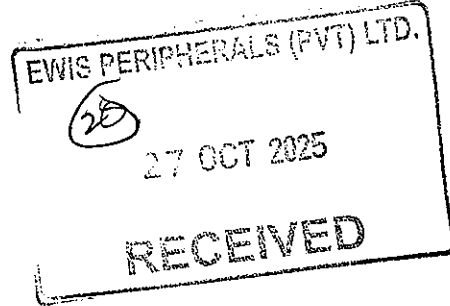


Your Ref:

My ref: PHM DD2/DGM/QDC/2025/10

Date: 16.10.2025

Ewis Peripherals (pvt) ltd,  
Yathama Building,  
Galle Road,  
Colombo 03.



Dear Sir/Madam,

**Supply and Delivery of Multifunction Photocopy Machine for the CE(LCM) Office -PHM-DD2  
Bid No: CEB/AGM (DD2)/PHM/NCB/2025/10/DGM**

Sealed quotations are invited to procure 01 No of Multifunction Photocopy Machine as per the attached bidding document.

Offers will be accepted until **14:00 Hours** on **12 .11.2025**. Price shall be in LKR and have a period of validity not less than 60days from this date.

Sealed quotations must be sent via registered post or hand-delivered to the following address on or before the bid closing time of 14:00 Hours on **12 .11.2025**. The opening of the bids will take place at 14:00 hours on the same date.

**Deputy General Manager,  
Projects & Heavy Maintenance-DD2,  
Ceylon Electricity Board  
No: 18, Lamagaraya Road,  
Kandy.**

Please mark "**Quotation for Multifunction Photocopier- CEB/AGM (DD2)/PHM/NCB/2025/10/DGM**" at the top left-hand corner of the sealed envelope.

It is mandatory to fill out the "*Offered Specifications*" columns in the "*Technical Specifications*" of the attached response sheet in **Annexure-01** and the price schedule in **Annexure-02**, along with manufacturer specifications and other relevant details of the offered product, as requested.

Any quotation not furnishing the above required details in full will be liable for rejection.

Once an award is made, offered products shall be delivered **within three (03) weeks** to the above address.

Thank you.  
Yours faithfully,

**Eng.K.M.L.Uwaiz  
Deputy General Manager  
(Projects & Heavy Maintenance) – DD2**

Deputy General Manager  
Project & Heavy Maintenance  
Distribution Division - 02  
Ceylon Electricity Board  
No.18, Lamagaraya Road  
Kandy.

## **BID DATA SHEET**

### **NAME OF THE BID**

Inviting bids for Supply and Delivery of Multifunction Photocopy Machine (01 nos.) for the CE(LCM) Office -(PHM)DD2

### **BID NO:**

CEB/AGM(DD2)/PHM/NCB/2025/10/DGM

### **SCOPE**

Supply and Delivery of Multifunction Photocopy Machine for Office of the Deputy General Manager, Projects & Heavy Maintenance-DD2, Ceylon Electricity Board , No: 18, Lamagaraya Road, Kandy.

### **PLACE OF OBTAINING OF BID DOCUMENTS**

Office of the Deputy General Manager, Projects & Heavy Maintenance-DD2, Ceylon Electricity Board , No: 18, Lamagaraya Road, Kandy. 14.00 hrs. on 12.11.2025

### **PLACE OF ACCEPTANCE OF BIDS**

Office of the Deputy General Manager, Projects & Heavy Maintenance-DD2, Ceylon Electricity Board , No: 18, Lamagaraya Road, Kandy. by hand delivery or registered post.

### **CLOSING & OPENING TIME & DATE OF BIDS**

Acceptance of bids will be closed at 14:00 hours on 12.11. 2025 and opened at 14:00 hours on the same date.

### **PLACE OF DELIVERY OF GOODS**

The successful bidder shall deliver the goods to the Office of the Deputy General Manager, Projects & Heavy Maintenance-DD2, Ceylon Electricity Board, No: 18, Lamagaraya Road, Kandy

### **CLARIFICATIONS**

Clarifications, if any, shall be sought in writing via Hand Delivery/ Fax/ Email from the Deputy General Manager, Projects & Heavy Maintenance-DD2, Ceylon Electricity Board, No: 18, Lamagaraya Road, Kandy

on any working day until five days before the closing date of bids.

