manufacturing experience in the relevant field.	

## Section V. Schedule of Requirements

		2. Manufacture Authorization letter should be provided by the Manufacturer, authorizing the bidder to participate and negotiate for the offered bid.	
		3. Manufacturer should have ISO 9001:2015 certification(Submit a copy of the valid ISO Certificate)	
		4. The bidder should be a legal business in Sri Lanka operating for more than 10 years with documentary evidence along with 3 years audited certified accounts.	
		5. Bidder should have minimum 06 years' experience in marketing and servicing the offered printer brand in Sri Lanka. Provide documentary evidence.	
		6. The bidder should provide a solution to keep continuous printing service (when parts replacement or repairing occurred, there should be a solution to immediately bring the printer to working condition, Breakdown response time should be mentioned)	
		7. The Bidder should have installed a similar category Digital Colour Production System in Sri Lanka with a proven track record of minimum 5 million prints done. (Reference/ Recommendation letter from the customer to be submitted)	
44	Technical Qualification	Bidder should have manufacturer certified local technical staff to perform installations and maintenance of the proposed system. Manufacturer should provide names of minimum 2 local engineers/technicians who have been trained and competent to carry installations and maintenance of proposed unit	
45	Technical Literature, Drawings	The bidder shall supply all relevant drawings, operation manuals.	
46	Installation, Testing, Commissioning	Installations, testing & commissioning of equipment and accessories supplied in this tender and all related costs will be borne by the bidder.	
47	Additional equipment	Bidder should clearly specify the required equipment & accessories which will be required for the installation.	
48	Site Preparation	The bidder should clearly indicate the Specifications of the site required for the installation. Design, Supply and Install the total Solution(bidder should visit the location before forward the bid).	
49	Dimensions (WxDxH)	Specify	
	Weight	Specify	

## Section V. Schedule of Requirements

	Operating Temperature	Specify																									
	Noise Level	Specify																									
	Machine Life time	Specify No of copies or machine hours																									
45	User/ Operator training	The bidder should provide training to at least 2 persons from National Audit Office on the usage of the proposed unit.																									
51	Software	Drivers shall be given in CD /DVD format (Originals should be provided)																									
52	Customer Reference List	Details of installation (and proof documents) establishing the bidders 06 years' experience in installing, commissioning & maintaining Digital presses in Sri Lanka. Should have at least installed 5 production category machines in government institutes with proven track record																									
53	Warranty & Maintenance	1. Manufacturer's comprehensive warranty certificate for a period of 03 years or above should be provided for machine & accessories starting from the date of commissioning on parts & manufacturing defects.																									
		2. Free service should be provided during the warranty period																									
		3. Price of all Consumables Items with Yield, Consumable Spare Parts with yield should be provided (attach separately)																									
		4. The manufacturer should submit a confirmation letter that the spare parts availability for more than 8 years for the quoted model.																									
54	Service Agreement	<p>Service agreement with annual charges for five years after warranty period as service charge, maintenance cost and spare parts cost separately should be provided as follows. ( Annual printing requirement. average of the last 7 years = 1,000,000 copies (approx.)</p> <table> <tr> <th>Year</th><th>service cost</th><th>maintenance cost</th><th>spare part cost</th></tr> <tr> <td>1"</td><td>.....</td><td>.....</td><td>.....</td></tr> <tr> <td>2<sup>nd</sup></td><td>.....</td><td>.....</td><td>.....</td></tr> <tr> <td>3<sup>rd</sup></td><td>.....</td><td>.....</td><td>.....</td></tr> <tr> <td>4<sup>th</sup></td><td>.....</td><td>.....</td><td>.....</td></tr> <tr> <td>5<sup>th</sup></td><td>.....</td><td>.....</td><td>.....</td></tr> </table>	Year	service cost	maintenance cost	spare part cost	1"	.....	.....	.....	2 <sup>nd</sup>	.....	.....	.....	3 <sup>rd</sup>	.....	.....	.....	4 <sup>th</sup>	.....	.....	.....	5 <sup>th</sup>	.....	.....	.....	
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4 <sup>th</sup>	.....	.....	.....																								
5 <sup>th</sup>	.....	.....	.....																								
55	Consumables	Please indicate name of the consumables (5% A4 Standard)																									
		Please indicate the yield & price of each																									

