



Department for Registration of Persons

National Competitive Bidding

Bidding Document

BID NO: DRP/ACC/07/36/2024

Procurement of Service & Maintenance Agreement for PABX System with 652 number of IP phones in DRP for one year.

Department for Registration of Persons
10th Floor,
“Suhurupaya”
Sri Subhuthipura Road
Battaramulla

July, 2025

CERTIFICATE OF ISSUING OF BID DOCUMENT
(TO BE FILLED BY THE ISSUING OFFICER AT THE ISSUING TIME)

01. Name of the Bidder:
02. Contract No: **DRP/ACC/07/36/2024**
03. Serial No of Bid Document:
- a. Issued to:
- b. Address:
- c. Telephone No: Fax No:
- d. Email Address:
04. Bid Document Charges: **LKR Three Thousand & Five Hundred only (3,500.00)**
05. Receipt No:
06. Number of Copy Issued: 01 copy (Original)
07. Authorized Issuing Officers'
- a. Name: Mrs. U.J.E.B. Dissanayaka
- b. Designation : Accountant (Procurement)
08. Issuing Officers'
- a. Name:
- b. Designation:
- c. Signature:
09. Date of Issue:
10. Place of Issue: Accountant's office

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Democratic Socialist Republic of Sri Lanka
Ministry of Digital Economy
DEPARTMENT FOR REGISTRATION OF PERSONS



INVITATION FOR BIDS (IFB)

Procurement of Service & Maintenance Agreement for PABX System with 652 nos IP phones in DRP for One Year.

IFB No: DRP/ACC/07/36/2024

1. The Chairman, Department Procurement Committee, Department for Registration of Persons invites sealed bids from eligible and qualified bidders for **Procurement of Service & Maintenance Agreement for PABX System with 652 nos IP phones in DRP for One Year.**
2. Bidding will be conducted through National Competitive Bidding.(NCB)
3. The interested and eligible bidders may obtain further information from the Accountant (Procurement), Department for Registration of Persons, Suhurupaya, Battaramulla on 011-5226172 **during working days, from 9.00 a.m.to 3.00 p.m.** The Bid documents can be inspected free of charge at the Accounts Division, Department for Registration of Persons, Wing C, 12th Floor, “Suhurupaya”, Sri Subhuthipura Road, Battaramulla, from **24.07.2025 to 07.08.2025** also through the department’s web site (www.drp.gov.lk).
4. A complete set of Bidding Document in English language may be purchased by interested bidders on a submission of a written application to the Accountant (Procurement), Department for Registration of Persons, C Wing, 12th Floor, “Suhurupaya”, Sri Subhuthipura Road, Battaramulla, during **working days between 9.00 a.m. and 3.00 p.m. from 24.07.2025 to 07.08.2025** upon the payment of a non-refundable fee of **LKR Three Thousand & Five Hundred (3,500/=)**. The method of payment will be cash.
5. Bids shall be delivered in duplicate marked as "Original" and "Copy", in one sealed cover to the address indicated in Para 3 or shall be deposited in the tender box placed at the **Accounts Division, Department for Registration of Persons, C Wing, 12th Floor, “Suhurupaya”, Sri Subhuthipura Road, Battaramulla, on or before 11.08.2025 at 2.00 p.m.** The Bid shall be **valid up to seventy seven (77) days** from the deadline of bids submission or any extended date stipulated by the purchaser. Late bids will be rejected. Bids will be opened soon after closing of bids, in the presence of the bidders or their representatives who choose to attend.
6. The Name of the Contract and the IFB Number shall be stated on top left hand corner of the envelope of the bid. All bids shall be accompanied by a **Bid Security of LKR Sixty Thousand (60,000/=)** issued by any licensed commercial bank operating in Sri Lanka and approved by the Central Bank of Sri Lanka and it shall be encashable on first demand written in favor of the Commission General; Bid security should be valid from 12.08.2025 to 24.11.2025 or obtaining a Refundable Cash Deposit to the shroff in DRP.
7. Successful Bidder should commence the service from 09.10.2025

**Chairman,
Department Procurement Committee,
Department for Registration of Persons,
12th Floor, “Suhurupaya”,
Sri Subhuthipura Road,
Battaramulla.**

Section I

INSTRUCTIONS TO BIDDERS (ITB)

A - General

ITB shall be read in conjunction with the Section II, Bid Data Sheet (**BDS**), which shall take precedence over ITB

1. SCOPE OF BID

- 1.1 The purchaser indicated in the Bidding Data Sheet (BDS) issues this Bidding documents for the supply of goods and related services specified in Section V, Schedule of Requirements. The name and identification number of this procurement are specified in the BDS. The name, identification, and number of lots (individual contracts), if any, are provided in the BDS.
- 1.2 Throughout these Bidding Document:
 - (a) The term “in writing” means communicated in written form by mail (other than electronic mail) or hand delivered with proof of receipt.
 - (b) If the context so requires, “Singular” means “Plural” and vice versa; and
 - (c) “Day” means calendar day.

2. SOURCE OF FUNDS

- 2.1 Payments under this contract will be financed by the source as specified in the BDS in Section II

3. ETHICS, FRAUD, AND CORRUPTION

- 3.1 The attention of the bidders is drawn to the following guidelines of the Procurement Guidelines published by the National Procurement Agency:
 - Parties associated with procurement actions, namely, suppliers/contractors and officials shall ensure that they maintain strict confidentiality throughout the process;
 - Officials shall refrain from receiving any personal gain from any Procurement Action. No gifts or inducement shall be accepted. Suppliers/contractors are liable to be disqualified from the bidding process, if found offering any gift or inducement, which may have an effect of influencing a decision or impairing the objectivity of an official;
- 3.2 The Purchaser requires the bidders, suppliers, contractors and consultants to observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy;

- (a) “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public officials in the procurement process or in contract execution;
- (b) “fraudulent practice” means misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
- (c) “collusive practice” means a scheme or arrangement between two or more bidders, with or without the knowledge of the Purchaser to establish bid prices at artificial, noncompetitive levels; and
- (d) “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.

3.3 If the Purchaser found any unethical practices as stipulated under ITB clause, the Purchaser will reject a bid, if it is found that a Bidder directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question.

4. Eligible Bidders

- 4.1 All bidders shall possess **legal rights** to supply the Goods & Services under this contract.
- 4.2 A Bidder shall not have a conflict of interest. All bidders found to have conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this bidding process, if they:
 - (a) are or have been associated in the past, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under these Bidding Documents; or
 - (b) Submit more than one bid in this bidding process. However, this does not limit the participation of subcontractors in more than one bid.
- 4.3 A Bidder that is under a declaration of ineligibility by the Government of Sri Lanka (GOSL) at the date of submission of bids or at the date of contract award shall be disqualified.
- 4.4 Foreign Bidder may submit a bid only if so stated in the BDS

5. Eligible Goods and Related Services

- 5.1 All Goods& Services supplied under this contract shall be complied with applicable standards stipulated by the Sri Lanka Standards Institute (SLSI). In the absence of such standards, the Goods&Services supplied shall be complied with other internationally accepted standards.

B - Contents of Bidding Documents

6. Sections of Bidding Documents

- 6.1 The Bidding Documents consists of two volumes, which include all the sections indicated below, and should be read in conjunction with any addendum issued in accordance with ITB Clause 8.

Volume I

Invitation for Bid

Section I	-	Instructions to Bidders (ITB)
Section VI	-	Conditions of Contract
Section VIII	-	Contract Forms

Volume 2

Section II	-	Bidding Data Sheet (BDS)
Section III	-	Evaluation & Qualification Criteria
Section IV	-	Bidding Forms
Section V	-	Schedule of Requirements
Section VII	-	Contract Data
Invitation for Bid		

- 6.2 The Bidder is expected to examine all instructions, forms, terms and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Documents may result in the rejection of the bid.

7. Clarification of Bidding Documents

- 7.1 A Prospective Bidder requesting any clarification of the Bidding Documents including the restrictiveness of specifications shall contact the Purchaser in writing at the Purchaser's address specified in the **BDS**. The Purchaser will respond in writing to any request for clarification, provided that;
- 7.2 Such request is received **no later than ten (10) days prior to the deadline for submission of bids**. The Purchaser shall forward copies of its response to all those who have purchased the Bidding Documents, including a description of the inquiry but without identifying its source. Should the Purchaser deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under ITB Clause 8.

8. Amendment of Bidding Documents

- 8.1 At any time prior to the deadline for submission of bids, the Purchaser may amend the Bidding Documents by issuing addenda.
- 8.2 Any addendum issued shall form a part of the Bidding Documents and shall be communicated in writing to all those who have purchased the Bidding Documents.

- 8.3 To give prospective bidders reasonable time in which to take an addendum into account in preparing their bids, the Purchaser may, at his discretion, extend the deadline for the submission of bids, pursuant to ITB. Sub Clause – 23.2

SAMPLE

C - Preparation of Bids

9. Cost of Bidding

9.1 The Bidder shall bear all costs associated with the preparation and submission of his bid and the Purchaser shall not be responsible or liable for those costs.

10. Language of Bid

10.1 The bid, all correspondence and documents relating to the Bid (including supporting documents, printed brochures and literature etc.) exchanged by the Bidder and the Purchaser shall be in English Language.

11. Documents Comprising of Bid

11.1 The **Bid** shall comprise of the following;

- (a) **Bid Submission Form and applicable price schedules**, in accordance with ITB clauses 12, 13 and 15,
- (b) **Bid Security** in accordance with ITB clause 20,
- (c) **Documentary evidence as per requirements** in ITB clauses 18 and 29 that the **Goods and Related Services conform** to the Bidding Documents.
- (d) **Documentary evidence** in accordance with ITB clause 18, which confirm the **Bidder's qualifications to perform the contract** provided that his bid is accepted.
and
- (e) Other documents, if any, as required by the BDS

12. Bid Submission Form and Price Schedules

12.1 The Bidder shall submit duly signed Bid Submission Form, Price Schedule, Delivery Schedule and Technical Specifications using the forms furnished in Section IV, Bidding Forms and Section V. These forms 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. Bids deviate from this, **will be treated as non-responsive and rejected**.

13. Alternative Bids

13.1 Alternative bids shall **not be considered**.

14. Bid Prices and Discounts

- 14.1 The **Bidder shall indicate on the Price Schedule the unit prices and total bid prices** of the goods & services it proposes to supply under the Contract.
- 14.2 Any discount offered against any single item in the price schedule shall be included in the unit price of the item. However, if a Bidder wishes to offer discount as a lot, the Bidder may do so by indicating such amounts appropriately.

- 14.3 If so indicated in ITB Sub – Clause 1.1, bids are being invited for individual contracts (lots) or for any combination of contracts (packages). Unless otherwise indicated in the **BDS**, prices quoted shall correspond to 100% of the items specified for each lot and to 100% of the quantities specified for each item of a lot. Bidders wishing to offer any price reduction (discount) for the award of more than one Contract shall specify the applicable price reduction separately.
- 14.4 (i) Prices indicated in the Price Schedule shall include all duties and sales and other taxes already paid or payable by the Supplier
- (a) on components and raw material used in the manufacture or assembly of goods quoted; or
 - (b) on the previously imported goods of foreign origin
- (ii) However, **VAT shall not be included in the price** but shall be indicated separately;
- (iii) The **price for inland transportation, insurance and other related services** to deliver the goods to their final destination;
- (iv) The price of other incidental services
- 14.5 The Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation on any account. A **bid submitted with an adjustable price quotation will be treated as non-responsive and rejected**, pursuant to ITB Clause 31.
- 14.6 All lots, if any, and items must be listed and priced separately in the Price Schedules. If a Price Schedule shows items listed but not priced, their prices shall be **assumed to be included in the prices** of other items.

15. Currencies of Bid

- 15.1 Unless otherwise specified in the BDS, the **Bidder shall quote in Sri Lankan Rupees (LKR)** and payment shall be made only in **Sri Lankan Rupees (LKR)**.

16. Documents Establishing the Eligibility of the Bidder

- 16.1 Bidder shall complete the **Bid Submission Forms** in Section IV of the Bidding Documents to confirm his eligibility as per ITB Clause 4.

17. Documents Establishing the Conformity of the Goods and Related Services

- 17.1 The Bidder shall furnish **documentary evidence** establishing that the Goods & Related Services conform to the technical specifications and standards specified in Section V Schedule of Requirements.
- 17.2 The documentary evidence in the form of literature, drawings, data etc. shall consist of details, item-by-item description (as indicated in Section V, Technical Specifications) of the essential technical and performance characteristics of the Goods and Related Services, **demonstrating substantial responsiveness** of the Goods & Related Services to the technical specifications.

