



Department for Registration of Persons

National Competitive Bidding

Bidding Document

BID NO: DRP/ACC/07/51/2025

Service and Maintenance of 672Nos.of Fujitsu Scanners in DRP Units at Island wide Divisional Secretariats for one year

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

November, 2025

NPA/SBD/GOODS/01

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/07/51/2025**
- 03.
- a. Issued to:
- b. Address:
- c. Telephone No: Fax No:
- d. Email Address:
04. Bid Document Charges: **LKR Five thousand only (5,000/-)**
05. Receipt No:
06. Number of Copy Issued: One (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)

**Service and Maintenance of 672 Nos. of
Fujitsu Scanners in DRP Units at Island wide Divisional Secretariats for one year**

IFB No: DRP/ACC/07/51/2025

1. The Chairman, Department Procurement Committee, Department for Registration of Persons invites sealed bids from eligible and qualified bidders for **Service and Maintenance of 672 Nos. of Fujitsu Scanners in DRP Units at Island wide Divisional Secretariats 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, Department for Registration of Persons 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 **C Wing, 12th Floor, "Suhurupaya", Sri Subhuthipura Road, Battaramulla from 19.11.2025 to 08.12.2025, also through the department's web site (www.drp.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, Department for Registration of Persons **during working days from 19.11.2025 to 08.12.2025 between 9.00 a.m. and 3.00 p.m.** upon the payment of a non-refundable fee of **LKR Five thousand (5,000/-).** 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 09.12.2025 at 2.00 p.m.** 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 three hundred forty thousand (340,000/-)** issued by any licensed commercial bank operating in Sri Lanka. Original bid security shall be provided.
7. Successful Bidder should commence the service from 14.01.2026

**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 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	-	General 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

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 develop or produce the Goods or Services offer to supply shall submit the **Authorization of Developer** 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 as per address given in the BDS,
- (c) bear the specific identification of the bidding process as specified in the BDS

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 40.1
- 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

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) Correction of arithmetical errors in terms of 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 Purchase 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 (07) days after the notification**, the Purchaser shall complete the Agreement, and inform the successful bidder to sign it.
- 42.2 **Within seven (07) 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.

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

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/07/51/2025 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 011-2 177 937 drpprocurement@gmail.com
		C. Preparation of Bids
ITB 11.1 (e)	The Bidder shall possess and shall submit the following additional documents	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. 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 Registrar General Department. (If not, the bid offer shall be treated as a non-responsive bid).

		c. The Bidder shall be ISO 9001:2015 (Quality Management) certified. (Copies of the original certificates should be submitted). (If not, the bidder offer shall be treated as a non-responsive bid). d. Bid shall 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 bidder offer shall be treated as a non-responsive bid). e. The bidder should be in the business of selling and maintenance of scanners for five (05) years. Proof Documents should be attached. f. The bidder should be the manufacture or the manufacture appointed distributor for the said product. A valid agreement or manufacture authorization should be attached. g. The Bidder shall have competent professional technical staff for installation, maintenance and support services. (Staff details should be provided). h. The Bidder shall have capacity through a Branch network to provide required continuous Services (24 hours and 365 days) to DRP Units island-wide Divisional Secretariats or for any location requested by the purchaser. Proof with Contact Person, communication addresses and telephone numbers for the same shall be provided (Documentary evidence should be submitted). i. The Bidder should provide three customer reference letters for providing after sales services for scanners products. j. 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). k. Mandatory requirement submission of Non-collusion Affidavit by bidder (With Rs.25.00 – Stamp)
--	--	--

		l. Bidder should be submitted the letter of VAT confirmation if the company registered for VAT. m. 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.
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 09.12.2025 to 23.02.2026)
ITB 20.1	Bid Security	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 Commissioner General; Department for Registration of Persons, 10th Floor, "Suhurupaya", Sri Subhuthipura Road, Battaramulla. 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.
ITB 20.2	The amounts of the Bid Security The validity period of the bid security	Bid Security shall be LKR Three hundred Fourty thousand (340,000/-) Bid security shall remain valid for one hundred & five (105) days from the bid closing date (for the period from 10.12.2025 to 24.03.2026)
		D. Submission and Opening of Bids
ITB 22.2	The purchaser address for the bid submission For identification of the bid the envelop should indicate	The Accountant, Department for Registration of Persons, 12th Floor, "Suhurupaya", Sri Subhuthipura Road, Battaramulla. Service and Maintenance of Existing 672 Nos. of Fujitsu Scanners in DRP Units at Island wide Divisional Secretariats for one year (IFB No: DRP/ACC/07/51/2025)

ITB 23.1	Deadline for submission of bid	02.00 p.m. on 09.12.2025
ITB 26.1	Bid Opening	The bid opening shall take place at: The Accountant's Office, Department for Registration of Persons, Wing C, 12th Floor, "Suhurupaya", Sri Subhuthipura Road, Battaramulla. The bids will be open immediately after the deadline for submission of bids.
		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 scanners for five (05) years. **Proof Documents should be attached.**
- III. The bidder shall be the manufacture or the manufacture appointed distributor for the said product. A valid agreement or manufacture authorization should be attached.
- IV. The Bidder shall be **ISO 9001:2015** certification for after sales service for IT related products.
- V. The Bidder shall have competent **professional technical staff** for installation, maintenance and support services. (Staff Details should be provided).
- VI. The Bidder shall have **capacity through a Branch network to provide required continuous Services (24 hours and 365 days) to DRP Units island-wide Divisional Secretariats or for any location requested by the purchaser.** Proof with Contact Person, communication addresses and telephone numbers for the same shall be provided **(Documentary evidence should be submitted).**
- VII. The Bidder should provide three customer reference letters for providing after sales services for scanners products.