## Section V. Schedule of Requirements

		Black		Cyan		Magenta		Yellow		
		Price	yield	Price	yield	Price	yield	Price	yield	
56	Toner									
57	Drum									
58	Developer (if applicable)									
59	Photo Conductor (if applicable)									
60	Cost per copy	Specify as per the manufacture (5% A4 Standard)								
61	Other consumable Items that need to Replace regular basis.	Should be mentioned items and Price with Yield.								
62	Monitoring System (Software)	Optional feature: Specify if there a monitoring system for defect indication, view consumable details, for cost analysis for print job. (if there a cost for this software, specify cost separately)								

## Section VII. Contract Data

The following Contract Data shall supplement and / or amend the Conditions of Contract (CC). Whenever there is a conflict, the provisions herein shall prevail over those in the CC.

<b>CC 1.1(h)</b>	The Purchaser is: <b>National Audit Office</b>
<b>CC 1.1 (l)</b>	The Project Site/Final Destination is: <b>National Audit Office, No 306/72, Polduwa Road, Battaramulla</b>
<b>CC 8.1</b>	<p>For <b><u>notices</u></b>, the Purchaser's address shall be:</p> <p>Attention: <b>Auditor General</b></p> <p>Address: <b>National Audit Office No.306/72 Polduwa Road Battaramulla</b></p> <p>Telephone: <b>0112 887016</b> Facsimile number: <b>011 2887223</b> Electronic mail address : <b>ags@auditorgeneral.gov.lk</b> The Supplier's address is: .....</p>
<b>CC 12.1</b>	<p>Details of Shipping and other Documents to be furnished by the Supplier are.</p> <ul style="list-style-type: none"> <li>I. Manufacturer's/ Supplier's warranty certificate with 02 copies</li> <li>II. Supplier's factory inspection report with 02 copies.</li> <li>III. Certificate of origin with 02 copies</li> </ul>
<b>CC 15.1</b>	<p>The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:</p> <p>Payment in full shall be made in Sri Lanka Rupees within thirty (30) days of presentation of claim supported by a certificate from the Purchaser declaring that the Goods have been delivered and that all other contracted Services have been performed.</p>
<b>CC 17.1</b>	<p>A Performance Security shall be required.</p> <p>After delivery and acceptance of the Goods, the performance security shall be reduced to five (5) percent of the Contract Price and valid up to 30 days beyond the Supplier's warranty obligations.</p>



<b>CC 25.1</b>	<p>The inspections and tests shall be as follows:</p> <ul style="list-style-type: none"> <li>(i) The supplier shall get all the equipment's inspected and also submit guarantee/warranty certificate that the equipment conforms to lay down specifications.</li> <li>(ii) The acceptance test will be conducted by the Purchaser, their consultant or any other person nominated by the Purchaser at its option at the point of delivery as indicated in the Schedule of Requirements.</li> <li>(iii) If the Equipment fails to meet the laid down specifications, the supplier shall take immediate steps to remedy the deficiency or replace all defective equipment to the satisfaction of the Purchaser</li> <li>(iv) Criteria stipulated in the <b>Section V. Schedule of Requirements</b></li> </ul>
<b>CC 25.2</b>	<p>The Inspections and tests shall be conducted at: <b>National Audit Office, No.306/72, Polduwa Road, Battaramulla</b></p>
<b>CC 26.1</b>	<p>The liquidated damage shall be 0.5% per week</p>
<b>CC 26.1</b>	<p>The maximum amount of liquidated damages shall be 10%</p>
<b>CC 27</b>	<p><b>27.3 3 years Comprehensive OEM Warranty</b> (Limited lifetime warranty is not considered)</p> <p>Proposed product should be supported by the respective OEM for a minimum of 4 years from date of delivery to NAO. Documentation confirming OEM Warranty should be provided.</p> <p><b>Note:</b> All charges with regard to the supply of spare parts, labour, travel, per diem and accommodation to supplier's staff etc; shall be borne by the supplier during the period of warranty.</p> <p>Client shall not pay any additional expenditure for services rendered during the above period.</p> <p><b>Penalty</b> A penalty as stipulated in the Service Level Agreement (SLA) will be imposed in the case of defective performance or failure to provide the agreed level of service to resolve the issue and accumulated penalty amount will be deducted from the performance bond.</p>