- 17.3 The Bidder shall also furnish a detailed list including quantities, available sources and current prices of spare parts, accessories, special tools etc. necessary for the proper and continuing functions of the Goods during the period, if **specified in the BDS** from the commencement of the use of the Goods by the Purchaser.

18. Documents Establishing the Qualifications of the Bidder

- 18.1 The **documentary evidence of the Bidder's Qualifications** to perform the contract if his bid is accepted, shall establish to the Purchaser's satisfaction;
- (a) A Bidder that does not manufacture or produce the Goods or Services offer to supply shall submit the **Manufacturer's Authorization** using the form in Section IV, Bidding Forms to demonstrate that he has been duly authorized by the developer or producer of the Goods to supply the Goods or Services.
 - (b) That, if required in the BDS, in case of a Bidder not doing business within Sri Lanka, the Bidder is or will be (if awarded the contract) represented by an Agent in Sri Lanka equipped and able to carry out the supplier's maintenance, repair and spare parts stocking obligations prescribed in the conditions of contract and/or Technical Specifications; and
 - (c) That the Bidder meets each of the **qualification criteria** specified in Section III, Evaluation and Qualification Criteria.

19. Validity Period of Bids

- 19.1 Bids shall remain valid until the date specified in the BDS. A **bid valid for a shorter period than the date specified in the BDS shall be rejected by the Purchaser as non-responsive.**
- 19.2 In exceptional circumstances, **prior to the expiration of the bid validity dates, the Purchaser may request bidders to extend the period of validity of their bids.** Such requests and the responses shall be made in writing. The Bid Security requested in accordance with ITB, Clause 20, shall also be extended for corresponding period. A Bidder may refuse the request without forfeiting his Bid Security. A Bidder granting the request shall not be required or permitted to modify his bid.

20. Bid Security

- 20.1 The Bidder shall furnish as part of its bid, a Bid Security, as specified in the BDS.
- 20.2 The Bid Security as specified in the **BDS** and denominated in **Sri Lankan Rupees (LKR)**, and shall: as specified in the Section II BDS.
- (a) at the bidder's option, be in the form of either a bank draft, a letter of credit, or a bank guarantee from a banking institution;
 - (b) be issued by an institution acceptable to Purchaser. The acceptable institutes are published in NPA website, www.npa.gov.lk
 - (c) be substantially in accordance with the form included in Section IV, Bid Guarantee Form (Bid Security Form)

(d) be payable promptly upon written demand by the Purchaser in case the conditions listed in ITB Clause 20.5 are invoked;

(e) be submitted in its original form; copies will not be accepted;

(f) Remain valid for the period specified in the BDS.

20.3 Any bid **not accompanied by a substantially responsive Bid Security** in accordance with ITB Sub-Clause 20.1 and 20.2 may be **rejected by the Purchaser as non-responsive**.

20.4 The Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder's furnishing of the Performance Security pursuant to ITB Clause 43.

20.5 The Bid Security may be forfeited,

(a) if a Bidder withdraws his bid during the period of bid validity specified by the Bidder on the Bid Submission Form, except as provided in ITB Sub-Clause 19.2; or

(b) If a Bidder does not agreeing to correction of arithmetical errors in pursuant to ITB Sub-Clause 30.3

(c) If the successful Bidder fails to:

(i) Sign the Contract in accordance with ITB Clause 42;

(ii) Furnish a Performance Security in accordance with ITB Clause 43.

21. Formats and Signing of Bid

21.1 The Bidder shall prepare one original of the documents comprising the bid as described in ITB Clause 11 and clearly mark it as 'ORIGINAL'. In addition, the Bidder shall submit a copy of the bid and clearly mark it as 'COPY'. In the event of any discrepancy between the original and the copy, the original shall prevail.

21.2 The original and the copy of the bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder.

21.3 Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the person authorized to sign the bid.

D - Submission and Opening of Bids

22. Submission, Sealing and Marking Bid

22.1 Bidders may submit their bids by hand only.

(a) Bidders Submitting bids by hand shall enclose the original and the copy of the bid in separate sealed envelopes duly marked as "Original" and "Duplicate Copy". Both these envelopes (Original & Copy) shall be enclosed in one single envelope.

22.2 The inner and outer envelopes shall;

- (a) bear the name and address of the Bidder,
- (b) be addressed to the Purchaser in accordance with ITB Sub – Clause 23.1,
- (c) bear the specific identification of the bidding process as specified in the BDS,
- (d) bear a warning not to open before the time and date for bid opening, in accordance with ITB Sub-Clause 26.1

If all envelopes containing bidding documents are not sealed and marked as instructed the Purchaser will not bear responsibility for the misplacement or premature opening of the bid.

23. Deadline for Submission of Bids

- 23.1 The Purchaser at the address must receive bids before the deadline for submission of bids as specified in the BDS.
- 23.2 The Purchaser may at his discretion, extend the deadline for the submission of bids by amending the bidding documents in accordance with ITB Clause 8, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline shall thereafter subject to the deadline as extended.

24. Late Bids

- 24.1 Purchaser shall not consider any bid received after the deadline for submission of bids, in terms of ITB Clause 23. Any bid so received after the deadline for submission of bids shall be declared late, rejected, and returned unopened, to the Bidder.

25. Withdrawal and Modification of Bids

- 25.1 A Bidder may withdraw, or modify his bid after it has been submitted, by making a written notice in terms of ITB Clause 22, duly signed by an authorized representative, and shall include a copy of the authorization as per ITB sub-Clause 21.2. The corresponding substitution or modification of the bid must accompany the respective written notice. All notices must be;
 - (a) Submitted in accordance with ITB Clauses 21 and 22 and in addition, the Respective envelopes shall be clearly marked “Withdrawal” or “modification” and
 - (b) Received by the Purchaser prior to the deadline prescribed, for submission of Bids, in accordance with ITB Clause 23.
- 25.2 Bids requested to be withdrawn in accordance with ITB Sub-clause 25.1 shall be returned to the Bidders only upon notification of contract award to the successful Bidder in accordance with ITB Sub-Clause 41.1.
- 25.3 No bid may be withdrawn, substituted or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Bid Submission Form or any extension thereof.

26. Bid Opening

- 26.1 The Purchaser shall conduct the bid opening in public **at the address, date and time specified in the BDS**
- 26.2 First, envelopes marked “WITHDRAWAL” shall be opened and read out and the envelope with the corresponding bid may be opened at the discretion of the Purchaser. No bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at bid opening. Envelopes marked “MODIFICATION” shall be opened and read out with the corresponding Bid. No Bid modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Bid opening. Only envelopes that are opened and read out at Bid opening shall be considered further.
- 26.3 All other envelopes shall be opened one at a time, reading out; the name of the Bidder and whether there is a modification; the Bid Prices, including any discount and alternative offers; the presence of a Bid Security or Bid Securing Declaration, if required, and any other details as the Purchaser may consider appropriate. Only discounts and alternative offers read out at Bid opening shall be considered for evaluation. No Bid shall be rejected a Bid opening except for late bids, in accordance with ITB Sub-Clause 24.1.
- 26.4 The Purchaser shall prepare a record of the Bid opening that shall include, as a minimum; the name of the Bidder and whether there is a withdrawal, or modification; the Bid Price, per lot if applicable, including any discounts, and the presence or absence of a Bid Security. The bids that were opened shall be resealed in separate envelopes, promptly after the bid opening. The Bidders’ representatives who are present shall be requested to sign the attendance sheet. A copy of the record shall be distributed to all Bidders who submitted bids in time.

E -Evaluation and Comparison of Bids

27. Confidentiality

- 27.1 Information relating to the examination, evaluation, comparison, and post-qualification (if applicable) of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until publication of the Contract Award.
- 27.2 Any effort by a Bidder to influence the Purchaser in the examination, evaluation, comparison, and post-qualification of the bids or contract award decisions may result in the rejection of his Bid.
- 27.3 Notwithstanding ITB Sub-Clause 27.2, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, from the time of bid opening to the time of Contract Award, it should do so in writing.

28. Clarification of Bids

- 28.1 To assist in the examination, evaluation, comparison and post-qualification of the bids, the Purchaser may, at his discretion, request any Bidder for a clarification of his Bid.

Any clarification submitted by a Bidder in respect to his Bid and that is not in response to a request by the Purchaser shall not be considered for purpose of evaluation. The Purchaser's request for clarification and the response shall be in writing. No change in the prices or substance of the bid shall be sought, offered, or permitted except to confirm the correction of arithmetic errors discovered by the Purchaser in the Evaluation of the bids, in accordance with ITB Clause 30.

29. Responsiveness of Bids

- 29.1 The Purchaser's determination of a bid's responsiveness is to be based on the contents of the bid itself.
- 29.2 A substantially responsive Bid is one that conforms to all the terms, conditions, and specifications of the Bidding Documents without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:
 - (a) Effects in any substantial way the scope, quality or performance of the Goods and Related Services specified in the Contract; or
 - (b) Limits in any substantial way, inconsistent with the Bidding Documents, the Purchaser's rights or the Bidder's obligations under the Contract; or
 - (c) If rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids.
- 29.3 If a bid is not substantially responsive to the Bidding Documents, it shall be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission.

30. Nonconformities, Errors, and Omissions

- 30.1 Provided that a Bid is substantially responsive, the Purchaser may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.
- 30.2 Provided that a bid is substantially responsive, the Purchaser may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of his Bid.
- 30.3 Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis:
 - (a) If there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price shall be corrected;
 - (b) If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; and
 - (c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.

- 30.4 If the Bidder that submitted the lowest evaluated Bid does not accept the correction of errors, his Bid shall be disqualified and his Bid Security shall be forfeited.

31. Preliminary Examination of Bids

- 31.1 The Purchaser shall examine the **bids to confirm that all documents and technical documentation requested in ITB Clause 11 have been provided, and to determine the completeness of each document submitted.**
- 31.2 The Purchaser shall confirm that the following documents and information have been provided in the Bid. If any of these documents or information is missing, the Bid shall be rejected.
- (a) Bid Submission Form, in accordance with ITB Sub Clause 12.1;
 - (b) Price Schedules, Delivery Schedules, in accordance with ITB Sub-Clause 12;
 - (c) Bid Security in accordance with ITB Clause 20.

32. Examinations of Terms and Conditions; Technical Evaluation

- 32.1 The Purchaser shall examine the Bid to confirm that all terms and conditions specified in the GCC and the **Bidder without any material deviation or reservation has accepted the Bidding Data.**
- 32.2 The Purchaser shall evaluate the technical aspects of the Bid submitted in accordance with ITB Clause 17, to confirm that all requirements specified in Section V, Schedule of Requirements of the Bidding Documents have been met without any material deviation or reservation.
- 32.3 If, after the examination of the terms and conditions and the technical evaluation, the Purchaser determines that the Bid is not substantially responsive in accordance with ITB Clause 29, the Purchaser shall reject the Bid.

33. Conversion to Single Currency

- 33.1 If the bidders are allowed to quote in foreign currencies in accordance with sub clause 15.1, for evaluation and comparison purposes, the Purchaser shall convert all **bid prices expressed in foreign currencies in to Sri Lankan Rupees (LKR) using the selling rates prevailed 28 days prior to closing of bids** as published by the Central Bank of Sri Lanka. If this date falls on a public holiday the earliest working day prior to the date shall be applicable.

34. Domestic Preference

- 34.1 Domestic Preference shall be a factor in the bid evaluation only if stated in the BDS. If so, the methodology for calculating the Margin of Preference and criteria applicable for it is given in Section III – Evaluation and Qualification criteria.

35. Evaluation of Bids

- 35.1 The Purchaser shall evaluate each bid that has been determined to be substantially responsive up to this stage of the evaluation.