Tel: 0812222287

Fax: 0812222286

E-mail:cebdgmphmr2@gmail.com

**Inviting Bids for Supply and Delivery of Multifunction Photocopy Machine for the  
CE(LCM) Office – (PHM) DD2**

Page 2 of 9

**General Conditions**

1. It is mandatory to fill out the "Offered Specifications" columns in the "Technical Specifications" attached as Annexure 01 of this document.
2. Bidders shall submit the duly filled Price Schedule (Annexure 02) included in this document. Any other formats used by the bidders will not be accepted. Conditional bids will not be accepted.
3. The Price quoted by the bidder shall incorporate all discounts, commissioning charges, and should include the delivery cost of the goods to the location mentioned in the Bid Datasheet of this document.
4. Taxes  
If the bidders are registered for VAT, they should indicate the amount of VAT claimed separately in the Price Schedule of the bid documents, along with the VAT registration numbers.

The bid should be signed by the person/s or the authorized officer of the company forwarding the bid, and the envelope must be sealed and marked "Quotation for Multifunction Photocopier" – CEB/AGM(DD2)/PHM/NCB/2025/10/DGM

5. The bid should be valid for 60 (Sixty) days from the date of closing of the bid.
6. Bidders shall incorporate manufacturer specifications and other relevant details of the offered product along with the bid, such that quoted specifications are ensured.
7. Performance Bond – Not Applicable
8. Any bids submitted after the closing time and date specified in the Datasheet of this document will be rejected and returned to the bidder unopened.
9. Any bids that are not duly filled and offers that do not meet the required specifications specified in the Technical Specifications of this document will be rejected.
10. Correction of arithmetical errors  
Where the discrepancy is between the amounts in figures and amounts in words, the amount in words will prevail.  
However, if the total bid price increases due to corrections of the above mistakes, any increased rates requiring corrections should be re-adjusted within the bid in consultation with the bidder, provided that the total bid price is not exceeded. If the total bid price decreases due to corrections, the decreased total price will be the bid price. If the bidder does not agree to such corrections, his bid should be rejected.
11. Evaluation  
All the bids determined as substantially commercially responsive during the bid examination stage shall be evaluated for technical compliance and ranked on the lowest cost basis. The lowest ranking bid shall then be selected as the lowest evaluated substantially responsive bid.
12. The CEB reserves the right to accept or reject any or all bids without providing any reasons.

13. Delivery Period

The delivery period is three (03) weeks after confirmation of the order.

14. Manufacturer's specification, technical brochure, user guides, originals of the supported software CDs, and any other accessories supplied by the manufacturer should be provided with the equipment.

15. Payment

Payment will be made soon after the satisfactory delivery, installation, and commissioning of the machine as stipulated in the document. Payment will be made by way of a Cheque written in favor of the Supplier, with receipt of signed Invoices, together with the Certificate from the Chief Engineer (LCM), that the Goods and services have been received in terms of the Letter of Award.

No advance payment will be made by CEB on this contract.

16. Warranty

A minimum of 03 (three) years comprehensive warranty period shall be provided from the date of successful delivery and installation of the machine.

**Annexure 01**

**Technical Specification**

Description	Required Specifications	Offered
Technology	Digital and multi-task capability (Ability to perform various tasks, such as scanning, when another user is printing)	
Make & Country of Origin	Please Specify	
Copy & Print Speed	B/W & Colour - 20 cpm & ppm (A4) - 15 cpm & ppm (A3)	- -
Print Resolution	1200 x 1200 dpi	
Reverse Automatic Document Feeder	Should be available with a minimum capacity of 100 sheets (80 gsm)	
Color Scanning	A3 size Network scanning should be available	-
Scan Destination	E-Mail, Internet, PC (SMB, FTP), Folder, FTP Server, Cloud destination.	-
File Format	XPS, PDF, TIFF, JPEG, MTIF, High compression PDF/XPS	- - -
Address book	Min. 1000	-
Processor	Minimum 1.6 GHz, with Dual Processing	
Standard Memory (RAM)	Minimum 2 GB	
Hard Disk	Should be not less than 250 GB with	
	Hard Disk Erase	
	Hard Disk locking facility	
Control panel	Adjustable User user-friendly touch panel Ability to implement customized Notice or Company Logo when required	
Electronic Sorting (Cross)	Should be available	
Paper supply	Minimum 1200 sheets with 2 main cassettes and bypass tray (Total 3 cassettes)	
Magnification	Reduction enlargement 25% - 400%	-
Auto Colour Gradation Correction	It should be in-built with on-the-run density correction technology. Provide details	- -
User ID'S	Not less than 100 Individual customizable (function / Page limitations) users ID.	-
Warm-up time	Less than 35 seconds from main power on or	

	facility.	
First copy out time B&W -	Less than 6 seconds	
Colour -	Less than 10 seconds	
Printing & Scanning Interface	Ethernet 10 Base-T /100 Base TX/1000BaseT, USB 2.0, wireless LAN (IEEE 802.11 b/g/n), built-in Wi-Fi adaptor	
Multiple Copying	1-999	
Confidential Printing	It should be standard with password protection when printing through the network	
Available Autontication methods	Please Specify	
Picture Login Authentication	Access the device by selecting Picture ID	
User ID'S	Not less than 100 Individual customizable (function / Page limitations) users ID.	
Direct Printing & Scan	Should be able to print directly from USB pen drive. Scanned images should be able to be directly saved to a USB pen drive connected to the machine and should support formats such as PDF, JPEG & TIFF	