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/07/51/2025

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 **Service and Maintenance of Existing 672 Nos. of Fujitsu Scanners in DRP Units at Island wide Divisional Secretariats 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					
1	2	3	4	5	6
		Goods and related Services offered with in 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 Existing 672 Nos. of FujitsuScanners in DRP Units at Island wide Divisional Secretariats for One year				
Total					
Signature of the Bidder's Authorized Representative: Name of the Representative: Company Stamp:Date:					

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. of 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

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SAMPLE

Section V: 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:

Section V: Technical Specification & Compliance
To be completed by the bidder and submitted with the bidding documents
Specification for Service and Maintenance of Existing 672 Nos. of Fujitsu Scanners in DRP Units at Island wide Divisional Secretariats for One year

Requirements		Bidder's Response	
		Compliance*	Remarks
Agreement Type	Service & maintenance support	Yes / No	
Agreement period	One (01) Year	Yes / No	
Type of service	24 x 7	Yes / No	
Service Location	On-Site (DRP Head Office & Island wide DS Offices)	Yes / No	
Response Time	Within 04 hours (Head Office or any DS Office in Sri Lanka)	Yes / No	
Resolve time	Within 24 hours (Head Office or any DS Office in Sri Lanka)	Yes / No	
Included Items for agreement	Below mentioned item** including all parts	Yes / No	
Business Registration	A certified business registration document should be attached.	Yes / No	
Business Experience	The Bidder should be in the business of selling and maintenance of scanners for ten (10) years. Proof Documents should be attached.	Yes / No	
Manufacture Authorization	The bidder should be the manufacture or the manufacture appointed distributor for the said product. A valid agreement or manufacture authorization should be attached.	Yes / No	
Certification	The bidder should have a valid ISO 9001-2015 certification for after sales service for IT related products.	Yes / No	
Maintenance Team	The Bidder shall have competent professional technical staff for installation, maintenance and support services. (Staff Details should be provided).	Yes / No	
Preventive Maintenance	The bidder should provide two(02) preventive maintenance for all the scanners mentioned in the bidding document.	Yes / No	
Full Services	The bidder should provide one (01) full service for all the scanners mentioned in the bidding document.	Yes / No	

Removal of the scanners from Premises	Any removal of the scanners for maintenance / repair from any Divisional Secretariat, same model scanner should be installed before the removal in order to avoid installation of drivers and configuration changes.	Yes / No	
Things to Provide under the agreement	The bidder should provide the following under the service contract - Spare Parts including mother board & Camera - Consumables - Preventive Maintenance - Full Service - Labor - Trainings - Backups	Yes / No	
After sales service Experience	The bidder should provide three customer reference letters for providing after sales services for scanner products	Yes / No	

****Mandatory fields - should be marked***

Signature of the Bidder's Authorized Representative:

Name of the Representative:

Company Stamp:

Date:

****Included item for agreement**

SEQ. NO	S.NO	MODEL	LOCATION
1	AG8AC33293	FI-6130ZLA	Addalachchenai
2	AG8AC33133	FI-6130ZLA	Agalawatta
3	AG8AC32859	FI-6130ZLA	Akkaraipattu
4	AG8AC12085	FI-6130ZLA	Akmeemana
5	AG8AC32761	FI-6130ZLA	Akurana
6	AG8AC33047	FI-6130ZLA	Akuressa
7	AG8AC11091	FI-6130ZLA	Alawwa
8	AG8AC32927	FI-6130ZLA	Alayadivembu
9	AG8AC11913	FI-6130ZLA	Ambagamuwa
10	AG8AC11906	FI-6130ZLA	Ambalangoda
11	AG8AC31817	FI-6130ZLA	Ambalantota
12	AG8AC33159	FI-6130ZLA	AmbangangaKorale
13	AG8AC26910	FI-6130ZLA	Ambanpola
14	AG8AC32781	FI-6130ZLA	Ampara
15	AG8AC10877	FI-6130ZLA	Anamaduwa
16	AG8AC31911	FI-6130ZLA	Angunakolapelessa
17	AG8AC10929	FI-6130ZLA	Arachchikattuwa
18	AG8AC11032	FI-6130ZLA	Aranayaka
19	AG8AC26814	FI-6130ZLA	Athuraliya
20	AG8AC32913	FI-6130ZLA	Attanagalla
21	AG8AC31803	FI-6130ZLA	Ayagama
22	AG8AC32806	FI-6130ZLA	Badalkumbura
23	AG8AC32905	FI-6130ZLA	Baddegama
24	AG8AC32924	FI-6130ZLA	Badulla
25	AG8AC27014	FI-6130ZLA	Balangoda
26	AG8AC33075	FI-6130ZLA	Balapitiya
27	AG8AC31699	FI-6130ZLA	Bamunakotuwa
28	AG8AC33134	FI-6130ZLA	Bandaragama
29	AG8AC26833	FI-6130ZLA	Bandarawela
30	AG8AC32004	FI-6130ZLA	Beliatta
31	AG8AC33292	FI-6130ZLA	Benthota
32	AG8AC33126	FI-6130ZLA	Beruwala
33	AG8AC26827	FI-6130ZLA	Bibile
34	AG8AC32900	FI-6130ZLA	Bingiriya
35	AG8AC33288	FI-6130ZLA	Biyagama
36	AG8AC12289	FI-6130ZLA	Bope-Poddala
37	AG8AC26862	FI-6130ZLA	Bulathkohupitiya
38	AG8AC32831	FI-6130ZLA	Bulathsinhala
39	AG8AC26714	FI-6130ZLA	Buttala
40	AG8AC11079	FI-6130ZLA	Chilaw
41	AG8AC26845	FI-6130ZLA	Colombo
42	AG8AC32883	FI-6130ZLA	Damana
43	AG8AC33054	FI-6130ZLA	Dambulla
44	AG8AC11067	FI-6130ZLA	Dankotuwa
45	AG8AC32790	FI-6130ZLA	Dehiattakandiya
46	AG8AC10987	FI-6130ZLA	Dehiovita
47	AG8AC27007	FI-6130ZLA	Dehiwala
48	AG8AC32887	FI-6130ZLA	Delft
49	AG8AC27038	FI-6130ZLA	Delthota
50	AG8AC10884	FI-6130ZLA	Deraniyagala
51	AG8AC33043	FI-6130ZLA	Devinuwara
52	AG8AC26877	FI-6130ZLA	Dickwella
53	AG8AC32908	FI-6130ZLA	Dimbulagala
54	AG8AC32848	FI-6130ZLA	Divulapitiya
55	AG8AC33023	FI-6130ZLA	Dodangoda
56	AG8AC33145	FI-6130ZLA	Doluwa