- 35.2 The Purchaser shall use all the factors, methodologies and criteria defined in this ITB Clause 35 in the evaluation of bids received.
- 35.3 The Purchaser shall consider the following in the evaluation of bids.
- (a) Bid price as quoted in accordance with Clause 14 of the ITB.
 - (b) Price adjustment for correction of arithmetic errors in accordance with Sub-Clause 30.3 of the ITB.
 - (c) Price adjustment due to discounts offered in accordance with Sub-Clauses 14.2 and 14.3 of the ITB.
 - (d) Adjustments due to the application of the evaluation criteria specified in the BDS from amongst those set out in Section III – Evaluation and Qualification Criteria.
 - (e) Adjustments due to the application of Domestic Preference as specified in the Clause 34 of the ITB only if applicable
- 35.4 Evaluation of a bid by the Purchaser may require the consideration of other factors, in addition to the factors stated in ITB Sub-Clause 35.3, if specified in BDS. These factors may be related to the characteristics, performance, and terms and conditions of purchase of Goods and Related Services. The impact of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of bids.
- 35.5 If so, specified in the BDS, these bidding documents shall allow Bidders to quote for one or more lots, and shall allow the Purchaser to award one or multiple lots to more than one Bidder. The methodology of evaluation to determine the lowest evaluated lot combinations is specified in Section III, Evaluation and Qualification Criteria.

36. Comparison of Bids

- 36.1 The Purchaser shall compare all substantially responsive bids to determine the lowest – evaluated bid, in accordance with ITB Clause 35.

37. Post Qualification of the Bidder

- 37.1 The Purchaser shall determine whether the Bidder that is selected as having submitted the lowest evaluated substantially responsive bid is qualified to perform the contract satisfactorily.
- 37.2 The determination shall be based on examination of the documentary evidence of the Bidder's qualifications (Submitted by the Bidder) in terms of ITB Clause 18.
- 37.3 An affirmative determination shall be a pre-requisite for the award of the contract to the Bidder. A negative determination shall result in disqualification of the bid, in which event the Purchaser shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder's capabilities to perform satisfactorily.

38. Purchaser's right to accept any Bid and to reject any or all Bids.

- 38.1 The Purchaser reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to contract award, without any liability to Bidders thereupon.

F-Award of Contract

39. Award Criteria

- 39.1 The Purchaser shall award the contract to the lowest evaluated substantially responsive Bidder as the Bidder, who is determined to be qualified to perform the contract satisfactorily.

40. Purchases right to vary Quantities at time of award

- 40.1 At the time the contract is awarded, the **purchaser reserve the right to increase or decrease the quantity of goods and related services originally specified in the Section V**, schedule of requirements, provided this does not exceed twenty five percent (25%) or one unit whichever is higher and without any change in the unit price or other terms and conditions of the bid and the bidding documents.

41. Notification of Award

- 41.1 The Purchaser shall notify the successful Bidder, in writing, prior to the expiration of the period of bid validity, that his bid is accepted.
- 41.2 Until a formal contract is prepared and executed, the notification of award shall constitute a binding contract.
- 41.3 Until submission of the signed contract Forms and Performance Security in terms of ITB Clause 43, the Purchaser will promptly notify each unsuccessful Bidder and discharge his bid security as per clause 20.4 of the ITB.

42. Signing of Contract

- 42.1 **Within seven (7) days after the notification**, the Purchaser shall complete the Agreement, and inform the successful bidder to sign it.
- 42.2 **Within seven (7) days of receipt of such information**, the successful Bidder shall sign the Agreement.

43. Performance Security

- 43.1 The successful Bidder shall furnish the **Performance Security, within fourteen (14) days of the receipt of notification of award** from the Purchaser, in terms of Sub-Clause 17.1 of the GCC, using the Performance Security Form included in Section VIII (Contract Forms). The Purchaser shall promptly notify the name of the winning Bidder to each unsuccessful Bidder and discharge the Bid Securities of the unsuccessful Bidders in accordance with ITB Sub-Clause 20.4
- 43.2 Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the contract shall constitute sufficient grounds for the amendment of

the award and forfeiture of the Bid Security. In the event, the Purchaser may award the contract to the next lowest evaluated substantially responsive Bidder, whose offer it substantially responsive and it determined by the Purchaser to be qualified to perform the contract satisfactorily.

**Chairman,
Department Procurement Committee,
Department for Registration of Persons,
10th Floor, "Suhurupaya",
Sri Subhutipura Road,
Battaramulla.**

SAMPLE

Section II

Bid Data Sheet (BDS)

The following specific data for the goods and services 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	Commissioner General, Department for Registration of Persons
ITB 1.1	Identification number of contract Lots comprising this procurement	DRP/ACC/07/36/2024 No Lots
ITB 2.1	The source funding	Government of Sri Lanka (GOSL)
ITB 4.4	Foreign Bidders	Not Allowed
		B. Contents of Bidding Documents
ITB 7.1	Attention Address Telephone Facsimile number Electronic mail address	For <u>Clarification of bid purposes</u> only, Accountant (Procurement) Department for Registration of Persons, Wing C, 12 th Floor, "Suhurupaya", Sri Subhuthipura Road, Battaramulla. 011-5 226172 011-2862267 drpprocurement@gmail.com
		C. Preparation of Bids
ITB 11.1 (e)	The Bidder shall possess and shall submit the following additional documents	<p>a. The Bidder shall be a company registered in Sri Lanka for a period of more than five (05) years. The Bidder shall provide copies of original documents defining the constitution or legal status, place of registration, and principal place of business.</p> <p>b. The authorization shall be given to the person who signs the bid and other documents in terms of a Power Of Attorney (POA) for this tender. Power of Attorney shall be registered in</p>

		<p>Registrar General Department. (If not, the bid offer shall be treated as a non-responsive bid)</p> <p>c. Bidshall be registered under the Public Contract Act No. 3 of 1987 at the time of bid submission and the certificate should be submitted with the Bidding Document. (If not, the bid offer shall be treated as a non-responsive bid).</p> <p>d. The bidder should be in the business of selling and maintenance of PABX or IT related hardware devices more than three (03) years. Proof Documents should be attached.</p> <p>e. The bidder should be the manufacture or the manufacture appointed distributor for the said hardware product. A valid agreement and manufacture authorization should be attached.</p> <p>f. The Bidder shouldhave manufacturer certified owned maintenance team with the organization. Relevant certificates should be attached with Curriculum Vitae (CV).Documentary evidence (Declaration letter) should be submitted.</p> <p>g. The bidder should provide three customer reference letters for providing after sales services for related products.</p> <p>h. The Bidder shall submit the certified copies of Audited Financial Statements of the company for the last three (03) years (2022/23, 2023/24, 2024/25).</p> <p>i. Mandatory requirement submission of Non-collusion Affidavit by bidder (With Rs.25.00 – Stamp)</p> <p>j. Bidder should be submitted the letter of VAT confirmation if the company registered for VAT.</p> <p>k. The Bidder or its subsidiaries or affiliated companies shall not be blacklisted by any government institution duringpast five (05) years (2020-2024). Declaration letter shall be provided.</p>
ITB 14.3	The bidders may quote following minimum quantities	Prices quoted shall correspond to 100% of the items specified and to 100% of the quantities specified.

ITB 14.4	Tax Exemptions	Not Applicable
ITB 15.1	Currencies of Bid	Sri Lankan Rupees (LKR)
ITB 19.1	Bid validity	Bid validity period shall be seventy seven (77) days from the bid closing date. (for the period from 11.08.2025 to 26.10.2025)
ITB 20.1	Bid Security	<p>The Bidder shall provide Bid Security in the form of bank guarantee (as per the format given in the bidding documents) issued by any licensed commercial bank operating in Sri Lanka and approved by the Central Bank of Sri Lanka and it shall be encashable on first demand written in favor of the</p> <p style="text-align: center;">Commissioner General; Department for Registration of Persons, 10th Floor, "Suhurupaya", Sri Subhuthipura Road, Battaramulla.</p> <p>The Bidder shall obtain a Refundable Cash Deposit to the shroff in DRP. In case of cash deposit, the bidder shall deposit the money and attach the original of the cash receipt/General 172 along with the bid.</p>
ITB 20.2	<p>The amounts of the Bid Security</p> <p>The validity period of the bid security</p>	<p>Bid Security shall be LKR Sixty Thousand only (60,000.00)</p> <p>Bid security shall remain valid for one hundred & five (105) days from the bid closing date (for the period from 12.08.2025 to 24.11.2025)</p>
		D. Submission and Opening of Bids
ITB 22.2	<p>The purchaser address for the bid submission</p> <p>For identification of the bid the envelop should indicate</p>	<p>Accountant, Department for Registration of Persons, 12th Floor, "Suhurupaya", Sri Subhuthipura Road, Battaramulla.</p> <p>Procurement of service & maintenance agreement for PABX system with 652 IP phones in DRP for one year.</p> <p>(IFB No: DRP/ACC/07/36/2024)</p>
ITB 23.1	Deadline for submission of bid	02.00 p.m. on 11.08.2025

ITB 26.1	Bid Opening	<p>The bid opening shall take place at:</p> <p>Accountant's Room, Department for Registration of Persons, Wing C, 12th Floor, "Suhurupaya", Sri Subhuthipura Road, Battaramulla.</p> <p>The bids will be open immediately after the deadline for submission of bids.</p>
		E. Evaluation and Comparison of Bids
ITB 34.1	Domestic Preferences	Domestic preferences will not be the bid evaluation factor.
ITB 35.4	The following factors and methodology will be used for evaluation	Refer to Section III

Section III

Evaluation and Qualification Criteria

This Section complements the Instructions to Bidders and BDS. It contains the criteria that the Purchaser uses to evaluate a bid and **determine whether a Bidder has the required qualifications.**

In addition, **qualified bidders** will be evaluated on the following criteria.

- a. **Legal validity** of the Bid and **eligibility** and **qualifications** of Bidder.
- b. Substantial responsiveness to the **technical specifications** and all other bidding conditions.
- c. Substantially responsiveness to the **mandatory items** in the specifications.

Post qualification Requirements (ITB 37)

After determining the lowest-evaluated bid in accordance with ITB Sub-Clause 36.1, the Purchaser shall carry out the postqualification of the Bidder in accordance with ITB Clause 37, using following requirements.

(a) Financial Capability

- (i) The Bidder shall submit the **certified copies of Audited Financial Statements** of the company for the **last three (03) years (2022/23, 2023/24, 2024/25).**

(b) Experience and Technical Capability

- I. The Bidder must be a **company registered in Sri Lanka for a period of more than five (05) years.** In the event that the Bid is forwarded by the Manufacturer, a **local agent having a business registration in Sri Lanka for more than five (05) years** must be appointed as the local agent.
- II. The bidder should be in the business of selling and maintenance of PABX or IT related hardware devices more than three (03) years. **Proof Documents should be attached.**
- III. The bidder should be the manufacture or the manufacture appointed distributor for the said hardware product. **A valid agreement and manufacture authorization should be attached.**
- l. The Bidder should have manufacturer certified owned maintenance team with the organization. **Relevant certificates should be attached.** Documentary evidence (Declaration letter) should be submitted.
- IV. The bidder should provide three customer reference letters for providing after sales services for related products.
- V. The Bidder or its subsidiaries or affiliated companies shall not be blacklisted by any government institution during **past five (05) years (2020-2024).** Declaration letter shall be provided.

Section IV
Bidding Forms
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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:2025

No: DRP/ACC/07/36/2024

To: **Chairman**
Department Procurement Committee
Department for Registration of Persons
10th Floor, "Suhurupaya", Sri Subhuthipura 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 Addendum);
- (b) We offer to **Procurement of service & maintenance agreement for PABX system with 652 IP phones in DRP for one year** in conformity with the Bidding Documents and in accordance with the Requirements of the Related Services and Maintenance.
- (c) The total price of our Bid without taxes, including any discounts offered is (state in words & figures)
.....
- (d) The total price of our Bid including taxes, and any discounts offered is: (state in words & figures)
.....
- (e) Our bid shall be valid for the period of time specified in ITB Sub-Clause 18.1, 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 may be accepted at any time before the expiration of that period;
- (f) If our bid is accepted, we commit to obtain a performance security in accordance with ITB clause 42 and GCC Clause 17 for the due performance of the Contract;
- (h) We have no conflict of interest in accordance with ITB Sub-Clause 4.3;
- (i) Our firm, its affiliates or subsidiaries-including any subcontractors or suppliers for any part of the contract-has not been declared blacklisted by the Government of Sri Lanka.
- (j) 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.

- (k) 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]

Section IV - Bidding Forms- PRICE SCHEDULE

PRICE SCHEDULE					
1	2	3	4	5	6
		Goods and related Services offered within Sri Lanka (in Sri Lankan Rupees)			
Line Item No.	Description of Service	Total price Including TAX without VAT	Discounted Total Price (if any) Excluding VAT	VAT	Total price Including VAT
01	Procurement of Service and Maintenance Agreement for PABX System with 652 nos of IP phones in DRP for One Year				
Total					
<p>Signature of the Bidder's authorized representative:.....</p> <p>Name of the representative:</p> <p>Company Stamp : Date :</p>					

Bidder's price shall be inclusive of all taxes except VAT. All other taxes shall be borne by the supplier.