Power Consumption	Maximum 1.5 kW or less.	
	Sleep mode 0.8W or less	
Job Reservation	Should be available with a minimum of 15 job reservations	
Dust Detection & Auto Cleaning Feeder Facilities	Should be available	
Copier Stand	Should be provided.	
Green Environment Technologies	Please mention Environmental Policy & standard compliances such as ROHS, Energy Star, Energy consumption, sound level, Chromium, Magnetic particle, lead & Halogen (Please provide complete information)	
Accounting & Reporting	Track Devices' Activities	
	Report by Users, Device & Department	
	Single Accounting Platform on the Cloud for Central Management	
Electronic maintenance - system	Required. Please provide details about the e- maintenance system	
Copy to one color	Mandatory	
Copy to two colors	Mandatory	
Reduce Background of Copy (Density & prevent bleed-through)	Mandatory	
Waste Toner Capacity	Minimum 100,000 copies	

Warranty	Three -Years comprehensive	
Cost per Copy	Specify	
The supplier should provide a complete set of original Toner cartridges & drum set along with the machine (Please mention clearly if starter toners or drums are provided with the machine)		

## Part 2

### Cost Per Print Calculation

Toner Yield at 6% of A4 sheet coverage (Manufacture recommended yield.) (Required proof document)	B/W More than 35,000 Sheets	Yield-
	Colour More than 15,000 Sheets	Price-
		Yield-
		Price-
Manufacture recommended drum unit yield (Required proof document) Drum warranty	B/W More than 50,000 Sheets	Yield-
	Colour More than 50,000 Sheets	Price-
		Yield-
		Price-
Cost per Drum Unit & Yield	Drum cylinder	Yield-
		Price-
	Primary charging unit (Roller or wire)	Yield-
		Price-
	Drum cleaning blade	Yield-
		Price-
	Gear set	Yield-
		Price-
	Other required parts to replace the drum	Yield-
		Price-
Developer Yield (Required proof document)	Specify	Yield-
		Price-
Warranty	03 years	

**Other Technical Features –Color Photocopy Machine (Multi-function)**

Others (Available but not mentioned above)

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**Other Details**

	Item	Required	Offered
A	Delivery Period after Confirmation (in Weeks)	03 Weeks	
B	Quotation Validity Period (in Days)	60 Days	
C	Comprehensive Warranty Period	03 Years	

**Contact Details**

Name of the Supplier.	
Name of the contact person of the supplier.	
Designation of the contact person of the supplier.	
Mobile phone number of the contact person of the supplier.	
Supplier Telephone Number.	
Supplier Fax Number.	

With reference to the tender bearing the No: CEB/AGM (DD2)/PHM/NCB/2025/10/DGM

I / We agree to abide by the above General Conditions, Requested Specifications, Offered Specifications, and Offer submitted in the above Schedule of Prices.

.....  
Signature of the Supplier

.....  
Rubber Stamp of the Supplier

.....  
Name of the signatory

.....  
Date



**Schedule of Price – Supply and Delivery of Multifunction Photocopy Machine for the CE(LCM) Office -P&HM-DD2**  
**Bid No: CEB/AGM (DD2)/PHM/NCB/2025/10/DGM**

Annexure 02

Description of Item	Quantity	Total Price including delivery & commissioning, excluding VAT in LKR		Discounts Offered	SSCL	Total Cost with SSCL-excluding VAT in LKR		Amount of VAT	Amount of VAT in LKR (If applicable)
		In Figures	In Words			In Figures	In Figures		In Figures
Supply, Delivery, Installation and Commissioning of Multi-Functional Colour Photocopy Machine	01 Nos								
Total Price Including VAT in LKR (In Figures)									

Total Price in Word: .....

SSCL Registration No: .....

VAT Registration No: .....

(CEB VAT Registration No: 409000010-7000)

Total Amount of VAT claimed (Rs) : .....

Signature & Rubber Stamp of the Supplier

Note:- The Price quoted shall incorporate all discounts and should include the delivery cost of the goods to the Office of the Deputy General Manager, Projects & Heavy Maintenance-DD2, Ceylon Electricity Board, No: 18, Lamagaraya Road, Kandy

Deputy General Manager  
 Project & Heavy Maintenance  
 Distribution Division - 02  
 Ceylon Electricity Board  
 No.18, Lamagaraya Road  
 Kandy