57	AG8AC33151	FI-6130ZLA	Dompe
58	AG8AC26795	FI-6130ZLA	Eheliyagoda
59	AG8AC26312	FI-6130ZLA	Ehetuwewa
60	AG8AC32915	FI-6130ZLA	Elahera
61	AG8AC26549	FI-6130ZLA	Elapatha
62	AG8AC26706	FI-6130ZLA	Ella
63	AG8AC33132	FI-6130ZLA	Elpitiya
64	AG8AC26733	FI-6130ZLA	Embilipitiya
65	AG8AC32928	FI-6130ZLA	Eravurpattu
66	AG8AC32961	FI-6130ZLA	Eravur Town
67	AG8AC10942	FI-6130ZLA	Galenbindunuwewa
68	AG8AC33033	FI-6130ZLA	Galewela
69	AG8AC33049	FI-6130ZLA	Galgamuwa
70	AG8AC12004	FI-6130ZLA	Galigamuwa
71	AG8AC12293	FI-6130ZLA	Galle Four Gravets
72	AG8AC10988	FI-6130ZLA	Galnewa
73	AG8AC33128	FI-6130ZLA	Gampaha
74	AG8AC31811	FI-6130ZLA	ganewatta
75	AG8AC26987	FI-6130ZLA	Ganga IhalaKorale
76	AG8AC26770	FI-6130ZLA	Giribawa
77	AG8AC26704	FI-6130ZLA	Godakawela
78	AG8AC33295	FI-6130ZLA	Gomarankadawala
79	AG8AC11272	FI-6130ZLA	Gonapeenuwala
80	AG8AC32931	FI-6130ZLA	Habaraduwa
81	AG8AC32842	FI-6130ZLA	Hakmana
82	AG8AC26692	FI-6130ZLA	Haldummulla
83	AG8AC32818	FI-6130ZLA	Hali-Ela
84	AG8AC26984	FI-6130ZLA	Hambantota
85	AG8AC10933	FI-6130ZLA	Hanguranketha
86	AG8AC26978	FI-6130ZLA	Haputale
87	AG8AC27036	FI-6130ZLA	Harispattuwa
88	AG8AC33061	FI-6130ZLA	Hatharaliyadda
89	AG8AC11271	FI-6130ZLA	Hikkaduwa
90	AG8AC10954	FI-6130ZLA	Hingurakgoda
91	AG8AC33125	FI-6130ZLA	Homagama
92	AG8AC33131	FI-6130ZLA	Horana
93	AG8AC11096	FI-6130ZLA	Horowpothana
94	AG8AC31900	FI-6130ZLA	Ibbagamuwa
95	AG8AC32985	FI-6130ZLA	Imaduwa
96	AG8AC26875	FI-6130ZLA	Imbulpe
97	AG8AC33024	FI-6130ZLA	Ingiriya
98	AG8AC11184	FI-6130ZLA	Ipalogama
99	AG8AC33291	FI-6130ZLA	Irakkamam
100	AG8AC31821	FI-6130ZLA	Island North (Kayts)
101	AG8AC32798	FI-6130ZLA	Island South (Velanai)
102	AG8AC32755	FI-6130ZLA	Ja-Ela
103	AG8AC32885	FI-6130ZLA	Jaffna
104	AG8AC33094	FI-6130ZLA	Kaduwela
105	AG8AC11094	FI-6130ZLA	Kahatagasdigiliya
106	AG8AC32619	FI-6130ZLA	Kahawatta
107	AG8AC26898	FI-6130ZLA	Kalawana
108	AG8AC33286	FI-6130ZLA	Kalmunai
109	AG8AC32819	FI-6130ZLA	Kalmunai Tamil
110	AG8AC33050	FI-6130ZLA	Kalpitiya
111	AG8AC33144	FI-6130ZLA	Kalutara
112	AG8AC26841	FI-6130ZLA	Kamburupitiya
113	AG8AC31993	FI-6130ZLA	Kandeketiya
114	AG8AC33046	FI-6130ZLA	Kandavalai

115	AG8AC27042	FI-6130ZLA	Kandy 4G
116	AG8AC26609	FI-6130ZLA	Kantale
117	AG8AC32691	FI-6130ZLA	Karachchi
118	AG8AC31815	FI-6130ZLA	Karainagar
119	AG8AC32929	FI-6130ZLA	Karatheevu
120	AG8AC33090	FI-6130ZLA	Karandeniya
121	AG8AC33053	FI-6130ZLA	Karuwalagaswewa
122	AG8AC33059	FI-6130ZLA	Katana
123	AG8AC26819	FI-6130ZLA	Katharagama
124	AG8AC33287	FI-6130ZLA	Kattankudy
125	AG8AC32003	FI-6130ZLA	Katuwana
126	AG8AC11090	FI-6130ZLA	Kebithigollewa
127	AG8AC32007	FI-6130ZLA	Kegalle
128	AG8AC08277	FI-6130ZLA	Kekirawa
129	AG8AC33147	FI-6130ZLA	Kelaniya
130	AG8AC33060	FI-6130ZLA	Kesbewa
131	AG8AC26835	FI-6130ZLA	Kinniya
132	AG8AC26587	FI-6130ZLA	Kiriella
133	AG8AC27025	FI-6130ZLA	KirindaPuhulwella
134	AG8AC26591	FI-6130ZLA	Kobeigane
135	AG8AC26516	FI-6130ZLA	Kolonna
136	AG8AC33089	FI-6130ZLA	Kolonnawa
137	AG8AC32958	FI-6130ZLA	KoralaiPattu (Valaichenai)
138	AG8AC33044	FI-6130ZLA	KoralaiPattu Central
139	AG8AC32950	FI-6130ZLA	KoralaiPattu North (Vaharai)
140	AG8AC32945	FI-6130ZLA	KoralaiPattu South (Kiran)
141	AG8AC32957	FI-6130ZLA	KoralaiPattu West (Oddamavadi)
142	AG8AC26837	FI-6130ZLA	Kotapola
143	AG8AC26790	FI-6130ZLA	Kotavehera
144	AG8AC11920	FI-6130ZLA	Kothmale
145	AG8AC32941	FI-6130ZLA	Kuchchaveli
146	AG8AC33289	FI-6130ZLA	Kuliyapitiya East
147	AG8AC32956	FI-6130ZLA	Kuliyapitiya West
148	AG8AC27040	FI-6130ZLA	Kundasale
149	AG8AC32015	FI-6130ZLA	Kurunegala
150	AG8AC26546	FI-6130ZLA	Kuruvita
151	AG8AC33010	FI-6130ZLA	Laggala-Pallegama
152	AG8AC32587	FI-6130ZLA	Lahugala
153	AG8AC11004	FI-6130ZLA	Lankapura
154	AG8AC31884	FI-6130ZLA	Lunugala
155	AG8AC26764	FI-6130ZLA	Lunugamvehera
156	AG8AC08640	FI-6130ZLA	Madambe
157	AG8AC35750	FI-6130ZLA	Madhu
158	AG8AC26956	FI-6130ZLA	Madulla
159	AG8AC32962	FI-6130ZLA	Madurawala
160	AG8AC32911	FI-6130ZLA	Mahakumbukkadawala
161	AG8AC11071	FI-6130ZLA	Mahaoya
162	AG8AC33152	FI-6130ZLA	Mahara
163	AG8AC33130	FI-6130ZLA	Maharagama
164	AG8AC09036	FI-6130ZLA	Mahawewa
165	AG8AC10866	FI-6130ZLA	Mahavilachchiya
166	AG8AC32418	FI-6130ZLA	Mahiyanganaya
167	AG8A326772	FI-6130ZLA	Maho
168	AG8AC32884	FI-6130ZLA	Malimbada
169	AG8AC32912	FI-6130ZLA	Mallawapitiya
170	AG8AC32942	FI-6130ZLA	Manmunai North
171	AG8AC32937	FI-6130ZLA	ManmunaiPattu (Araipattai)
172	AG8AC33284	FI-6130ZLA	Manmunai South &EruvilPattu