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: Commissioner General, Dept. for Registration of Persons, 10th Floor,
"Suhurupaya", 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. ----- *[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)]

*****Bid Guarantee should submit in the given format. Alternative formats are not be accepted**

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 his bid, if so indicated in the BDS.)

Date:.....

No:.....

To:

WHEREAS

We..... who are official
manufacturers ofhaving factories at
..... do hereby
authorize..... to submit a bid the purpose of which
is to provide the following Goods, manufactured by us.....
.....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:.....

Name:

Title:

Duly authorized to sign this Authorization on behalf of :.....

Dated on ----day of ----

Section V
Schedule of Requirements
Contents

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SAMPLE

Schedule of Requirements

Line Item No	Description of Service	Type of Agreement
01	Service & Maintenance Agreement	One Year Maintenance Agreement for items mentioned in the bidding documents with all parts

Signature of the Bidder's Authorized Representative:.....

Name of the representative:

Company Stamp :.....Date :

Technical Specification & Compliance

To be completed by the bidder and submitted with the bidding documents

Specification for Service & maintenance agreement for Procurement of Service and Maintenance Agreement for PABX System with 652 nos of IP phones in DRP for One Year

Requirements		Bidder's Response	
		Compliance*	Remarks
Agreement Type	Service & maintenance support	Yes / No	
Agreement period	1 Year	Yes / No	
Type of service	24 x 7	Yes / No	
Service Location	On-Site (Department for Registration of Persons Head office, Provincial offices and DS offices located at island wide)	Yes / No	
Response Time	Within 12 hours	Yes / No	
Resolve time	Within 24 hours	Yes / No	
Included Items for agreement	Below mentioned items** including all parts	Yes / No	
Business Registration	A certified business registration documents should be attached.	Yes / No	
Business Experience	The Bidder should be in the business of maintenance of PABX with IT related hardware devices more than three (03) years. Proof Documents should be attached.	Yes / No	
Manufacture Authorization	The bidder should be the manufacture or the manufacture appointed distributor for the said hardware product. A valid agreement and manufacture authorization should be attached.	Yes / No	
Maintenance Team	The bidder should have manufacturer certified owned maintenance team with the organization. Relevant certificates with Curriculum Vitae (CV) should be attached.	Yes / No	
Preventive Maintenance	The bidder should provide two (02) preventive maintenances for all the IP phones.	Yes / No	

Full Services	The bidder should provide one (01) full service for all the IP Phones.	Yes / No	
Removal of the phones from Premises	Any removal of the IP Phone for maintenance / repair from DRP same model or equivalent IP Phone should be install before the removal to avoid configuration changes.	Yes / No	
Things to Provide under the agreement	<p>The bidder should provide the following under the service contract</p> <ul style="list-style-type: none"> - Spare Parts - Preventive Maintenances - Full Service - Labor - Backups 	Yes / No	
After sales service Experience	The bidder should provide three customers reference letters for providing after sales services for related products.	Yes / No	

*** - Mandatory Field - should be marked**

Signature of the Bidder's authorized representative:

Name of the representative:

Company Stamp:Date:

****Included item for agreement**

No.s	Serial No	Model	Location
1	NEC SV9100 PABX System		Head Office
2	A15113B7802314	NEC ITY-6D-IP (BK)	Colombo
3	A15113B7700010	NEC ITY-6D-IP (BK)	Kolonnawa
4	A15113B7802388	NEC ITY-6D-IP (BK)	Kaduwela
5	A1511387700155	NEC ITY-6D-IP (BK)	Homagama
6	A1511387802393	NEC ITY-6D-IP (BK)	Seethawaka
7	A1511387802396	NEC ITY-6D-IP (BK)	Padukka
8	A1511387802327	NEC ITY-6D-IP (BK)	Maharagama
9	A15113B7802112	NEC ITY-6D-IP (BK)	Sri JayawardanapuraKotte
10	A1511387700113	NEC ITY-6D-IP (BK)	Dehiwala
11	A1511387700069	NEC ITY-6D-IP (BK)	Ratmalana
12	A1511387862266	NEC ITY-6D-IP (BK)	Moratuwa
13	A1511387700178	NEC ITY-6D-IP (BK)	Kesbewa
14	A15113B7700002	NEC ITY-6D-IP (BK)	Panadura
15	A15113B7802307	NEC ITY-6D-IP (BK)	Bandaragana
16	A15113B7700051	NEC ITY-6D-IP (BK)	Horana
17	A18967BB900117	NEC ITY-6D-IP (BK)	Ingiriya
18	A15113b7700040	NEC ITY-6D-IP (BK)	Bulathsinghala
19	A15113B7700013	NEC ITY-6D-IP (BK)	Maillaniya
20	A15113B7802287	NEC ITY-6D-IP (BK)	Kaluthara
21	A15113B7700172	NEC ITY-6D-IP (BK)	Beruwala
22	A15113B7802428	NEC ITY-6D-IP (BK)	Dodangoda
23	A18967BB900139	NEC ITY-6D-IP (BK)	Mathugama
24	A15113B7700056	NEC ITY-6D-IP (BK)	Agalawatta
25	A15113B7700118	NEC ITY-6D-IP (BK)	Palindanuwara
26	A15113B7700067	NEC ITY-6D-IP (BK)	Walallavita
27	A15113B7802389	NEC ITY-6D-IP (BK)	Negombo
28	A15113B7802279	NEC ITY-6D-IP (BK)	Katana
29	A15113B7802397	NEC ITY-6D-IP (BK)	Divulapitiya
30	A15113B7802310	NEC ITY-6D-IP (BK)	Mirigama
31	A15113B7802286	NEC ITY-6D-IP (BK)	Minuwangoda
32	A18959BA201103	NEC ITY-6D-IP (BK)	Wattala
33	A15113B7700121	NEC ITY-6D-IP (BK)	Ja-Ela
34	A15113B7802386	NEC ITY-6D-IP (BK)	Gampaha
35	A15113B7802290	NEC ITY-6D-IP (BK)	Attanagalla
36	A15113B7700017	NEC ITY-6D-IP (BK)	Dompe
37	A15113B7700149	NEC ITY-6D-IP (BK)	Mahara
38	A15113B7700094	NEC ITY-6D-IP (BK)	Kelaniya
39	A15113B7802399	NEC ITY-6D-IP (BK)	Biyagama
40	A15113B7802272	NEC ITY-6D-IP (BK)	Bentota
41	A15113B7802383	NEC ITY-6D-IP (BK)	Balapitiya
42	A15113B7802426	NEC ITY-6D-IP (BK)	Karandeniya
43	A15113B7802274	NEC ITY-6D-IP (BK)	Elpitiya
44	A15113B7700098	NEC ITY-6D-IP (BK)	Niyagama
45	A15113B995787A	NEC ITY-6D-IP (BK)	Thawalama
46	A15113B7700071	NEC ITY-6D-IP (BK)	Neluwa

47	A15113B7802281	NEC ITY-6D-IP (BK)	Nagoda
48	A15113B7700131	NEC ITY-6D-IP (BK)	Baddegama
49	A15113B7802365	NEC ITY-6D-IP (BK)	Welivita D.
50	A15113B7700142	NEC ITY-6D-IP (BK)	Ambalangoda
51	A15113B7802285	NEC ITY-6D-IP (BK)	Gonapeenuwala
52	A15113B7700096	NEC ITY-6D-IP (BK)	Hikkaduwa
53	A15113B7802284	NEC ITY-6D-IP (BK)	Galle-4Gra.
54	A15113B7802368	NEC ITY-6D-IP (BK)	Bope - poddala
55	A15113B7700086	NEC ITY-6D-IP (BK)	Akmeemana
56	A15113B7802373	NEC ITY-6D-IP (BK)	Yakkalamulla
57	A15113B7802369	NEC ITY-6D-IP (BK)	Imaduwa
58	A15113B7700005	NEC ITY-6D-IP (BK)	Habaraduwa
59	A15113B7802335	NEC ITY-6D-IP (BK)	Pitabeddara
60	A15113B7700166	NEC ITY-6D-IP (BK)	Kotapola
61	A15113B7700022	NEC ITY-6D-IP (BK)	Pasgoda
62	A15113B7802360	NEC ITY-6D-IP (BK)	Mulatiyana
63	A15113B7700060	NEC ITY-6D-IP (BK)	Athuraliya
64	A1513B78022408	NEC ITY-6D-IP (BK)	Akuressa
65	A15113B7700135	NEC ITY-6D-IP (BK)	Welipitiya
66	A15113B7802382	NEC ITY-6D-IP (BK)	Malimbada
67	A15113B7700080	NEC ITY-6D-IP (BK)	Kamburupitiya
68	A15113B7802345	NEC ITY-6D-IP (BK)	Hakmana
69	A15113B7700170	NEC ITY-6D-IP (BK)	KirindaPuhulwalla
70	A15113B7802391	NEC ITY-6D-IP (BK)	Thihagoda
71	A15113B7700072	NEC ITY-6D-IP (BK)	Weligama
72	A15113B7802255	NEC ITY-6D-IP (BK)	Matra 4G.
73	A15113B7802326	NEC ITY-6D-IP (BK)	Devinuwra
74	A15113B7700162	NEC ITY-6D-IP (BK)	Dikwella
75	A15113B7802260	NEC ITY-6D-IP (BK)	Sooriyawewa
76	A15113B7700119	NEC ITY-6D-IP (BK)	Lunugamwehera
77	A15113B7700158	NEC ITY-6D-IP (BK)	Thissamaharamaya
78	A15113B7700136	NEC ITY-6D-IP (BK)	Hambantota
79	A15113B7700091	NEC ITY-6D-IP (BK)	Aambalantota
80	A15113B7802380	NEC ITY-6D-IP (BK)	Angunukolapalassa
81	A15113B7700046	NEC ITY-6D-IP (BK)	Weerakatiya
82	A15113B7700159	NEC ITY-6D-IP (BK)	Katuwana
83	A15113B7802371	NEC ITY-6D-IP (BK)	Walasmulla
84	A15113B7802409	NEC ITY-6D-IP (BK)	Okewela
85	A15113B7700147	NEC ITY-6D-IP (BK)	Beliatta
86	A15113B7802374	NEC ITY-6D-IP (BK)	Tangalla
87	A15113B7802254	NEC ITY-6D-IP (BK)	Kalpitiya
88	A15113B7802361	NEC ITY-6D-IP (BK)	Vanathavilluwa
89	A15113B7802278	NEC ITY-6D-IP (BK)	Karuwalagaswewa
90	A15113B7700165	NEC ITY-6D-IP (BK)	Nawagaththegama
91	A15113B7802283	NEC ITY-6D-IP (BK)	Puttalam
92	A15113B7802348	NEC ITY-6D-IP (BK)	Mundel
93	A15113B7802372	NEC ITY-6D-IP (BK)	Mahakumbukkadawala
94	A15113B7802394	NEC ITY-6D-IP (BK)	Anamaduwa
95	A189596C702696	NEC ITY-6D-IP (BK)	Pallama

96	A15113B7700038	NEC ITY-6D-IP (BK)	Arachchikattuwa
97	A15113B7802269	NEC ITY-6D-IP (BK)	Chilaw
98	A15113B7802332	NEC ITY-6D-IP (BK)	Madampe
99	A15113B7700123	NEC ITY-6D-IP (BK)	Mahawewa
100	A15113B7802403	NEC ITY-6D-IP (BK)	Nattandiya
101	A15113B7700129	NEC ITY-6D-IP (BK)	Wennapuwa
102	A15113B7802309	NEC ITY-6D-IP (BK)	Dankotuwa
103	A15113B7700134	NEC ITY-6D-IP (BK)	Giribawa
104	A15113B7802357	NEC ITY-6D-IP (BK)	Galgamuwa
105	A15113B7802375	NEC ITY-6D-IP (BK)	Ehetuwawa
106	A15113B7802355	NEC ITY-6D-IP (BK)	Ambanpola
107	A15113B7802418	NEC ITY-6D-IP (BK)	Kotavehera
108	A15113B7802377	NEC ITY-6D-IP (BK)	Rasnayakapura
109	A15113B7802275	NEC ITY-6D-IP (BK)	Nikaweratiya
110	A15113B7802315	NEC ITY-6D-IP (BK)	Maho
111	A15113B7802083	NEC ITY-6D-IP (BK)	Polpithigama
112	A15113B7802299	NEC ITY-6D-IP (BK)	Ibbagamuwa
113	A15113B7802296	NEC ITY-6D-IP (BK)	Ganewatta
114	A15113B7700140	NEC ITY-6D-IP (BK)	Wariyapola
115	A15113B7802359	NEC ITY-6D-IP (BK)	Kobeigane
116	A15113B7700157	NEC ITY-6D-IP (BK)	Bingiriya
117	A15113B7802321	NEC ITY-6D-IP (BK)	Paduwasnuwara
118	A15113B7700110	NEC ITY-6D-IP (BK)	Paduwasnuwara East
119	A15113B7700171	NEC ITY-6D-IP (BK)	Bamunakotuwa
120	A15113B7802292	NEC ITY-6D-IP (BK)	Maspotha
121	A15113B7802253	NEC ITY-6D-IP (BK)	Kurunega
122	A15113B7700143	NEC ITY-6D-IP (BK)	Mallawapitiya
123	A15113B7700141	NEC ITY-6D-IP (BK)	Mawathagama
124	A15113B7700161	NEC ITY-6D-IP (BK)	Rideegama
125	A15113B7802427	NEC ITY-6D-IP (BK)	Weerambagedara
126	A15113B7802288	NEC ITY-6D-IP (BK)	Kuliyapitiya East
127	A15113B7802267	NEC ITY-6D-IP (BK)	Kuliyapitiya west
128	A15113B7700156	NEC ITY-6D-IP (BK)	Udubaddawa
129	A15113B7700137	NEC ITY-6D-IP (BK)	Pannala
130	A15113B7700014	NEC ITY-6D-IP (BK)	Narammala
131	A15113B7700043	NEC ITY-6D-IP (BK)	Alawwa
132	A15113B7700031	NEC ITY-6D-IP (BK)	Polgahawela
133	A15113B7700039	NEC ITY-6D-IP (BK)	Thumpame
134	A15113B7700144	NEC ITY-6D-IP (BK)	Pujapitiya
135	A15113B7802378	NEC ITY-6D-IP (BK)	Akurana
136	A15113B7700167	NEC ITY-6D-IP (BK)	Pathadumabra
137	A15113B7700020	NEC ITY-6D-IP (BK)	Panvila
138	A15113B7802370	NEC ITY-6D-IP (BK)	udadumbara
139	A15113B7700151	NEC ITY-6D-IP (BK)	Minipe
140	A15113B7700174	NEC ITY-6D-IP (BK)	Medadumbara
141	A15113B7802347	NEC ITY-6D-IP (BK)	Kundasale
142	A15113B7802323	NEC ITY-6D-IP (BK)	kandy 4G.
143	A18959BC702664	NEC ITY-6D-IP (BK)	Harispattuwa
144	A15113B7700176	NEC ITY-6D-IP (BK)	Hatharaliyadda

145	A15113B7700152	NEC ITY-6D-IP (BK)	Yatinuwara
146	A15113B7802322	NEC ITY-6D-IP (BK)	Udunuwara
147	A15113B7802400	NEC ITY-6D-IP (BK)	Doluwa
148	A15113B7700103	NEC ITY-6D-IP (BK)	Pathahewahata
149	A15113B7802344	NEC ITY-6D-IP (BK)	Delthota
150	A15113B7700018	NEC ITY-6D-IP (BK)	Udawalpala
151	A15113B7802311	NEC ITY-6D-IP (BK)	Ganga Ihala Korale
152	A15113B7700050	NEC ITY-6D-IP (BK)	Pasbagekorale
153	A18959Bc702632	NEC ITY-6D-IP (BK)	Galewela
154	A15113B7802273	NEC ITY-6D-IP (BK)	Dambulla
155	A15113B7700023	NEC ITY-6D-IP (BK)	Naula
156	A15113B7802367	NEC ITY-6D-IP (BK)	Pallepola
157	A15113B7802404	NEC ITY-6D-IP (BK)	Yatawatta
158	A15113B7802140	NEC ITY-6D-IP (BK)	Matale
159	A15113B7700085	NEC ITY-6D-IP (BK)	Amba. korale
160	A15113B7802280	NEC ITY-6D-IP (BK)	Laggala P.
161	A15113B7802362	NEC ITY-6D-IP (BK)	Wilgamuwa
162	A15113B7802268	NEC ITY-6D-IP (BK)	Rattota
163	A15113B7700068	NEC ITY-6D-IP (BK)	Ukuwela
164	A15113B7802300	NEC ITY-6D-IP (BK)	Kothmale
165	A15113B7700045	NEC ITY-6D-IP (BK)	Haguranketha
166	A15113B7700048	NEC ITY-6D-IP (BK)	Walapane
167	A15113B7802264	NEC ITY-6D-IP (BK)	Nuwaraeliya
168	A15113B7700168	NEC ITY-6D-IP (BK)	Ambagamuwa
169	A15113B7700073	NEC ITY-6D-IP (BK)	Rambukkana
170	A15113B7700173	NEC ITY-6D-IP (BK)	Mawanella
171	A15113B7802385	NEC ITY-6D-IP (BK)	Aranayaka
172	A15113B7802251	NEC ITY-6D-IP (BK)	Kegalle
173	A15113B7700133	NEC ITY-6D-IP (BK)	Galigamuwa
174	A15113B7802282	NEC ITY-6D-IP (BK)	warakapola
175	A15113B7700089	NEC ITY-6D-IP (BK)	Ruwanwella
176	A15113B7802259	NEC ITY-6D-IP (BK)	Bulathkohupitiya
177	A15113B7802340	NEC ITY-6D-IP (BK)	Yatiantota
178	A15113B7700097	NEC ITY-6D-IP (BK)	Dehiowita
179	A15113B7802364	NEC ITY-6D-IP (BK)	Deraniyagala
180	A15113B7600480	NEC ITY-6D-IP (BK)	Ehaliyagoda
181	A15113B7802379	NEC ITY-6D-IP (BK)	Kuruvita
182	A15113B7802430	NEC ITY-6D-IP (BK)	Kiriella
183	A15113B7802417	NEC ITY-6D-IP (BK)	Rathnapura
184	A15113B7802415	NEC ITY-6D-IP (BK)	Imbulpe
185	A15113B7700102	NEC ITY-6D-IP (BK)	Opanayake
186	A15113B7700124	NEC ITY-6D-IP (BK)	Balangoda
187	A15113B7700058	NEC ITY-6D-IP (BK)	Pelmadulla
188	A15113B7700115	NEC ITY-6D-IP (BK)	Elapatha
189	A15113B7802337	NEC ITY-6D-IP (BK)	Ayagama
190	A15113B7802421	NEC ITY-6D-IP (BK)	Kalawana
191	A15113B7700088	NEC ITY-6D-IP (BK)	Nivithigala
192	A15113B7802261	NEC ITY-6D-IP (BK)	Kahawatta
193	A15113B7802303	NEC ITY-6D-IP (BK)	Godakawela

194	A15113B7802334	NEC ITY-6D-IP (BK)	Weligepola
195	A15113B7802319	NEC ITY-6D-IP (BK)	Emblipitiya
196	A15113B7700160	NEC ITY-6D-IP (BK)	Kolonna
197	A15113B7802354	NEC ITY-6D-IP (BK)	Mahiyanganaya
198	A15113B7802413	NEC ITY-6D-IP (BK)	Rideemaliyadda
199	A15113B7802132	NEC ITY-6D-IP (BK)	Meegahakivula
200	A15113B7700132	NEC ITY-6D-IP (BK)	kandekatiya
201	A15113B7700179	NEC ITY-6D-IP (BK)	soranathota
202	A15113B7802257	NEC ITY-6D-IP (BK)	Passara
203	A15113B7700053	NEC ITY-6D-IP (BK)	Lunugala
204	A15113B7700061	NEC ITY-6D-IP (BK)	Badulla
205	A15113B7700081	NEC ITY-6D-IP (BK)	Hali -Ela
206	A15113B7802262	NEC ITY-6D-IP (BK)	UvaPranagama
207	A15113B7802358	NEC ITY-6D-IP (BK)	Welimada
208	A15113B7802215	NEC ITY-6D-IP (BK)	Bandarawela
209	A15113B7700055	NEC ITY-6D-IP (BK)	Ella
210	A15113B7700128	NEC ITY-6D-IP (BK)	Haputhale
211	A15113B7802318	NEC ITY-6D-IP (BK)	Haldummulla
212	A15113B7802271	NEC ITY-6D-IP (BK)	Bibile
213	A15113B7700064	NEC ITY-6D-IP (BK)	Madulla
214	A15113B7700175	NEC ITY-6D-IP (BK)	Medagama
215	A15113B7700052	NEC ITY-6D-IP (BK)	Siyambalanduwa
216	A15113B7700169	NEC ITY-6D-IP (BK)	Monaragala
217	A15113B7802297	NEC ITY-6D-IP (BK)	Badalkumbura
218	A15113B7802301	NEC ITY-6D-IP (BK)	wellawaya
219	A15113B7802291	NEC ITY-6D-IP (BK)	Buttala
220	A15113B7802343	NEC ITY-6D-IP (BK)	katharagama
221	A15113B7802338	NEC ITY-6D-IP (BK)	Thanamalvila
222	A15113B7802333	NEC ITY-6D-IP (BK)	sevanagala
223	A18959BA201098	NEC ITY-6D-IP (BK)	Padaviya
224	A15113B7700065	NEC ITY-6D-IP (BK)	Kebithigollawa
225	A15113B7700111	NEC ITY-6D-IP (BK)	Medawachchiya
226	A15113B7700125	NEC ITY-6D-IP (BK)	Mahavilachchiya
227	A15113B7802306	NEC ITY-6D-IP (BK)	NuwaragamPalatha Central
228	A15113B7700019	NEC ITY-6D-IP (BK)	Rambewa
229	A15113B7700011	NEC ITY-6D-IP (BK)	Kahatagasdigiliya
230	A15113B7700163	NEC ITY-6D-IP (BK)	Horowpathana
231	A15113B7700153	NEC ITY-6D-IP (BK)	Galenbidunuwewa
232	A15113B7802346	NEC ITY-6D-IP (BK)	Mihinthale
233	A15113B7700049	NEC ITY-6D-IP (BK)	Nu.P.East
234	A15113B7700026	NEC ITY-6D-IP (BK)	Nachchaduwa
235	A15113B7700059	NEC ITY-6D-IP (BK)	Nochchiyagama
236	A15113B7802263	NEC ITY-6D-IP (BK)	Rajanganaya
237	A15113B7802304	NEC ITY-6D-IP (BK)	Thambuththegama
238	A15113B7802339	NEC ITY-6D-IP (BK)	Thalawa
239	A15113B7700057	NEC ITY-6D-IP (BK)	Thirappane
240	A15113B7802422	NEC ITY-6D-IP (BK)	Kekirawa
241	A15113B7700015	NEC ITY-6D-IP (BK)	Palugaswewa
242	A15113B7700112	NEC ITY-6D-IP (BK)	Ipalogama