173	AG8AC32949	FI-6130ZLA	Manmunai South-West
174	AG8AC33285	FI-6130ZLA	Manmunai West
175	AG8AC32799	FI-6130ZLA	Mannar Town
176	AG8AC32692	FI-6130ZLA	Manthai East
177	AG8AC32091	FI-6130ZLA	Manthai West
178	AG8AC32791	FI-6130ZLA	Maritimepattu
179	AG8AC31905	FI-6130ZLA	Maspotha
180	AG8AC33030	FI-6130ZLA	Matale
181	AG8AC32894	FI-6130ZLA	Matara Four Gravets
182	AG8AC32862	FI-6130ZLA	Mathugama
183	AG8AC31806	FI-6130ZLA	Mawanella
184	AG8AC31887	FI-6130ZLA	Mawathagama
185	AG8AC27044	FI-6130ZLA	Medadumbara
186	AG8AC26699	FI-6130ZLA	Medagama
187	AG8AC32013	FI-6130ZLA	Medawachchiya
188	AG8AC10944	FI-6130ZLA	Medirigiriya
189	AG8AC32808	FI-6130ZLA	Meegahakivula
190	AG8AC09065	FI-6130ZLA	Mihinthale
191	AG8AC32757	FI-6130ZLA	Millaniya
192	AG8AC32944	FI-6130ZLA	Minipe
193	AG8AC33051	FI-6130ZLA	Minuwangoda
194	AG8AC33149	FI-6130ZLA	Mirigama
195	AG8AC26552	FI-6130ZLA	Moneragala
196	AG8AC33040	FI-6130ZLA	Moratuwa
197	AG8AC32696	FI-6130ZLA	Morawewa
198	AG8AC26768	FI-6130ZLA	Mulatiyana
199	AG8AC12296	FI-6130ZLA	Mundel
200	AG8AC32687	FI-6130ZLA	Musali
201	AG8AC32895	FI-6130ZLA	Muttur
202	AG8AC32897	FI-6130ZLA	Nachchadoowa
203	AG8AC11179	FI-6130ZLA	Nagoda
204	AG8AC32598	FI-6130ZLA	Nallur
205	AG8AC32590	FI-6130ZLA	Nanattan
206	AG8AC31688	FI-6130ZLA	Narammala
207	AG8AC08845	FI-6130ZLA	Nattandiya
208	AG8AC33086	FI-6130ZLA	Naula
209	AG8AC32746	FI-6130ZLA	Navithanveli
210	AG8AC10870	FI-6130ZLA	Nawagattegama
211	AG8AC33148	FI-6130ZLA	Negombo
212	AG8AC11182	FI-6130ZLA	Neluwa
213	AG8AC32892	FI-6130ZLA	Nikaweratiya
214	AG8AC32688	FI-6130ZLA	Ninthavur
215	AG8AC26542	FI-6130ZLA	Nivithigala
216	AG8AC11266	FI-6130ZLA	Niyagama
217	AG8AC10913	FI-6130ZLA	Nochchiyagama
218	AG8AC11280	FI-6130ZLA	NuwaraEliya
219	AG8AC11000	FI-6130ZLA	NuwaraganPalatha Central
220	AG8AC08547	FI-6130ZLA	NuwaragamPalatha East
221	AG8AC32886	FI-6130ZLA	Oddusuddan
222	AG8AC31904	FI-6130ZLA	Okewela
223	AG8AC26873	FI-6130ZLA	Opanayaka
224	AG8AC32683	FI-6130ZLA	Pachchilaipillai
225	AG8AC32947	FI-6130ZLA	Padavi Sri Pura
226	AG8AC32006	FI-6130ZLA	Padaviya
227	AG8AC32938	FI-6130ZLA	Padiyathalawa
228	AG8AC33129	FI-6130ZLA	Padukka
229	AG8AC08942	FI-6130ZLA	Palagala
230	AG8AC33146	FI-6130ZLA	Palindanuwara