243	A15113B7802265	NEC ITY-6D-IP (BK)	Galnewa
244	A15113B7700087	NEC ITY-6D-IP (BK)	palagala
245	A15113B7802293	NEC ITY-6D-IP (BK)	Higurakkgodra
246	A15113B7802349	NEC ITY-6D-IP (BK)	Medirigiriya
247	A15113B7700030	NEC ITY-6D-IP (BK)	Lankapura
248	A15113B7700066	NEC ITY-6D-IP (BK)	Elahera
249	A15113B7802363	NEC ITY-6D-IP (BK)	Thamankaduwa
250	A18959BB401534	NEC ITY-6D-IP (BK)	welikanda
251	A15113B7802356	NEC ITY-6D-IP (BK)	Dimbulagala
252	A15113B7802313	NEC ITY-6D-IP (BK)	Kayts
253	A15113B7700139	NEC ITY-6D-IP (BK)	Karainagar
254	A15113B7802336	NEC ITY-6D-IP (BK)	ValikanamW.
255	A15113B7802218	NEC ITY-6D-IP (BK)	Sandilipay
256	A15113B7700106	NEC ITY-6D-IP (BK)	Vali:North
257	A15113B7700009	NEC ITY-6D-IP (BK)	Uduvil
258	A15113B7802416	NEC ITY-6D-IP (BK)	Kopay
259	A15113B7700041	NEC ITY-6D-IP (BK)	karaveddy
260	A15113B7700154	NEC ITY-6D-IP (BK)	vadamar E.
261	A15113B7802376	NEC ITY-6D-IP (BK)	Point Pedro
262	A15113B7802414	NEC ITY-6D-IP (BK)	Chavakachcheri
263	A15113B7700016	NEC ITY-6D-IP (BK)	Nallur
264	A15113B7802324	NEC ITY-6D-IP (BK)	Jaffna
265	A15113B7802256	NEC ITY-6D-IP (BK)	velanai
266	A15113B7700047	NEC ITY-6D-IP (BK)	Delft
267	A15113B7700104	NEC ITY-6D-IP (BK)	Pachchalaipalli
268	A15113B7802353	NEC ITY-6D-IP (BK)	Kandavali
269	A15113B7802398	NEC ITY-6D-IP (BK)	karachchi
270	A15113B7802317	NEC ITY-6D-IP (BK)	Poonakary
271	A15113B7700028	NEC ITY-6D-IP (BK)	Mannar town
272	A15113B7700042	NEC ITY-6D-IP (BK)	Manthai W.
273	A15113B7802252	NEC ITY-6D-IP (BK)	Madhu
274	A15113B7802180	NEC ITY-6D-IP (BK)	Nanattan
275	A15113B7802176	NEC ITY-6D-IP (BK)	Musali
276	A15113B7802277	NEC ITY-6D-IP (BK)	Welioya
277	A15113B7802294	NEC ITY-6D-IP (BK)	Marintimepattu
278	A15113B7700116	NEC ITY-6D-IP (BK)	Oddusudan
279	A15113B7700032	NEC ITY-6D-IP (BK)	Thunnukkay
280	A15113B7802295	NEC ITY-6D-IP (BK)	Manthai E.
281	A15113B7700180	NEC ITY-6D-IP (BK)	Pudukudirippu
282	A15113B7802420	NEC ITY-6D-IP (BK)	Vavuniya N
283	A15113B7700090	NEC ITY-6D-IP (BK)	Vavuniya S
284	A15113B7802411	NEC ITY-6D-IP (BK)	Vavuniya
285	A15113B7802381	NEC ITY-6D-IP (BK)	Vengalcheddikulam
286	A15113B7700004	NEC ITY-6D-IP (BK)	Dehiattakandiya
287	A15113B7802331	NEC ITY-6D-IP (BK)	Padiyathalawa
288	A15113B7802308	NEC ITY-6D-IP (BK)	Mahaoya
289	A15113B7700100	NEC ITY-6D-IP (BK)	Uhana
290	A15113B7700029	NEC ITY-6D-IP (BK)	Ampara
291	A15113B7802276	NEC ITY-6D-IP (BK)	Navithanveli

292	A15113B7802387	NEC ITY-6D-IP (BK)	Samanthurai
293	A15113B7700044	NEC ITY-6D-IP (BK)	Kalmunai Tamil Division
294	A15113B7700084	NEC ITY-6D-IP (BK)	Kalmunai Muslim Division
295	A15113B7802329	NEC ITY-6D-IP (BK)	Sainthamarathu
296	A15113B7802390	NEC ITY-6D-IP (BK)	Karaitheevu
297	A15113B7802342	NEC ITY-6D-IP (BK)	Ninthavur
298	A15113B7802384	NEC ITY-6D-IP (BK)	Addalachchenai
299	A15113B7700077	NEC ITY-6D-IP (BK)	Irakkamam
300	A15113B7802424	NEC ITY-6D-IP (BK)	Akkaraipattu
301	A15113B7802423	NEC ITY-6D-IP (BK)	Alayadiwembu
302	A15113B7700025	NEC ITY-6D-IP (BK)	Damana
303	A15113B7700083	NEC ITY-6D-IP (BK)	Thirukkivil
304	A15113B7802419	NEC ITY-6D-IP (BK)	Pottuvil
305	A15113B7802341	NEC ITY-6D-IP (BK)	Lahugala
306	A15113B7802330	NEC ITY-6D-IP (BK)	KoralaiPattu North (Vaharai)
307	A15113B7802402	NEC ITY-6D-IP (BK)	KaralaiPattu Central
308	A15113B7700062	NEC ITY-6D-IP (BK)	KoralaiPattu West (Oddamavadi)
309	A15113B7802270	NEC ITY-6D-IP (BK)	KoralaiPattu (Valachchenai)
310	A15113B7700024	NEC ITY-6D-IP (BK)	Koralaipattu South (Kiran)
311	A15113B7700063	NEC ITY-6D-IP (BK)	EravurPattu
312	A15113B7802429	NEC ITY-6D-IP (BK)	Eravur Town
313	A15113B7700006	NEC ITY-6D-IP (BK)	Manmunai North
314	A15113B7700146	NEC ITY-6D-IP (BK)	Manmunai West
315	A15113B7700001	NEC ITY-6D-IP (BK)	Kattankudy
316	A15113B7802352	NEC ITY-6D-IP (BK)	ManmunaiPattu (Araipattai)
317	A15113B7802350	NEC ITY-6D-IP (BK)	Manmunai South - West
318	A15113B7802425	NEC ITY-6D-IP (BK)	PoratheevuPattu
319	A15113B7802289	NEC ITY-6D-IP (BK)	Manmunai South &Eruvil Pattu
320	A15113B7700148	NEC ITY-6D-IP (BK)	Padavi Sri Pura
321	A15113B7802405	NEC ITY-6D-IP (BK)	Kuchchaveli
322	A15113B7700177	NEC ITY-6D-IP (BK)	Gomarankadawala
323	A15113B7700021	NEC ITY-6D-IP (BK)	Morawewa
324	A15113B7802316	NEC ITY-6D-IP (BK)	Trincomalee Town and Gravets
325	A15331B7802312	NEC ITY-6D-IP (BK)	Thamblagamuwa
326	A15113B7700054	NEC ITY-6D-IP (BK)	Kantale
327	A15113B7802406	NEC ITY-6D-IP (BK)	Kinniya
328	A15113B7802258	NEC ITY-6D-IP (BK)	Muttur
329	A15113B7802328	NEC ITY-6D-IP (BK)	Seruvila
330	A15113B7802407	NEC ITY-6D-IP (BK)	Verugal (Eachchilampattu
331	A15113B7802095	NEC ITY-6D-IP (BK)	Head Office
332	A15113B7802142	NEC ITY-6D-IP (BK)	Head Office
333	A15113B7802075	NEC ITY-6D-IP (BK)	Head Office
334	A13858B7800147	NEC IZV (XDG) W-3Y (BK)	Head Office

335	A13858B7800122	NEC IZV (XDG) W-3Y (BK)	Head Office
336	A13858B7X00125	NEC IZV (XDG) W-3Y (BK)	Head Office
337	A15113B7802224	NEC ITY-6D-IP (BK)	Head Office
338	A13858B7800142	NEC IZV (XDG) W-3Y (BK)	Head Office
339	A13858B7800148	NEC IZV (XDG) W-3Y (BK)	Head Office
340	A13858B7800123	NEC IZV (XDG) W-3Y (BK)	Head Office
341	A13858B7800133	NEC IZV (XDG) W-3Y (BK)	Head Office
342	A15113B7802085	NEC ITY-6D-IP (BK)	Head Office
343	A15113B7802073	NEC ITY-6D-IP (BK)	Head Office
344	A15113B7802121	NEC ITY-6D-IP (BK)	Head Office
345	A15113B7802216	NEC ITY-6D-IP (BK)	Head Office
346	A15113B7802129	NEC ITY-6D-IP (BK)	Head Office
347	A13858B7800002	NEC IZV (XDG) W-3Y (BK)	Head Office
348	A13858B7800139	NEC IZV (XDG) W-3Y (BK)	Head Office
349	A15113B7802228	NEC ITY-6D-IP (BK)	Head Office
350	A15113B7802139	NEC ITY-6D-IP (BK)	Head Office
351	A15113B7802074	NEC ITY-6D-IP (BK)	Head Office
352	A13858B7800078	NEC IZV (XDG) W-3Y (BK)	Head Office
353	A15113B7802082	NEC ITY-6D-IP (BK)	Head Office
354	A13858B7800151	NEC IZV (XDG) W-3Y (BK)	Head Office
355	A15113B7802165	NEC ITY-6D-IP (BK)	Head Office
356	A13858B7800067	NEC IZV (XDG) W-3Y (BK)	Head Office
357	A15113B7802081	NEC ITY-6D-IP (BK)	Head Office
358	A15113B7802124	NEC ITY-6D-IP (BK)	Head Office
359	A15113B7802395	NEC ITY-6D-IP (BK)	Head Office
360	A13858B7800077	NEC IZV (XDG) W-3Y (BK)	Head Office
361	A15113B7700150	NEC ITY-6D-IP (BK)	Head Office
362	A15113B7600409	NEC ITY-6D-IP (BK)	Head Office
363	A15113B7700074	NEC ITY-6D-IP (BK)	Head Office
364	A15113B7802325	NEC ITY-6D-IP (BK)	Head Office
365	A15113B7700082	NEC ITY-6D-IP (BK)	Head Office
366	A15113B7802366	NEC ITY-6D-IP (BK)	Head Office
367	A15113B7802305	NEC ITY-6D-IP (BK)	Head Office
368	A15113B7802213	NEC ITY-6D-IP (BK)	Head Office
369	A15113B7802077	NEC ITY-6D-IP (BK)	Head Office
370	A15113B7700099	NEC ITY-6D-IP (BK)	Head Office
371	A13858B7800089	NEC IZV (XDG) W-3Y (BK)	Head Office
372	A15113B7802122	NEC ITY-6D-IP (BK)	Head Office
373	A15113B7802104	NEC ITY-6D-IP (BK)	Head Office
374	A13858B7800001	NEC IZV (XDG) W-3Y (BK)	Head Office
375	A15113B7802137	NEC ITY-6D-IP (BK)	Head Office
376	A15113B7802125	NEC ITY-6D-IP (BK)	Head Office
377	A13858B7800155	NEC IZV (XDG) W-3Y (BK)	Head Office
378	A15113B7802123	NEC ITY-6D-IP (BK)	Head Office
379	A13858B7800137	NEC IZV (XDG) W-3Y (BK)	Head Office
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381	A15113B7802072	NEC ITY-6D-IP (BK)	Head Office
382	A15113B7802126	NEC ITY-6D-IP (BK)	Head Office
383	A15113B7802212	NEC ITY-6D-IP (BK)	Head Office

384	A15113B7802133	NEC ITY-6D-IP (BK)	Head Office
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394	A15113B7802172	NEC ITY-6D-IP (BK)	Head Office
395	A15113B7802136	NEC ITY-6D-IP (BK)	Head Office
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398	A13858B7800158	NEC IZV (XDG) W-3Y (BK)	Head Office
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401	A15113B7802166	NEC ITY-6D-IP (BK)	Head Office
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420	A13858B7800143	NEC IZV (XDG) W-3Y (BK)	Head Office
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432	A13858B7800141	NEC IZV (XDG) W-3Y (BK)	Head Office

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434	A13858B7800124	NEC IZV (XDG) W-3Y (BK)	Head Office
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438	A13858B7800146	NEC IZV (XDG) W-3Y (BK)	Head Office
439	A15113B7802076	NEC ITY-6D-IP (BK)	Head Office
440	A15113B7802078	NEC ITY-6D-IP (BK)	Head Office
441	A13854B5300120	NEC IZV (XDG) W-3Y (BK)	Head Office
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443	A13854B5300113	NEC IZV (XDG) W-3Y (BK)	Head Office
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455	A13858B7800138	NEC IZV (XDG) W-3Y (BK)	Head Office
456	A13858B7X00005	NEC IZV (XDG) W-3Y (BK)	Head Office
457	A13858B7X00030	NEC IZV (XDG) W-3Y (BK)	Head Office
458	A13858B7X00145	NEC IZV (XDG) W-3Y (BK)	Head Office
459	A13858B7Y00069	NEC IZV (XDG) W-3Y (BK)	Provincial Office - Galle
460	A13858B7X00105	NEC IZV (XDG) W-3Y (BK)	Provincial Office - Galle
461	A15113B7802089	NEC ITY-6D-IP (BK)	Provincial Office - Galle
462	A13858B7X00040	NEC IZV (XDG) W-3Y (BK)	Provincial Office - Kurunegla
463	A15113B7802131	NEC ITY-6D-IP (BK)	Provincial Office - Kurunegla
464	A13858B7X00015	NEC IZV (XDG) W-3Y (BK)	Provincial Office - Vavunia
465	A13858B7X00011	NEC IZV (XDG) W-3Y (BK)	Provincial Office - Vavunia
466	A13852B8101630	NEC IZV (XDG) W-3Y (BK)	Provincial Office - Batticaloa
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468	A18965BB801437	NEC ITK 12D TEL	Head Office
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504	A18959BBX00560	NEC ITK 6D TEL	Head Office
505	A18959BBX00337	NEC ITK 6D TEL	Head Office
506	A18959BBX00674	NEC ITK 6D TEL	Galle - Pro. Offc.
507	A18959BBX00630	NEC ITK 6D TEL	NuwaraEliya -Pro.Offc.
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522	A18959BBX00709	NEC ITK 6D TEL	Head Office
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524	A18959BBX00693	NEC ITK 6D TEL	Galle - Pro. Offc.
525	A18959BBX00610	NEC ITK 6D TEL	Nugegoda
526	A18959BBX00655	NEC ITK 6D TEL	Kurunegala - Pro. Offc.

527	A18959BBX00649	NEC ITK 6D TEL	NuwaraEliya -Pro.Offc.
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577	A15113BAX00011	NEC ITY 6D TEL	Wanduramba
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620	A15113BAX00075	NEC ITY 6D TEL	Head Office
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622	A15113BAX00079	NEC ITY 6D TEL	Head Office
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643	A15113BAX00076	NEC ITY 6D TEL	Head Office
644	A15113BAX00088	NEC ITY 6D TEL	Head Office
645	A15113BAX00003	NEC ITY 6D TEL	Madampagama
646	A15113BAX00004	NEC ITY 6D TEL	Head Office
647	A15113BAX00054	NEC ITY 6D TEL	Kurunegala - Pro. Offc.
648	A15113BAX00055	NEC ITY 6D TEL	Head Office
649	A15113BAX00143	NEC ITY 6D TEL	Head Office
650	A15113BAX00010	NEC ITY 6D TEL	Head Office
651	A15113BAX00195	NEC ITY 6D TEL	Head Office
652	A15113BAX00069	NEC ITY 6D TEL	Head Office

Signature of the Bidder's authorized representative:

Name of the representative:

Company Stamp:

Date:

Section VI

General Conditions of Contract

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SAMPLE

Section VI

General Conditions of Contract

1. Definitions

1.1 the following words and expressions shall have the Meaning hereby assigned to them:

- (a) "Contract" means the Contract Agreement Entered into between the Purchaser and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.
- (b) "Contract Documents" means the documents listed in the Contract Agreement, including any Amendments thereto.
- (c) "Contract Price" means the price payable to the Supplier as specified in the in the Contract Agreement, subject to such additions and adjustments thereto or Deductions there from, as may be made pursuant to the contract.
- (d) "Day" means calendar day.
- (e) "Completion" means the fulfillment of the supply of Goods to the destination specified and completion of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract.
- (f) "GCC" mean the General Conditions of Contract.
- (g) "Goods" means all of the commodities, raw materials, machinery and equipment, and/or other materials that the Supplier is required to supply to the Purchaser under the Contract.
- (h) "Purchaser" means the entity purchasing the Goods and Related Services, as specified in the Bid Data Sheet.
- (i) "Related Services" means the services incidental to the supply of goods, such as insurance, installation, training and initial maintenance and other such obligations of the Supplier under the Contract.
- (j) "Subcontractor" means any natural person, private or government entity, or a combination of the above, to whom any part of the Goods to be supplied or execution of any part of the Related Services is subcontracted by the Supplier
- (k) "Supplier" means the nature person, or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Purchaser and is named as such in the Contract Agreement.

(m) "The Project site" means the services shall be performed at such locations specified in the contract data.

2. Contract Documents

2.1 Subject to the order of precedence set forth in the Contract Agreement, all documents forming the Contract (and all parts thereof) are intended to

be correlative, complementary, and mutually explanatory. The Contract Agreement shall be read as a whole.

3. Fraud and Corruption

3.1 The Government of Sri Lanka requires the purchaser as well as bidders, suppliers, contractors, and consultants to observe the highest standard of ethics during the Procurement and execution of such contract.

In pursuit of this policy:

- (i) "Corrupt practice" means offering, giving, receiving, or soliciting, directly or indirectly of anything of value to influence the action of a public official in the procurement process or in contract execution;
- (ii) "fraudulent practice" means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;
- (iii) "collusive practice" means a scheme or arrangement between two or more bidders, with or without the knowledge of the Purchaser to establish bid prices at artificial, noncompetitive levels; and
- (iv) "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract.

4. Interpretation

4.1 If the context so requires it, singular means plural and vice versa.

4.2 Entire Agreement

The Contract constitutes the entire agreement between the Purchaser and the Supplier and supersedes all communications, negotiations and agreements (whether written or oral) of the parties with respect thereto made prior to the date of Contract.

4.3. Amendment

No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.

4.4 Severability

If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

5. Language

5.1 The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier and the Purchaser, shall be written in English language. Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified, in which case, for purposes of interpretation of the Contract, this translation shall govern.

5.2 The Supplier shall bear all costs of translation to the governing language and all risks of the accuracy of such translation, for documents provided by the Supplier.

6. Joint Venture, Consortium Association

- 6.1 If the Supplier is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to the Purchaser for the fulfillment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the venture, consortium, or association. The composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of the Purchaser.

7. Eligibility

- 7.1 All goods supplied under this contract shall be complied with applicable standards stipulated by the Sri Lanka Standards Institution. In the absence of such standards, the Goods supplied shall be complied to other internationally accepted standards.

8. Notices

- 8.1 Any notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the Contract Data. The term “in writing” means communicated in written form with proof of receipt.
- 8.2 A notice shall be effective when delivered or on the Notice’s effective date, whichever is later.

9. Governing Law

- 9.1 The Contract shall be governed by and interpreted in Accordance with the laws of the Democratic Socialist Republic of Sri Lanka.

10. Settlement of Disputes

- 10.1 The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.
- 10.2 If, after twenty-eight (28) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract. Arbitration proceedings shall be conducted in accordance with the Arbitration Act No: 11 of 1995.
- 10.3 Notwithstanding any reference to arbitration herein,
- (a) the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree ; and
- (b) the Purchaser shall pay the Supplier any monies due to the Supplier.

11. Scope of Supply

- 11.1 The Goods and Related Services to be supplied shall be as specified in the Schedule of Requirements.

12. Delivery and Documents

- 12.1 Subject to GCC Sub-Clause 32.1, the Delivery of the Goods and Completion of the Related Services shall be in accordance with the

Delivery and Completion Schedule specified in the Schedule of Requirements.

13. Supplier's Responsibilities

- 13.1 The Supplier shall supply all the Goods and Related Services included in the Scope of Supply in accordance with GCC Clause 11, and the Delivery and Completion Schedule, as per GCC Clause 12.

14. Contract Price

- 14.1 Prices charged by the Supplier for the Goods supplied and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier in his bid.

15. Terms of Payment

- 15.1 The Contract Price, shall be paid as specified in the Bid Data Sheet
- 15.2 The Supplier's request for payment shall be made to the Purchaser in writing, accompanied by invoices describing, as appropriate, the Goods delivered and Related Services Performed, and by the documents submitted pursuant to GCC Clause 12 and upon fulfillment of all other obligations stipulated in the Contract.
- 15.3 Payments shall be made promptly by the Purchaser, but in No case later than twenty eight (28) days after submission of an invoice or request for payment by the Supplier, and after the Purchaser has accepted it.

16. Taxes and Duties

- 16.1 The Supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted Goods to the Purchaser.

17. Performance Security

- 17.1 Supplier shall, within fourteen (14) days of the notification of contract award, provide a performance security of Ten percent (5 %).
- 17.2 The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier's failure to complete its obligations under the Contract.
- 17.3 The Performance Security shall be in Sri Lanka Rupees and shall be in the format stipulated by the Purchaser or in another format acceptable to the Purchaser.
- 17.4 The Performance Security shall be discharged by the Purchaser and returned to the Supplier not later than twenty-eight (28) days following the date of Completion of the Supplier's performance obligations under the Contract, including any warranty obligations.

18. Copyright

- 18.1 The copyright in all drawings, documents, and other materials containing data and information furnished to the Purchaser by the Supplier herein shall remain vested in the Supplier, or, if they are furnished to the Purchaser directly or through the Supplier by any third party, including suppliers of materials, the copy right in such materials shall remain vested in such third party.

19. Confidential Information

- 19.1 The Purchaser and the Supplier shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract,

whether such information has been furnished prior to, during or following completion or termination of the Contract.

Notwithstanding the above, the Supplier may furnish to its Subcontractor such documents, data, and other information received from the Purchaser to the extent required for the Subcontractor to perform his work under the Contract, in which event the Supplier shall obtain from subcontractor an undertaking of confidentiality similar to that imposed on the supplier under GCC Clause 19.

- 19.2 The Purchaser shall not use such documents, data, and other information received from the Supplier for any purpose unrelated to the contract. Similarly, the Supplier shall not use such documents, data, and other information received from the Purchaser for any purpose other than performance of the Contract.
- 19.3 The above provisions GCC Clause 19 shall not in any way modify any undertaking of confidentiality given by either of the parties hereto prior to the date of the Contract in respect of the Supply or any part thereof.
- 19.4 The provisions of GCC Clause 19 shall survive completion or termination, for whatever reason, of the Contract.

20. Subcontracting

- 20.1 The Supplier shall notify the Purchaser in writing of all subcontracts awarded under the Contract if not already specified in the bid. Such notification, in the original bid or later shall not relieve the Supplier from any of its obligations, duties, responsibilities, or liability under the Contract.
- 20.2 shall comply with the provisions of GCC Clauses 3 and 7

21. Specifications and Standards

- 21.1 Technical Specifications Drawings;
 - (a) The Goods and Related Services supplied under this Contract shall conform to the technical specifications and standards mentioned in section V, Schedule of Requirements and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standard shall be equivalent or superior to the official standards whose application is appropriate to the Goods' country of origin.
 - (b) The supplier shall be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof provided or designed by or on behalf of the Purchaser, by giving a notice of such disclaimer to the Purchaser.
 - (c) Wherever references are made in the Contract to codes and standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be those specified in the Schedule of Requirements. During Contract execution, any changes in such codes and standards shall be applied only after approval by the purchaser and shall be treated in accordance with GCC Clause 32.

22. Packing and Documents

- 22.1 The supplier shall pack the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract.

23. Insurance

- 23.1 Unless otherwise specified in the Contract Data, the Goods supplied under the Contract shall be fully insured against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery.

24. Transportation

- 24.1 Unless otherwise specified in the Contract, responsibility for arranging transportation of the Goods shall be a responsibility of the supplier.

25. Inspections & Test

- 25.1 The Supplier shall at its own expenses and at no cost to the Purchaser carried out all such tests and /or inspections of the Goods and related services as are specified in the Contract Data
- 25.2 The inspection and tests be conducted on the premise or the Supplier or its Subcontractor, at point of delivery, and/or at the goods' final destination, or in another place as specified in the Contract Data. Subject to CC sub-Clause 25.3, if conducted on the Premises of the Supplier or its Subcontractor, all reasonable facilities and assistance, including access to drawings and Production data shall be furnished to the inspectors at no charge to the Purchaser.
- 25.3 The Purchaser or its designated representative shall be entitled to attend the tests and/or inspections referred in CC Sub-Clause 25.2, Provided that the Purchaser bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.
- 25.4 Whenever the Supplier is ready to carry out any such test and inspection, it shall give a reasonable advance notice, including the Place and time, to the Purchaser. The Supplier shall obtain from any relevant third Party or manufacturer any necessary Permission or consent to enable the Purchaser or its designated representative to attend the test and /or inspection.
- 25.5 The Purchaser may require the Supplier to carry out any test and/or inspection, not required by the Contract but deemed necessary to verify that the characteristics and Performance of the goods comply with the technical specifications codes and standards under the contract, provided that the supplier's reasonable costs and expenses incurred in the carrying out of such test and/or inspection shall be added to the Contract Price. Further, if such test and or/or inspection impedes the progress of manufacturing and /or the Supplier's performance of its other obligations under the Contract, due allowance will be made in respect of Delivery Dates and Completion Dates and the other obligations so affected.
- 25.6 The Supplier shall provide the Purchaser with a report of the results of any such test and/or inspection.
- 25.7 The Purchaser may reject any goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected goods or Parts

thereof or make alterations necessary to meet the specification no cost to the purchaser, upon giving a notice pursuant to CC sub clause 25.4.