231	AG8AC15326	FI-6130ZLA	Pallama
232	AG8AC10978	FI-6130ZLA	Pallepola
233	AG8AC12287	FI-6130ZLA	Palugaswewa
234	AG8AC32926	FI-6130ZLA	Panadura
235	AG8AC33283	FI-6130ZLA	Panduwasnuwara East
236	AG8AC32873	FI-6130ZLA	Panduwasnuwara West
237	AG8AC32012	FI-6130ZLA	Pannala
238	AG8AC32951	FI-6130ZLA	Panvila
239	AG8AC33021	FI-6130ZLA	PasbageKorale
240	AG8AC26765	FI-6130ZLA	Pasgoda
241	AG8AC32821	FI-6130ZLA	Passara
242	AG8AC32844	FI-6130ZLA	Pathadumbara
243	AG8AC26892	FI-6130ZLA	Pathahewaheta
244	AG8AC26697	FI-6130ZLA	Pelmadulla
245	AG8AC27024	FI-6130ZLA	Pitabeddara
246	AG8AC10993	FI-6130ZLA	Polgahawela
247	AG8AC31701	FI-6130ZLA	Polpithigama
248	AG8AC32756	FI-6130ZLA	Poojapitiya
249	AG8AC32794	FI-6130ZLA	Poonakary
250	AG8AC33294	FI-6130ZLA	PoratheevuPattu
251	AG8AC33055	FI-6130ZLA	Pothuvil
252	AG8AC32793	FI-6130ZLA	Puthukudiyiruppu
253	AG8AC15579	FI-6130ZLA	Puttalam
254	AG8AC10930	FI-6130ZLA	Rajanganaya
255	AG8AC11092	FI-6130ZLA	Rambewa
256	AG8AC26812	FI-6130ZLA	Rambukkana
257	AG8AC31995	FI-6130ZLA	Rasnayakapura
258	AG8AC33056	FI-6130ZLA	Rathmalana
259	AG8AC26805	FI-6130ZLA	Ratnapura
260	AG8AC33038	FI-6130ZLA	Rattota
261	AG8AC32684	FI-6130ZLA	Rideegama
262	AG8AC29999	FI-6130ZLA	Rideemaliyadda
263	AG8AC27030	FI-6130ZLA	Ruwanwella
264	AG8AC33290	FI-6130ZLA	Sainthamaruthu
265	AG8AC32960	FI-6130ZLA	Sammanthurai
266	AG8AC33123	FI-6130ZLA	Seethawaka
267	AG8AC26817	FI-6130ZLA	Seruvila
268	AG8AC26769	FI-6130ZLA	Sevanagala
269	AG8AC26698	FI-6130ZLA	Siyambanduwa
270	AG8AC26788	FI-6130ZLA	Sooriyawewa
271	AG8AC32010	FI-6130ZLA	Soranathota
272	AG8AC33058	FI-6130ZLA	Sri Jayawardanapura
273	AG8AC32014	FI-6130ZLA	Tangalle
274	AG8AC12288	FI-6130ZLA	Thalawa
275	AG8AC11069	FI-6130ZLA	Thamankaduwa
276	AG8AC31814	FI-6130ZLA	Thambalagamuwa
277	AG8AC08789	FI-6130ZLA	Thambuttegama
278	AG8AC26016	FI-6130ZLA	Thanamalvila
279	AG8AC10949	FI-6130ZLA	Thawalama
280	AG8AC32697	FI-6130ZLA	Thenmarachchy (Chavachchery)
281	AG8AC26750	FI-6130ZLA	Thihagoda
282	AG8AC26961	FI-6130ZLA	Thimbirigasyaya
283	AG8AC10985	FI-6130ZLA	Thirappane
284	AG8AC32747	FI-6130ZLA	Thirukkivil
285	AG8AC26791	FI-6130ZLA	Thissmaharama
286	AG8AC32745	FI-6130ZLA	Thumpane
287	AG8AC32796	FI-6130ZLA	Thunukkai
288	AG8AC26766	FI-6130ZLA	Trincomalee Town and Gravets

289	AG8AC32946	FI-6130ZLA	Ududumbara
290	AG8AC33127	FI-6130ZLA	Udupalatha
291	AG8AC32820	FI-6130ZLA	Udubaddawa
292	AG8AC33057	FI-6130ZLA	Udunuwara
293	AG8AC32902	FI-6130ZLA	Uhana
294	AG8AC33093	FI-6130ZLA	Ukuwela
295	AG8AC31820	FI-6130ZLA	Uva-Paranagama
296	AG8AC32914	FI-6130ZLA	Vadamarachchy East
297	AG8AC32700	FI-6130ZLA	Vadamarachchy North (Point Pedro)
298	AG8AC32491	FI-6130ZLA	Vadamarachchy South-West
299	AG8AC32817	FI-6130ZLA	Valikamam East (Kopay)
300	AG8AC32802	FI-6130ZLA	Valikamam North
301	AG8AC32601	FI-6130ZLA	Valigamam South (Uduvil)
302	AG8AC31917	FI-6130ZLA	Valikamam South-West (Sandilipay)
303	AG8AC31919	FI-6130ZLA	Valikamam West
304	AG8AC11086	FI-6130ZLA	Vanathavilluwa
305	AG8AC32788	FI-6130ZLA	Vavuniya
306	AG8AC32965	FI-6130ZLA	Vavuniya North
307	AG8AC32800	FI-6130ZLA	Vavuniya South
308	AG8AC32792	FI-6130ZLA	Vengalcheddikulam
309	AG8AC26787	FI-6130ZLA	Verugal (Echchalampatu)
310	AG8AC32754	FI-6130ZLA	walallavita
311	AG8AC33109	FI-6130ZLA	Walapane
312	AG8AC31822	FI-6130ZLA	Walasmulla
313	AG8AC11245	FI-6130ZLA	Warakapola
314	AG8AC31818	FI-6130ZLA	Wariyapola
315	AG8AC32850	FI-6130ZLA	Wattala
316	AG8AC31715	FI-6130ZLA	Weeraketiya
317	AG8AC33026	FI-6130ZLA	Weerakumbagedara
318	AG8AC27026	FI-6130ZLA	Weligama
319	AG8A040858	FI-6130ZLA	Weligepola
320	AG8AC32766	FI-6130ZLA	Welikanda
321	AG8AC31994	FI-6130ZLA	Welimada
322	AG8AC27055	FI-6130ZLA	Welioya
323	AG8AC26544	FI-6130ZLA	Welipiya
324	AG8AC33042	FI-6130ZLA	Welivitiya-Divithura
325	AG8AC26792	FI-6130ZLA	Wellawaya
326	AG8AC10932	FI-6130ZLA	Wennappuwa
327	AG8AC32983	FI-6130ZLA	Wilgamuwa
328	AG8AC26968	FI-6130ZLA	Yakkalamulla
329	AG8AC12290	FI-6130ZLA	Yatawatta
330	AG8AC33143	FI-6130ZLA	Yatinuwara
331	AG8AC26658	FI-6130ZLA	Yatyanthota
332	AM5A437252	FI-7140	Bentota
333	AM5A436996	FI-7140	Balapitiya
334	AM5A436760	FI-7140	Karandeniya
335	AM5A437026	FI-7140	Ambalangoda
336	AM5A436767	FI-7140	Alpitiya
337	AM5A436662	FI-7140	Diwithura
338	AM5A437222	FI-7140	Baddegama
339	AM5A437023	FI-7140	Gonapinuwala
340	AM5A437018	FI-7140	Hikaduwa
341	AM5A437143	FI-7140	Pddala
342	AM5A436032	FI-7140	Galle
343	AM5A437236	FI-7140	Akmeemana
344	AM5A436820	FI-7140	Habaraduwa
345	AM5A437000	FI-7140	Imaduwa
346	AM5A437247	FI-7140	Yakkalamulla

347	AM5A436048	FI-7140	Nagoda
348	AM5A436774	FI-7140	Niyagama
349	AM5A437251	FI-7140	Thawalama
350	AM5A436756	FI-7140	Neluwa
351	AM5A436817	FI-7140	Kotapola
352	AM5A437241	FI-7140	Pitabaddara
353	AM5A437022	FI-7140	Akuressa
354	AM5A436772	FI-7140	Athuraliya
355	AM5A437250	FI-7140	Kaburupitiya
356	AM5A437002	FI-7140	Malimbada
357	AM5A436039	FI-7140	Welipitiya
358	AM5A436045	FI-7140	Waligama
359	AM5A436042	FI-7140	Thihagoda
360	AM5A437256	FI-7140	Mathara
361	AM5A444391	FI-7140	Devinuwara
362	AM5A444246	FI-7140	Dikwella
363	AM5A444255	FI-7140	KirindaPahulwella
364	AM5A444338	FI-7140	Hakmana
365	AM5A444468	FI-7140	Mulatiyana
366	AM5A444395	FI-7140	Pasgoda
367	AM5A444467	FI-7140	Katuwana
368	AM5A444251	FI-7140	Weeraketiya
369	AM5A444259	FI-7140	Okewela
370	AM5A444413	FI-7140	Beliatta
371	AM5A444341	FI-7140	Walasmulla
372	AM5A444235	FI-7140	Thangalle
373	AM5A444263	FI-7140	Agunakolapalassa
374	AM5A444249	FI-7140	Ambalanthota
375	AM5A444402	FI-7140	Hambantota
376	AM5A444464	FI-7140	Thissamaharama
377	AM5A444332	FI-7140	Lunugamwehera
378	AM5A444411	FI-7140	Sooriyawewa
379	AM5A444557	FI-7140	Embilipitiya
380	AM5A437419	FI-7140	Kolonna
381	AM5A444387	FI-7140	Godakawela
382	AM5A437240	FI-7140	Weligepola
383	AM5A437130	FI-7140	Balangoda
384	AM5A437128	FI-7140	Opanayake
385	AM5A437123	FI-7140	Kahawatta
386	AM5A437418	FI-7140	Pelmadulla
387	AM5A437124	FI-7140	Elapatha
388	AM5A437032	FI-7140	Nivithigala
389	AM5A437057	FI-7140	Kalawana
390	AM5A437199	FI-7140	Ayagama
391	AM5A437201	FI-7140	Kiriella
392	AM5A437052	FI-7140	Rathnapura
393	AM5A437036	FI-7140	Kuruwita
394	AM5A437129	FI-7140	Eheliyagoda
395	AM5A437425	FI-7140	Imbulpe
396	AM5A437423	FI-7140	Deraniyagala
397	AM5A437125	FI-7140	Dehiowita
398	AM5A437131	FI-7140	Yatyanthota
399	AM5A437035	FI-7140	Ruwanwella
400	AM5A437041	FI-7140	Bulathkohupitiya
401	AM5A437426	FI-7140	Galigamuwa
402	AM5A437040	FI-7140	Kegalle
403	AM5A437033	FI-7140	Rabukkana
404	AM5A437034	FI-7140	Mawanella

405	AM5A437045	FI-7140	Aranayaka
406	AM5A437028	FI-7140	Warakapola
407	AM5A437118	FI-7140	Udunuwara
408	AM5A437082	FI-7140	Yatinuwara
409	AM5A437455	FI-7140	Kandy Four Gravets,Gangawatakorale
410	AM5A437458	FI-7140	Ududumbara
411	AM5A437442	FI-7140	Harispattuwa
412	AM5A437468	FI-7140	Hataraliyadda
413	AM5A437100	FI-7140	Thumpane
414	AM5A437460	FI-7140	Poojapitiya
415	AM5A437356	FI-7140	Akurana
416	AM5A437358	FI-7140	Pathadumbara
417	AM5A437314	FI-7140	Panwila
418	AM5A437362	FI-7140	Kundasale
419	AM5A436841	FI-7140	Madadumbara
420	AM5A437462	FI-7140	Deltota
421	AM5A437334	FI-7140	Doluwa
422	AM5A437360	FI-7140	Ganga IhalaLorale
423	AM5A437354	FI-7140	PasbageKorale, Nawalapitiya
424	AM5A437332	FI-7140	UdaPalatha, Gampola
425	AM5A437108	FI-7140	Minipe
426	AM5A437096	FI-7140	Pahathahehewaheta
427	AM5A437348	FI-7140	Nuwaraeliya
428	AM5A437355	FI-7140	Hanguranketha
429	AM5A437357	FI-7140	Kothmale
430	AM5A437344	FI-7140	Walapane
431	AM5A436744	FI-7140	Ambagamuwa
432	AM5A443936	FI-7140	Ukuwela
433	AM5A444393	FI-7140	Matale
434	AM5A444406	FI-7140	Rathota
435	AM5A444328	FI-7140	Ambangamakorale
436	AM5A444330	FI-7140	Galewela
437	AM5A444558	FI-7140	Yatawatta
438	AM5A444117	FI-7140	Wilgamuwa
439	AM5A444334	FI-7140	Pallegama-Laggala
440	AM5A444396	FI-7140	Naula
441	AM5A444405	FI-7140	Pallepola
442	AM5A444327	FI-7140	Dambulla
443	AM5A437091	FI-7140	Mahiyanganaya
444	AM5A437306	FI-7140	Kandaketiya
445	AM5A437359	FI-7140	Meegahakivula
446	AM5A437350	FI-7140	Ridimaliyadda
447	AM5A437352	FI-7140	Lunugala
448	AM5A436779	FI-7140	Passara
449	AM5A437086	FI-7140	Badulla
450	AM5A437312	FI-7140	Soranatota
451	AM5A437361	FI-7140	Haliela
452	AM5A437353	FI-7140	Welimada
453	AM5A437349	FI-7140	Uvaparanagama
454	AM5A436630	FI-7140	Halduummulla
455	AM5A437088	FI-7140	Haputale
456	AM5A437370	FI-7140	Bandarawela
457	AM5A437450	FI-7140	Ella
458	AM5A437090	FI-7140	Wellawaya
459	AM5A437448	FI-7140	Buttala
460	AM5A436783	FI-7140	Badalkumbura
461	AM5A437079	FI-7140	Katharagama
462	AM5A437456	FI-7140	Medagama