- 25.8 The supplier agrees that neither the execution of a test and or inspection of the goods or any part thereof nor the attendance by the purchaser or its representative nor the issue of any report pursuant to CC Sub clause 25.6, Shall release the supplier from any warranties or other obligations under the contract.

26. Liquidated Damages

- 26.1 Except as provided under GCC Clause 31, if the Supplier fails to deliver any or all of the Goods by the Date (s) of delivery or perform the related Services within the period specified in the Contract, the Purchaser may without prejudice to all its other remedies under the Contract, deduct from the Contract Price.

27. Warranty

- 27.1 The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.
- 27.2 Subject to GCC Sub- Clause 21.1(b), the Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in the country of final destination.
- 27.3 The Purchaser shall give notice to the Supplier stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The Purchaser shall afford all reasonable opportunity for the Supplier to inspect such defects.
- 27.4 Upon receipt of such notice, the Supplier shall within the period specified in the Related Service and Warranty, expeditiously repair or replace the defective Goods or parts thereof, at no cost to the Purchaser.
- 27.5 If having been notified, the Supplier fails to remedy The defect within the period specified in the Related Service and Warranty, the Purchaser may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier's risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract.

28. Patent Indemnity

- 28.1 The Supplier shall, subject to the Purchaser's compliance with GCC Sub- Clause 28.2, indemnify and hold harmless the Purchaser and his employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs and expenses, of any nature, including attorney's fees and expenses, which the Purchaser may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright or other intellectual property right registered or otherwise existing at the date of the Contract by reason of :

(a) the installation of the Goods by the Supplier or the use of the Goods in the country where the site is located; and

(b) the sale in any country of the products produced by the Goods.

Such indemnity shall not cover any use of the Goods or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the Goods or any part thereof, or any products produced thereby in association or combination with any other equipment, plant, or materials not supplied by the Supplier, pursuant to the Contract.

- 28.1 If any proceeding are brought or any claims is made against the Purchaser arising out of the matters referred to in GCC Sub-Clause 28.1, the Purchaser shall promptly give the Supplier a notice thereof, and the Supplier may at his own expense and in the Purchaser's name conduct proceedings or claim and any negotiations for the settlement of any such proceedings or claim.
- 28.2 If the Supplier fails to notify the Purchaser within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceeding; or claim, then the Purchaser shall be free to conduct the same on its own behalf.
- 28.3 The Purchaser shall, at the Supplier's request, afford all available assistance to the supplier in conducting such proceedings claim, and shall be reimbursed by the Supplier for all reasonable expenses incurred in so doing.
- 28.4 the Purchaser shall indemnify and hold harmless the supplier and its employees, officers, and Subcontractors from and against any and all suits, actions or administrative proceeding;, claims, demands, losses, damages, costs, and expenses of any nature, including attorney's fees and expenses, which the Supplier may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the purchaser.

29. Limitation of Liability

- 29.1 Except in cases of criminal negligence or willful misconduct.
 - (a) the Supplier shall not be liable to the Purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Purchaser and;
 - (b) the aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the supplier to indemnify the purchaser with respect to patent infringement.

30. Change in Laws and Regulations date

- 30.1 Unless otherwise specified in the Contract, if after the of 28 days prior to the date of Bid submission, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or

changed in Sri Lanka that the subsequently affects the Delivery Date and/or the contract price, then such Delivery Date and/ or Contract Price, shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Contract.

Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions where applicable, in accordance with GCC Clause 14.

31. Force Majeure

- 31.1 The Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- 31.2 For purpose of this Clause, "Force Majeure" means an Event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.
- 31.3 If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform his obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

32. Change Orders and Contract Amendments

- 32.1 The Purchaser may at any time order the Supplier through notice in accordance GCC Clause 8, to make changes within the general scope of the Contract in any one or more of the following:
- (a) Drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;
 - (b) the method of shipment or packing;
 - (c) the place of delivery; and
 - (d) the Related Services to be provided by the Supplier.
- 32.2 If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier's performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery / Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this Clause must be asserted within twenty eight (28) days from the date of the Supplier's receipt of the Purchaser's change order.
- 32.3 Price to be changed by the Supplier for any Related Services that might need but which were not included in the Contract shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

- 32.4 Subject to the above, no variation in or modification of the terms of the Contract shall be made except by written amendments signed by the parties.

33. Extension of Time

- 33.1 If at any time during performance of the Contract, the Supplier or his subcontractors should encounter conditions impeding timely delivery of the Goods or completion of Related Services pursuant GCC Clause 12, the Supplier shall promptly notify the Purchaser in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier's notice, the Purchaser shall evaluate the situation and may at his discretion extend the Supplier's time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.
- 33.2 Except in case of Force Majeure, as provided under GCC Clause 31, a delay by the Supplier in the performance of its Delivery and Completion obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 26, unless an extension of time is agreed upon, pursuant to GCC Sub-Clause 33.1

34. Termination

34.1 Termination for Default

- (a) The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part:
- (i) if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted by the Purchaser pursuant to GCC Clause 33;
 - (ii) if the Supplier fails to perform any other obligation under the Contract ; or
 - (iii) if the Supplier, in the judgment of the Purchaser has engaged in fraud and corruption, as defined in GCC Clause 3, in competing for or in executing the Contract.
- (b) In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 34.1 (a), the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services similar to those undelivered or not performed, and the Supplier shall be liable to the Purchaser for any additional costs for such similar Goods or Related Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.

34.2 Termination for Insolvency

- (a) The Purchaser may at any time terminate the Contract by giving notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Purchaser

34.3 Termination for Convenience.

- (a) The Purchaser, by notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for his convenience. The notice of termination shall specify that termination is for the Purchaser's convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.
- (b) The Goods that are complete and ready for shipment within twenty-eight (28) days after the Supplier's receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect;
 - (i) to have any portion completed and delivered at the Contract terms and prices; and / or
 - (ii) to cancel the remainder and pay to the Supplier an agreed amount for partially completed Good and Related Services and for materials and parts previously Procured by the Supplier.

35. Assignment

- 35.1 Neither the Purchaser nor the Supplier shall assign, in whole or in part, their obligations under this Contract, except with prior written consent of the other party

36. PCA 4 certificate

- 36.1 At the time of signing the contract the successful bidder should be submitted the PCA 4 certificate obtained from the (Registrar of Public Contracts) Department of the Registrar of Companies.

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.

CC 1.1(a)	Contract agreement shall be attached format or any format given by the DRP under the requirements of this tender.								
CC 1.1(i)	The Purchaser is : Commissioner General, Department for Registration of Persons								
CC 1.1 (m)	The Project Site(s)/Service Location(s) is/are: Department for Registration of Persons, 10 th Floor, “Suhurupaya”, Sri Subhuthipura Road, Battaramulla.								
CC 8.1	For notices, the Purchaser’s address shall be: Attention: Commissioner General Address: Department of Registration for Persons 10 th Floor, “Suhurupaya”, Sri Subhuthipura Road, Battaramulla Telephone: 011-5 862 555 Facsimile number : 011 – 2 286 198 Electronic mail address: drpprocurement@gmail.com								
CC 15.1	CC 15.1 – The method and conditions of payment to be made to the supplier under this Contract shall be as follows; <table><tr><th>Payment Schedule</th><th>Payment Stage (% of total contract amount)</th><th>Total Payment (%)</th></tr><tr><td>Stage 01 After signing the contract and supplying 1st service schedule. I. 20% of stage 1 total contract amount - At the signing the contract II. 80% of stage 1 total contract amount - After 1st service schedule (subject to submit the service records done by service provider with the certification by head of relevant branch)</td><td>30</td><td>30</td></tr></table>			Payment Schedule	Payment Stage (% of total contract amount)	Total Payment (%)	Stage 01 After signing the contract and supplying 1 st service schedule. I. 20% of stage 1 total contract amount - At the signing the contract II. 80% of stage 1 total contract amount - After 1 st service schedule (subject to submit the service records done by service provider with the certification by head of relevant branch)	30	30
Payment Schedule	Payment Stage (% of total contract amount)	Total Payment (%)							
Stage 01 After signing the contract and supplying 1 st service schedule. I. 20% of stage 1 total contract amount - At the signing the contract II. 80% of stage 1 total contract amount - After 1 st service schedule (subject to submit the service records done by service provider with the certification by head of relevant branch)	30	30							

	Stage 02 After supplying 2 nd Service Schedule 30% out of total contract amount (subject to submit the service records done by service provider with the certification by head of relevant branch)	30	60
	Stage 03 After supplying 3 rd service schedule of the contract 40% out of total contract amount (subject to submit the service records done by service provider with the certification by head of relevant branch)	40	100
For Goods& Related Services offered within Sri Lanka, Payment shall be made in Sri Lanka Rupees (LKR). All costs should be provided without Taxes for evaluation purpose. All applicable taxes should be indicated separately.			
CC 16.1	At the time of signing the contract the successful bidder should be submitted the letter of VAT confirmation if the company registered for VAT.		
CC 17.1	Within 14 days of receipt of letter of award the successful bidder shall furnish a performance security equal to 5% of the total contact sum as per the specimen given in Section VIII. The performance security shall be in the form of bank grantee issued by a licensed commercial bank operating in Sri Lanka approved by central Bank of Sri Lanka and it shall be encashable on first demand written in favor of the Commission General; performance security should be valid till twenty-eight (28) days beyond the intended completion date of the Service Contract or The Bidder shall obtain a Refundable Cash Deposit to the shroff in DRP. In case of cash deposit, the bidder shall deposit the money and attach the original of the cash receipt/General 172 along with the bid.		
CC 26.1	The liquidated damage shall be 0.05% of the contract price per day. The maximum amount of liquidate damage shall be 10% of the contract price.		
CC 36.1	At the time of signing the contract the successful bidder should be submitted the PCA 4 certificate obtained from the (Registrar of Public Contracts) Department of the Registrar of Companies.		

Section VIII

Contract Forms

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SAMPLE

Contract Agreement

THIS CONTRACT AGREEMENT is made on20..BETWEEN (1) Commissioner General Department for Registration of Persons and having its principal place of business at 10th Floor, "Suhurupaya", Sri Subhuthipura Road, Battaramulla. (hereinafter called "the Purchaser"), and(2).....[insert name of Supplier], a (3)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,[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 General 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) General Conditions of Contract
 - (d) Technical Requirements (including Schedule of Requirements and Technical Specifications)
 - (e) The Supplier's Bid and original price Schedules
 - (f) The Purchaser's Notification of Award
 - (g) [Add here any other document (s)]
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 payment 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 many become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.
6. The liquidated damage shall be 0.5% of the contract price per week and the maximum amount of liquidate damage shall be 5% of the contract price.

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:

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

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: *Commissioner General, Department for Registration of Persons*

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 on or before that date.

[Signature(s)]

Non-collusion Affidavit (Mandatory Document)

Procurement No. DRP/ACC/07/36/2024

The undersigned bidder or agent hereby solemnly, sincerely, and truly declares and affirms/makes an oath and states as follows;

- a) That he/she has not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership representing him/her, entered into any combination, collusion, or similar agreement with any person in connection with the price to be bid;
- b) That he/she or anyone representing him/her has not taken any step whatsoever to prevent any person from bidding, nor to induce anyone to refrain from bidding; and
- c) That this bid is made without reference to any other bid and without any agreement, understanding, or combination with any other person in reference to this bid. He/she further states that no person, firm, or corporation has received or will receive, directly or indirectly, any rebate, fee, gift, commission, or thing of value in connection with the submission of this bid.

The bidder accepts full responsibility for ensuring the absence of collusion and hereby pledges to abide by fair and ethical competition practices throughout the procurement process and fully comply with the applicable Procurement Guidelines.

I hereby affirm, under the penalties for perjury, that all statements made by me in this affidavit are true and correct.

The foregoing Affidavit having been duly read over and explained by me to the Affirmant above named and he/she having understood the contents

Therein and admitted to be correct, affirmed and set

his/her signature hereto before me)

on this day of at

.....

Stamp
Rs.25.00

Signature of the bidder (with seal)

.....
JUSTICES OF THE PEACE/
COMMISSIONER OF OATHS
Official Frank