463	AM5A437083	FI-7140	Madulla
464	AM5A437452	FI-7140	Bibila
465	AM5A437093	FI-7140	Monaragala
466	AM5A436771	FI-7140	Sewanagala
467	AM5A437068	FI-7140	Thanamalwila
468	AM5A437407	FI-7140	Siyabalanduwa
469	AM5A437085	FI-7140	Lahugala
470	AM5A437446	FI-7140	Pthuvil
471	AM5A437095	FI-7140	Thirukkivil
472	AM5A436047	FI-7140	Aleyaddiwembu
473	AM5A437072	FI-7140	Akkareipattu
474	AM5A437404	FI-7140	Addalachchennai
475	AM5A437414	FI-7140	Nindavur
476	AM5A437087	FI-7140	Samanthurai
477	AM5A437459	FI-7140	Karaithivu
478	AM5A436053	FI-7140	Saithamarudu
479	AM5A437098	FI-7140	Kalmunai m.
480	AM5A437464	FI-7140	Kalmunai t.
481	AM5A437466	FI-7140	Ampara
482	AM5A437461	FI-7140	Irakkamam - Erakkamam
483	AM5A437075	FI-7140	Damana
484	AM5A436041	FI-7140	Navithanveli
485	AM5A437113	FI-7140	Uhana
486	AM5A437094	FI-7140	Mahaoya
487	AM5A437084	FI-7140	Padiyathalawa
488	AM5A437457	FI-7140	Dehiattakandiya
489	AM5A435459	FI-7140	Dimbulagala
490	AM5A435882	FI-7140	Elahara
491	AM5A444390	FI-7140	Welikanda
492	AM5A353951	FI-7140	Thamankaduwa
493	AM5A435884	FI-7140	Madirigiriya
494	AM5A435873	FI-7140	Lankapura
495	AM5A435947	FI-7140	Hingurakgoda
496	AM5A437038	FI-7140	Polgahawela
497	AM5A437042	FI-7140	Alawwa
498	AM5A437030	FI-7140	Pannala
499	AM5A444470	FI-7140	Weerambagedara
500	AM5A437025	FI-7140	Narammala
501	AM5A437048	FI-7140	Kuliyapitiya East
502	AM5A437239	FI-7140	Kuliyapitiya West
503	AM5A435463	FI-7140	Maho
504	AM5A444387	FI-7140	Bingiriya
505	AM5A437021	FI-7140	Kurunegala
506	AM5A437024	FI-7140	Mallawapitiya
507	AM5A437132	FI-7140	Mawathagama
508	AM5A437051	FI-7140	Ridigama
509	AM5A437037	FI-7140	Udubaddawa
510	AM5A436645	FI-7140	Kotawehera
511	AM5A443796	FI-7140	Rasnayakapura
512	AM5A435619	FI-7140	Ganewatta
513	AM5A437417	FI-7140	Maspotha
514	AM5A435894	FI-7140	Bamunakotuwa
515	AM5A435890	FI-7140	Wariyapola
516	AM5A435892	FI-7140	Kobeigane
517	AM5A444404	FI-7140	Paduwasnuwara West
518	AM5A444408	FI-7140	Ibbagamuwa
519	AM5A435598	FI-7140	Polpitigama
520	AM5A435878	FI-7140	Ehatuwawa

521	AM5A435625	FI-7140	Galgamuwa
522	AM5A435622	FI-7140	Abanpola
523	AM5A437043	FI-7140	Katupotha (Panduwasnuwara East M.)
524	AM5A435891	FI-7140	Nikawaratiya
525	AM5A435870	FI-7140	Giribawa
526	AM5A444091	FI-7140	Dankotuwa
527	AM5A444544	FI-7140	Nattandiya
528	AM5A444236	FI-7140	Wennappuwa
529	AM5A444250	FI-7140	Madampe
530	AM5A443937	FI-7140	Halawatha
531	AM5A444424	FI-7140	Arachchikattuwa
532	AM5A436642	FI-7140	Mundalama
533	AM5A435880	FI-7140	Mahakumbukkadawala
534	AM5A435611	FI-7140	Pallama
535	AM5A353897	FI-7140	Anamaduwa
536	AM5A444384	FI-7140	Mahawawa
537	AM5A435627	FI-7140	Puttalam
538	AM5A435885	FI-7140	Wanathawilluwa
539	AM5A435623	FI-7140	Kalpitiya
540	AM5A353961	FI-7140	Nawagaththegama
541	AM5A435464	FI-7140	Karuwalagaswewa
542	AM5A444265	FI-7140	Thambuttegama
543	AM5A444461	FI-7140	Rajanganaya
544	AM5A444431	FI-7140	Nochchiyagama
545	AM5A444088	FI-7140	Horovpothana
546	AM5A444419	FI-7140	Anuradhapura East-nuwaragampalatha
547	AM5A444421	FI-7140	Anuradhapura Central-Nanupa
548	AM5A444257	FI-7140	Nachchiduwa
549	AM5A444254	FI-7140	Mahawilachchiya
550	AM5A444247	FI-7140	Rambewa
551	AM5A444284	FI-7140	Mihinthale
552	AM5A444448	FI-7140	Kahatagasdigiliya
553	AM5A444266	FI-7140	Galen Bindunuwewa
554	AM5A444445	FI-7140	Thalawa
555	AM5A444416	FI-7140	Thirappane
556	AM5A444440	FI-7140	Palugaswewa
557	AM5A444551	FI-7140	Kakirawa
558	AM5A444454	FI-7140	Ipalogama
559	AM5A444278	FI-7140	Palagala
560	AM5A444437	FI-7140	Padawiya
561	AM5A444270	FI-7140	Galnewa
562	AM5A444398	FI-7140	Kabithigollawa
563	AM5A435593	FI-7140	Madawachchi
564	AM5A444083	FI-7140	Colombo
565	AM5A444459	FI-7140	Dehiwala
566	AM5A444267	FI-7140	Kolonnawa
567	AM5A444401	FI-7140	Kotte
568	AM5A444271	FI-7140	Moratuwa
569	AM5A444422	FI-7140	Padukka
570	AM5A444436	FI-7140	Ratmalana
571	AM5A444455	FI-7140	Seethawaka
572	AM5A444444	FI-7140	Thimbirigasyaya
573	AM5A444389	FI-7140	Biyagama
574	AM5A444418	FI-7140	Divulapitiya
575	AM5A444410	FI-7140	Dompe
576	AM5A444340	FI-7140	Ja-ela
577	AM5A444261	FI-7140	Katana
578	AM5A444253	FI-7140	Kelaniya

579	AM5A444392	FI-7140	Mahara
580	AM5A444407	FI-7140	Minuwangoda
581	AM5A444386	FI-7140	Negombo
582	AM5A444333	FI-7140	Wattala
583	AM5A444133	FI-7140	Agalawatta
584	AM5A444342	FI-7140	Bandaragama
585	AM5A444256	FI-7140	Bulathsinhala
586	AM5A444337	FI-7140	Dodangoda
587	AM5A444423	FI-7140	Horana
588	AM5A444400	FI-7140	Ingiriya
589	AM5A444547	FI-7140	Madurawela
590	AM5A443910	FI-7140	Mathugama
591	AM5A444339	FI-7140	Millaniya
592	AM5A444399	FI-7140	Palindanuwara
593	AM5A444331	FI-7140	Panadura
594	AM5A444559	FI-7140	Walallawita
595	AM5A444262	FI-7140	Delft
596	AM5A435869	FI-7140	Island North- Keyts
597	AM5A353867	FI-7140	Island South
598	AM5A435868	FI-7140	Jaffna
599	AM5A435872	FI-7140	Karainagar
600	AM5A353952	FI-7140	Nallur
601	AM5A435607	FI-7140	Thenmarachchi (Chavakachcheri)
602	AM5A435615	FI-7140	Vadamarachchi East- Maruthankerni
603	AM5A435620	FI-7140	Vadamarachchi North -Poinpedro
604	AM5A435621	FI-7140	Vadamarachchi South-West (Karaveddi)
605	AM5A435879	FI-7140	Valikamam East (Kopay)
606	AM5A435874	FI-7140	Valikamam North - Thellipali
607	AM5A353891	FI-7140	Valikamam South - Uduvil
608	AM5A353957	FI-7140	Valikamam South-west (Sandalipay)
609	AM5A353896	FI-7140	Valikamam West (Chankanai)
610	AM5A435450	FI-7140	Kandavalai
611	AM5A435881	FI-7140	Karachchi
612	AM5A435624	FI-7140	Pachchilaipalli
613	AM5A435606	FI-7140	Poonakary
614	AM5A435876	FI-7140	Madhu
615	AM5A435618	FI-7140	Mannar
616	AM5A435886	FI-7140	Manthai West
617	AM5A435871	FI-7140	Musalai
618	AM5A435589	FI-7140	Nanaddan
619	AM5A435465	FI-7140	Manthai East
620	AM5A435466	FI-7140	Maritimepattu
621	AM5A435613	FI-7140	Oddusuddan
622	AM5A435467	FI-7140	Puthukudurippu
623	AM5A435877	FI-7140	Thunukkai
624	AM5A444466	FI-7140	Welioya
625	AM5A435609	FI-7140	Vavuniya
626	AM5A435616	FI-7140	Vavuniya North
627	AM5A435614	FI-7140	Vavuniya South
628	AM5A435612	FI-7140	Vengalacheddikulam
629	AM5A437363	FI-7140	EravurPattu
630	AM5A436784	FI-7140	Eravur Town
631	AM5A437115	FI-7140	Kattankudy
632	AM5A437066	FI-7140	KoralaiPattu
633	AM5A437081	FI-7140	KoralaiPattu Central
634	AM5A437070	FI-7140	KoralaiPattu North
635	AM5A437074	FI-7140	KoralaiPattu South
636	AM5A436314	FI-7140	KoralaiPattu West

637	AM5A437114	FI-7140	Manmunai North
638	AM5A437077	FI-7140	ManmunaiPattu
639	AM5A437111	FI-7140	Manmunai S. and EruvilPattu
640	AM5A437073	FI-7140	Manmunai South West
641	AM5A437065	FI-7140	Manmunai West
642	AM5A437112	FI-7140	PorativuPattu
643	AM5A437116	FI-7140	Gomarankadawala
644	AM5A437469	FI-7140	Kanthalai
645	AM5A437421	FI-7140	Kinniya
646	AM5A437089	FI-7140	Kuchchaveli
647	AM5A437080	FI-7140	Morawewa
648	AM5A436773	FI-7140	Muttur
649	AM5A436776	FI-7140	PadaviSripura
650	AM5A436778	FI-7140	Seruvila
651	AM5A436785	FI-7140	Thambalagamuwa
652	AM5A436777	FI-7140	Trincomalee
653	AM5A435816	FI-7140	Verugal
654	AM5A444272	FI-7140	Head Office
655	AM5A444258	FI-7140	Head Office
656	AM5A444548	FI-7140	Head Office
657	AM5A444456	FI-7140	Head Office
658	AM5A444426	FI-7140	Head Office
659	AM5A444432	FI-7140	Head Office
660	AM5A444458	FI-7140	Head Office
661	AM5A444252	FI-7140	Head Office
662	AM5A444546	FI-7140	Head Office
663	AM5A444439	FI-7140	Head Office
664	AM5A444438	FI-7140	Head Office
665	AM5A444269	FI-7140	Head Office
666	AM5A444103	FI-7140	Head Office
667	AM5A444101	FI-7140	Head Office
668	AM5A444446	FI-7140	Head Office
669	AM5A444430	FI-7140	Head Office
670	AM5A444427	FI-7140	Head Office
671	AM5A444433	FI-7140	Head Office
672	AM5A444463	FI-7140	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 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 Contract 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 (10 %) out of total contract amount.
 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 receives 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 Contractor, 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(h)	The Purchaser is ⁴² : Commissioner General, Department for Registration of Persons								
CC 1.1 (m)	The Project Site(s)/Service Location(s) is/are ⁴² :Department for Registration of Persons (DRP), 10th Floor, “Suhurupaya”, Sri Subhuthipura Road, Battaramullaand/or DRP units (331) at the island wide divisional secretariat offices.								
CC 8.1	For notices, the Purchaser’s address shall be: Attention(⁴⁴): Commissioner General Address: Department for Registration of Persons 10thFloor, “Suhurupaya”, Sri Subhuthipura Road, Battaramulla Telephone: 011-2862 255 Facsimile number : 011-2286 198 Electronic mail address: com.general@drp.lk								
CC 15.1	CC 15.1 – The method and conditions of the 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		
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	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		
CC17.1	Within 14 days of receipt of letter of award the successful bidder shall furnish a performance security equal to 10% 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 commercial bank operating in Sri Lanka approved by central Bank of Sri Lanka. The Performance Security shall be in favor of Commissioner General, Department for Registration of Persons and shall be valid for a period specified by Purchaser.		
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) The payment schedule for this contract agreement / procurement shall be made quarterly basis on the performance of the supplier / service provider as specified in the Contract Data Sheet.
 - (h) [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 may 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/07/51/2025

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.

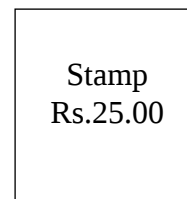
The foregoing Affidavit having been duly read over and explained by me to the Affirmant above named and he/she having understood the contents

Therein and admitted to be correct, affirmed and set

his/her signature hereto before me)

on this day of at

.....



Signature of the bidder (with seal)

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